

PRACTICUM INSTRUCTIONS

1.	<ul style="list-style-type: none"> ▪ Complete the online mandatory pre-experience online orientation session by the deadline. Save your notice of completion. <ul style="list-style-type: none"> *The mandatory pre-experience orientation session is provided through the Tourism and Events Management Blackboard Organization. Please note that this requirement is different from (and in addition to) 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 here. Note: Failure to complete the mandatory 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 ewhisna@gmu.edu. <p>Deadlines:</p> <ul style="list-style-type: none"> ○ Spring Practicum: You must attend the pre-experience orientation session in the preceding Fall semester. ○ Summer Practicum: You must attend the pre-experience orientation session in the preceding Spring semester. ○ Fall Practicum: You must attend the pre-experience orientation session in the preceding Spring semester. <ul style="list-style-type: none"> ▪ Submit Applications and Interview with potential sites.
2.	<ul style="list-style-type: none"> ▪ Submit Practicum Eligibility Form (Appendix 2 as PDF), and Certificate of Completion from Online Orientation, to your Academic Advisor Michelle Seki, at mgnoleba@gmu.edu ▪ After receiving approval and override from Academic Advisor, register for TOUR241.
3.	<ul style="list-style-type: none"> ▪ 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).
4.	<ul style="list-style-type: none"> ▪ Submit the following to Faculty Supervisor, ONLY, after they are completely filled out, signed, and dated <ol style="list-style-type: none"> 1. As <u>1 combined PDF Document</u> <ol style="list-style-type: none"> a. Paperwork Submission Cover Sheet (Appendix 3) b. Site Profile (Appendix 4) Must Include: <ol style="list-style-type: none"> i. Pre-Approved job description ii. Your signature iii. Site supervisor information and signature c. Virtual/Hybrid Internship Proposal (ONLY IF APPLICABLE) (Appendix 5) 2. Experiential Learning Agreement as <u>1 separate PDF Document</u>, (Appendix 6) Must Include: <ol style="list-style-type: none"> a. Correct Start and End dates b. Site supervisor signature c. All pages in correct order <p>**All changes made to Appendix 6 by a site <u>must be approved by the GMU legal office.</u></p>
5.	<ul style="list-style-type: none"> ▪ You can begin your practicum only after you have been notified that the Learning Agreement has Dean's approval. <p>* You must notify Faculty Supervisor of exact start date and estimated hours/week.</p> <p>**You must review the course syllabus before you begin your practicum.</p>
6.	<ul style="list-style-type: none"> ▪ Complete Weekly Reports (Appendix 7)
7.	<ul style="list-style-type: none"> ▪ Complete Midpoint Report (Appendix 8)
8.	<ul style="list-style-type: none"> ▪ Complete Portfolio following guidelines (Appendix 9)
9.	<ul style="list-style-type: none"> ▪ 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.