

## PE 4445 - Checklist for Practicum Paper

Just a reminder. Your practicum paper is nearly three fourths of your grade. In essence for majors, the paper represents the work of a 3-credit class. For minors, it represents a 2 credit class. You don't want to gloss over this. You'll want to put some effort into it.

Before submitting your paper, print out the following and check-off each item to make sure you've covered all requirements:

**At least a four-page typed summary and analysis of your practicum project.** Provide an overall summary what you did in your practicum. Include the following - or, *if some of the topics are not applicable in your situation, it's fine to substitute other topics:*

- What sort of preparations were required?
- What were some of the highlights of the practicum?
- What aspects of it did you particularly enjoy?
- Were there some of the parts of the practicum that didn't go as expected?
- Did you have any difficulties working with any of the participants in the activity?
- Did you feel challenged at times?
- Did you come away from the practicum with any new skills or knowledge?
- Is this something you'd like to do in a future career?

You'll notice by reviewing the list of topics, above, that this summary report is more than a list of tasks you completed - that's a part of it, yes - but you also want this to be a reflection upon the practicum. You may find that you are repeating some of your reflections and insights that are found in your journal. That's fine. What you want to do here is to distil the important parts of your journal in summary form. A person should be able to read this and get a good feel about what you did during your practicum and what you learned from it - without having to read all of your journal entries.

**A copy of your journal.** If you like, you may use a notebook initially to make journal entries, but the journal that you turn in must be typed. Let me elaborate a bit more on what should be covered in the journal:

An entry for each day or segment of the practicum. With each entry, be sure to include:

- Date
- Start time and ending time and total elapsed time
- If this is preparatory work, explain what it is
- If this is actual work with participants, indicate: Location
- Number of participants involved
- Description of activities assisted with
  - Specific skills taught
  - Any follow-up work required by the on-site supervisor.
- Observations and reflections:
  - Helpful teaching techniques
  - New ways of working with groups
  - Could you do this as a future job?
  - Any new personal skills and knowledge you learned
  - Would you do things differently next time. If so, what?

*Note: that for some practicums, you may not be covering all of the topics listed above. In that case, you may substitute more appropriate journal entries in lieu of those on the list.*

**Any supplementary materials:** sign-up sheets (it's okay to blot out signatures of participants if the privacy policy of your agency requires it), promotional materials for the activities in which you were involved, hand-outs, power point print-outs (if you did a presentation), any other materials that might be related to the activities in which you assisted.

Note: that some of you may be working with a person who can provide you with a reference - or may be a direct contact for future work. In those cases, prepare a short letter thanking them for their time. Such letters can go a long way to develop and nurture a network of employment contacts. Send the letter by mail (not email) and include a copy of the letter with your practicum report.

**Lesson Plan** of an activity or skill learning session planned during the practicum. If you were involved in a practicum in which a lesson plan wasn't used, you still need to turn in a lesson plan. Instead, create a lesson plan on some activity related to your practicum which could be taught.

**The two signed forms:** Practicum Placement and Practicum Verification Form. If you worked under more than one practicum supervisor, include the two forms for each supervisor.

**Submission:** You can submit your final practicum report in either hard copy or electronically. If you use electronic submission, the entire report including your journal, lesson plan and supplementary materials must be contained in one PDF. More details on how to prepare the PDF are found on the bottom of the following webpage: <http://www.ronwatters.com/MethodsPaper.html>