

## PRACTICUM INSTRUCTIONS

<b>1.</b>	<ul style="list-style-type: none"> <li>▪ Complete the online <b>mandatory</b> pre-experience online orientation session by the deadline. Save your notice of completion.           <p style="margin-left: 20px;">*The <b>mandatory</b> pre-experience orientation session is provided through the Tourism and Events Management <b>Blackboard</b> Organization. Please note that this requirement is different from (<b>and in addition to</b>) the requirement to attend any pre-experience informational meeting(s) required by the Faculty Supervisor (the instructor-of-record for the section). For more details, click <a href="#">here</a>.</p> <p><b>Note:</b> Failure to complete the <b>mandatory</b> pre-experience orientation session by the deadline provided below), as well as any meeting(s) required by the Faculty Supervisor, will result in a student being declared ineligible to complete his/her practicum during the applicable semester. The sessions are announced through the TEM listserv. Any student who does not receive the listserv emails must contact us at <a href="mailto:ewhisna@gmu.edu">ewhisna@gmu.edu</a>.</p> <p><b>Deadlines:</b></p> <ul style="list-style-type: none"> <li>○ <b>Spring Practicum:</b> You must attend the pre-experience orientation session in the preceding <b>Fall</b> semester.</li> <li>○ <b>Summer Practicum:</b> You must attend the pre-experience orientation session in the preceding <b>Spring</b> semester.</li> <li>○ <b>Fall Practicum:</b> You must attend the pre-experience orientation session in the preceding <b>Spring</b> semester.</li> </ul> </li> <li>▪ Submit Applications and Interview with potential sites.</li> </ul>
<b>2.</b>	<ul style="list-style-type: none"> <li>▪ Submit Practicum Eligibility Form (Appendix 2 as PDF), and Certificate of Completion from Online Orientation, to your Academic Advisor Michelle Seki, at <a href="mailto:mgnoleba@gmu.edu">mgnoleba@gmu.edu</a></li> <li>▪ After receiving approval and override from Academic Advisor, register for TOUR241.</li> </ul>
<b>3.</b>	<ul style="list-style-type: none"> <li>▪ Before accepting any job offer submit all <u>official</u> job descriptions for approval by your Faculty Supervisor or the Fieldwork Coordinator (if no faculty supervisor has been assigned).</li> </ul>
<b>4.</b>	<ul style="list-style-type: none"> <li>▪ Submit the following to Faculty Supervisor, <b>ONLY</b>, after they are <b>completely filled out, signed, and dated</b> <ol style="list-style-type: none"> <li>1. As <u>1 combined PDF Document</u> <ol style="list-style-type: none"> <li>a. Paperwork Submission Cover Sheet (Appendix 3)</li> <li>b. Site Profile (Appendix 4) <b>Must Include:</b> <ol style="list-style-type: none"> <li>i. <b>Pre-Approved job description</b></li> <li>ii. <b>Your signature</b></li> <li>iii. <b>Site supervisor information and signature</b></li> </ol> </li> <li>c. Virtual/Hybrid Internship Proposal (ONLY IF APPLICABLE) (Appendix 5)</li> </ol> </li> <li>2. Experiential Learning Agreement <b>as 1 separate PDF Document</b>, (Appendix 6) <b>Must Include:</b> <ol style="list-style-type: none"> <li>a. <b>Correct Start and End dates</b></li> <li>b. <b>Site supervisor signature</b></li> <li>c. <b>All pages in correct order</b></li> </ol> </li> </ol> <p><b>**All changes made to Appendix 6 by a site <u>must be approved by the GMU legal office.</u></b></p> </li> </ul>
<b>5.</b>	<ul style="list-style-type: none"> <li>▪ You can begin your practicum <b>only after</b> you have been notified that the Learning Agreement has Dean's approval.</li> <li>* <b>You must notify Faculty Supervisor of exact start date and estimated hours/week.</b></li> <li><b>**You must review the course syllabus before you begin your practicum.</b></li> </ul>
<b>6.</b>	<ul style="list-style-type: none"> <li>▪ Complete Weekly Reports (Appendix 7)</li> </ul>
<b>7.</b>	<ul style="list-style-type: none"> <li>▪ Complete Midpoint Report (Appendix 8)</li> </ul>
<b>8.</b>	<ul style="list-style-type: none"> <li>▪ Complete Portfolio following guidelines (Appendix 9)</li> </ul>
<b>9.</b>	<ul style="list-style-type: none"> <li>▪ Give Site Supervisor <i>Final Performance Evaluation Form</i> (Appendix 10) to complete. The completed form may be sent directly to Faculty Supervisor or submitted with student portfolio.</li> </ul>