

PRACTICUM HANDBOOK



REC 493

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Updated February 20, 2012

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INTRODUCTION

Practicum experiences are required of all degree-seeking students in the following minors, Recreation, Tourism, and Facility & Event Management at Western Kentucky University. This handbook was designed to guide students and their supervisors through this practicum fieldwork experience. The handbook is required for all students enrolled in REC 493.

The term, "Practicum," refers to a part-time or short-term supervised educational work experience with an approved agency, organization, or institution. A practicum allows a student to develop professionally through a work experience under the guidance of leaders in a field.

In addition, the practicum site is an extension of the curriculum, and the practicum experience affords the student an opportunity to apply his/her theoretical knowledge and technical skills in a practical manner, gaining valuable pre-professional in-service training, which will better enable him/her to perform with a higher level of skill and confidence.

PRACTICUM ELIGIBILITY REQUIREMENTS

All undergraduate minors must meet the following requirements to be eligible for REC 493 Practicum:

- 1) Have completed at least 6 hours of the course requirements for the minor AND
- 2) Have at least a 2.0 GPA overall

Near mid-term of the semester prior to practicum, the University Practicum Supervisor will hold a Practicum Orientation. During that meeting, all eligibility requirements will be confirmed by the Practicum Supervisor.

PRE-PRACTICUM PROCEDURES

THE FOLLOWING STEPS MUST BE COMPLETED IN ORDER.

- 1) Read the Practicum Handbook (Recommended completion 2 semesters prior to practicum)
- 2) Verify that you have completed the basic requirements for the Practicum (Recommended completion beginning of final semester prior to practicum – for Spring interns – by September 1, for Summer and Fall interns – by February 1).
- 3) Complete “Application for Practicum” (see Form A); and prepare resume. (Submit during Practicum Orientation meeting – For Spring practicum, by mid-October; for Summer and Fall practicum, by mid-March).
- 4) Meet with the University Supervisor during the Practicum Orientation Meeting to determine if all basic requirements for the Practicum have been met, and to determine the appropriate procedures to follow to secure a practicum placement.
- 5) Select a site(s) matching your professional interests. All sites must be approved by the University Supervisor. (Recommended completion date – 4 weeks before end of semester prior to practicum – For Spring interns by November 15, for Summer Interns by April 15, for Fall Interns by August 1).
- 6) If you are accepted by the approved agency for placement, have the agency supervisor complete the following forms: “Practicum Assignment” – Form B, “Practicum Student/Agency/University Contract” - Form C, and Practicum Goals and Plan – Form D. The completed forms must be returned to the University Supervisor before the student may register for REC 493practicum.(Recommended completion date for Spring practicum – before December 1, for Summer interns, before May 1, for fall interns, before August 15).
- 7) You must meet with the University Supervisor to gain approval to be enrolled in the course and to start the practicum. (Recommended completion date for Spring interns – before December 1, for Summer interns, before May 1, for fall interns, before August 15).

GENERAL PRACTICUM POLICIES

- 1) The University Supervisor must approve all Pre-Practicum paperwork PRIOR to enrolling in REC 493 Practicum (Forms A, B, C, D, and a current copy of the student's resume). Students will not be allowed to begin their practicum or complete practicum hours unless they are officially enrolled in the REC 493 course.
- 2) Students are strongly encouraged to find a practicum with an agency where they have not previously held employment. If a student pursues a practicum with a current/former employer, a letter stating the rationale for seeking such a position should be composed by the student and be submitted to the University Supervisor for approval by the Recreation Administration faculty members. The job duties of the Practicum Student must be significantly different from those offered previously if the Practicum experience is to be concurrent with the student's present site of employment or is at a former site of employment.
- 3) Practicum Students will register for 3-semester credit hours and pay appropriate tuition and fees for the course.
- 4) Although a practicum is a part-time field experience, students should make sure that they are not taking a large course load or working a lot of hours at another organization. The Agency and University Supervisors must approve any coursework beyond 15 credit hours or other employment during the practicum experience.

Practicum

- 5) The Practicum Student may be covered by the Agency's liability insurance. In addition, students may secure coverage through other sources such as professional associations. The University accepts no responsibility for workers compensation, hospitalization, background checks, or medical services associated with the practicum.
- 6) Practicum Students shall be subject to the work schedule of the supervising agency, (shift worked, days off, and holidays).
- 7) In case of extended illness or emergency that affects attendance during the practicum assignment, the student shall notify the faculty supervisor and the agency supervisor as soon as possible.
- 8) Agencies will supply necessary program supplies and equipment for activity programs conducted by the practicum student. Students must comply with agency policies regarding acquisition of program supplies or equipment.
- 9) The Practicum Student is expected to bear all expenses incidental to living in the area of the Practicum site and to work out his/her own satisfactory housing arrangements. It is recommended that the Practicum Student visit the area of placement in advance and arrange living facilities. Agency personnel may frequently be able to assist the Practicum Student in locating housing possibilities. Practicum students are expected to pay for their own transportation, and related costs, unless special arrangements are made with the agency supervisor regarding such expenses.
- 10) Failing to meet the qualifications set forth in this handbook may result in the termination of the practicum experience. An independent decision by the student to terminate the practicum without approval of the University Supervisor may result in a failing grade.

GRADING POLICY

The Agency Supervisor will provide all required evaluations of the Practicum Student. These ratings will be taken into consideration when determining the final grade for the Practicum Student. The University Supervisor will determine the final practicum grade. Students must submit all items to the University Supervisor prior to receiving a passing grade.

