

STUDENT PRACTICUM MANUAL

Eligibility

Students may apply for the practicum in their Sophomore (in 2nd semester), Junior or Senior year. Only Culinary Arts students may begin their practicum as Freshmen.

Practicum Steps

1. Ask a full-time faculty member in your major field of study to serve as your Faculty Mentor for the practicum or internship experience. Adjunct professors may also be considered, but we **must** have current contact information and addresses.
2. Brainstorm with your Faculty Mentor about your practicum; decide specific goals and objectives you want to accomplish.
3. Locate a business or organization that would be a good fit for your career goals. Schedule a meeting with a manager or supervisor at the potential site to discuss duties and responsibilities that will relate to your major field of study.
4. Contact your Faculty Mentor to discuss the proposed site and job duties at the practicum site.
5. Submit the **Practicum Course Proposal** to the Faculty Mentor for review and approval. Students are responsible for obtaining the approval signatures from Faculty Mentor, Dean, Site Supervisor and Practicum Center.
6. Submit the **Letter of Intent** to the Practicum Center.
7. Once the practicum has been approved, a **Registration Form** must be signed by the Director of Career Services and Practicum Center. The student will submit this completed form to the Registration Office in the Benedum Center.
8. After completing the required number of hours, submit your **Practicum Term Paper** and **Daily Journal and Hours Log** directly to the Faculty Mentor. Copies of the **Practicum Site Evaluation** must be sent to the Faculty Mentor and the Practicum Center. The Site Supervisor will send the **Performance Appraisal** results to the Practicum Center.

*** Effective with the 1999-2000 University Catalog, a student seeking more than one degree must complete a practicum for each degree sought.**

Practicum Course Proposal

The Practicum Course Proposals describes, in narrative format, the guidelines, goals, duties and responsibilities of the student while working at the practicum site. Identify learning and performance objectives in your major field of study. Explain the reasoning behind selecting this particular business. Describe the activities at the practicum site that will enable you to achieve the goals and objectives in the proposal. **A new Practicum Course Proposal must be submitted for each practicum site.**

Letter of Acceptance

The Letter of Acceptance (also called a Letter of Intent) from the prospective business practicum site must be submitted to the Practicum Center. This letter is written by the Site Supervisor on company letter head, accepting the student for the practicum. Date, title position and signature of Site Supervisor, and phone number must be included.

Daily Journal and Hours Log

This is a record of the dates, hours, and description of work performed at the practicum site and must be signed and dated by the Site Supervisor.

*** Previous work experience will not be credited towards practicum. The Faculty Mentor must first approve any practicum site before registration.**

International Students

International students are required to contact Dwight Heaster, Coordinator for International Student Services at 929-1551 or dheaster@mountainstate.edu. Course Proposal must also have Dwight Heaster's signature before registration will be approved. A request for an affiliation agreement between the practicum worksite and Mountain State University must be filed with Practicum Center at least **6 months before starting the practicum – NO exceptions!**

Grading Scale

The Faculty Mentor will not submit a practicum grade unless they have received all completed paperwork and assignments. Students who are completing their practicum in increments, will receive a grade of "Work In Progress" until they have finished all requirements. From the time of registration, students have 1 year to complete their practicum or receive an automatic "F" grade in the system.

NOTE TO CULINARY ARTS STUDENTS

It is **required** that students submit Course Proposal and Letter of Acceptance prior to starting work on or registering for **each** practicum. **Students who fail to submit prior documentation prior to beginning work will not be given credit for any hours completed prior to submitting paperwork.**

Because each Culinary Arts Practicum is only three (3) credit hours, students will be given one semester, or three months from registration, to complete all work hours and assignments.

Additionally, Practicum assignments are different for Culinary Arts students. A term paper is not required at the end of each practicum. Instead, each student is to gather material during each practicum and to compile a portfolio to be turned in to Chef Bailey at the end of Practicum 5. **It is the student's responsibility to speak with Chef Bailey well in advance of starting Practicum 1 to find out what materials are needed for the portfolio**

WARNING: Failure to comply with any requirements will result in the rejection or termination of the practicum. Students whose practicum is terminated will not be eligible for reimbursement for expenses or credit.

Faculty Contacts

Please contact the Administrative Assistant/Secretary for the appropriate school handling your field of study to schedule an appointment with the Dean or Co-Chair for practicum approval.

School of Arts & Sciences

Dr. Vincent Beach, Dean of School of Arts & Sciences

School of Business & Technology

Mary Ann Crook, Administrative Assistant (304) 929-1437 or (800) 766-6067, ext. 1437

Dr. Norm Hinkle, Co-Chair of the SOBT

Ann Nagye, Co-Chair of the SOBT

If you have any questions or need further assistance, please don't hesitate to contact us or drop by our offices, now located in the Student Life House, right next to the Bendum Center. Available hours are Monday through Friday, 8:00 am to 5:00 pm (closed 12:00-1:00 for lunch).

Career Services

P.O. Box 9003

Beckley, WV 25802

Fax: (304) 461-3423

Jennifer Worley, Administrative Secretary

Email: jworley@mountainstate.edu

Phone: (304) 929-1565

Anita Davis, MSIR , CWDP

Director of Career Services & Practicum Center

Email: adavis@mountainstate.edu

Phone: (304) 929-1461

(EXAMPLE LETTER OF ACCEPTANCE)



PAPER INC.

Address Line 1
Address Line 2
City, ST 22222
Country

Phone: 555-555-5555
Fax: 222-222-2222
Email: xyz@example.com
Website: <http://mysite@example.com>

December 5, 2006

To Whom It May Concern:

Paper Inc. accepts John Phillips as a practicum student and will abide by the guidelines and policies as explained in the practicum manual.

John will work at our office for 25 hours per week, beginning January 5, 2007 through May 10, 2007 to fulfill the 600 hours requirement. John will be working on several different projects within the Administrative, Registration, and Accounting departments.

Sincerely,

Stanley Smith

Stanley Smith, General Office Manager