The following list indicates the items and relative weight of each item:

| <u>ITEM</u> | <u>PERCENT OF GRADE</u> |
|--|-------------------------|
| 1) Weekly Reports (evaluated by University Supervisor) | 25% |
| 2) Student Mid-Term Performance Appraisal (completed by Agency Supervisor at the mid-point of Practicum) | 20% |
| 3) Student Evaluations of Practicum and Agency | 10% |
| 4) Student Final Performance Appraisal (Agency Supervisor receives form 1 week prior to Practicum completion) | 40% |
| 5) Final Meeting with University Supervisor | 5% |

RESPONSIBILITIES

PRACTICUM STUDENT

1. To conform with the policies set forth in this manual and those pertaining to the agency staff.
2. To plan thoroughly and in advance for all assignments.
3. To do the best possible job in carrying out all assignments.
4. To submit all documentation to the University Supervisor in a timely fashion.
5. To prepare for periodic Agency Supervisor/Practicum Student conferences.
6. To be well groomed and appropriately dressed.
7. To notify the Agency Supervisor as well in advance as possible in cases of absence from Work.
8. To be prompt, tactful, friendly, courteous, and respectful to all.
9. To consult the Agency Supervisor when confronted with problems he/she cannot satisfactorily solve by himself/herself.
10. To complete assignments and responsibilities as outlined in the "Practicum Student/Agency Contract".
11. To represent the University in a professional manner at all times.

AGENCY SUPERVISOR

1. Is responsible for student's orientation to the program, the staff, and for helping the student understand the supervisor's job as it relates to the agency.
2. Will provide a job description to the student prior to the practicum.
3. Will establish a schedule of experiences for the student prior to the practicum. The minimum requirement consists of a weekly outline highlighting major events of each week.
4. Will evaluate the work of the student in a constructive, objective and tactful way
5. Complete a mid- and final evaluation, with comments, and submit it to the University Supervisor.
6. Will require the highest standards in performance of all practicum work. Where serious issues arise, the Agency Supervisor will contact the University Supervisor for informational purposes and for assistance.

UNIVERSITY SUPERVISOR

1. Assist interns and placement site by providing appropriate materials and processing practicum paperwork and requests.
2. Visit intern at least once, if long distance, telephone intern at least once.
3. Assign grades based on intern assignments, performance, and supervisor input.
4. Conduct evaluation to enhance the curriculum and practicum experience, and create information exchanges to assist with career and educational opportunities.

PRACTICUM CHECKLIST (For student use)

| <u>SUBMITTED</u> | <u>ASSIGNMENT</u> | <u>DUE DATE</u> |
|-------------------------|---|-----------------|
| PRE-PRACTICUM | | |
| _____ | Complete Form A (Practicum Application) Resume Practicum Orientation Meeting | _____ |
| _____ | Participate in Interviews/Select Agency | _____ |
| _____ | Complete Form B (Practicum Assignment Form) Complete Form C (Practicum Student/Agency/University Contract) Complete Form D (Practicum Goals and Plan) | _____ |
| _____ | Meet with University Supervisor with the completed forms listed above to be cleared for enrollment in REC 490 and before starting Practicum | _____ |
| DURING PRACTICUM | | |
| _____ | Submit Form E (Weekly Activity Report #1) | _____ |
| _____ | Submit Form E (Weekly Activity Report #2) | _____ |
| _____ | Submit Form E (Weekly Activity Report #3) | _____ |
| _____ | Provide Agency Supervisor with Form F (Student Midterm Performance Appraisal) (If longer than 5 weeks) | _____ |
| _____ | Submit Form F (If longer than 5 weeks) | _____ |
| _____ | Submit Form E (Weekly Activity Report #4) | _____ |
| _____ | Submit Form E (Weekly Activity Report #5) | _____ |
| _____ | Submit Form E (Weekly Activity Report #6) | _____ |
| _____ | Submit Form E (Weekly Activity Report #7) | _____ |
| _____ | Submit Form E (Weekly Activity Report #8) | _____ |
| _____ | Submit Form E (Weekly Activity Report #9) | _____ |
| _____ | Submit Form E (Weekly Activity Report #10) | _____ |
| _____ | Submit Form E (Weekly Activity Report #11) | _____ |
| _____ | Submit Form E (Weekly Activity Report #12) | _____ |
| _____ | Provide Agency Supervisor with Form G (Student Final Performance Appraisal) | _____ |
| _____ | Submit Form G | _____ |
| POST PRACTICUM | | |
| _____ | Complete and Submit Form H (Student's Practicum Evaluation) | _____ |
| _____ | Attend Final Practicum Meeting/Presentation at the University | _____ |

PRACTICUM APPLICATION

Name _____ Date _____

Address _____ Student ID _____

_____ Phone # _____

Current Cumulative GPA _____ Semester of Practicum _____

A. Please provide a statement describing any personal situations that may affect practicum placement.

B. List in order of preference two organizations at which you would like to Intern. Be prepared to explain why these organizations interest you. Address items such as (type of program, experience of supervisor (been in position more than one year, has supervised other recreation interns). Please request a copy of the supervisor's resume and submit with this form.

1) Agency _____ 2) Agency _____

Agency Supervisor _____ Agency Supervisor _____

Address _____ Address _____

Phone _____ Phone _____

C. Resume: Make copies of your resume. Attach one with this application; other copies should be used for you agency interviews.

 D. (This section to be completed by your University Supervisor after reviewing your eligibility for the Practicum Program)

| Required | Acceptable | Deficient |
|--------------------------------|------------|-----------|
| Required Course Work Completed | | |
| GPA: Cumulative 2.0 or higher | | |
| Resume | | |

Signed _____
 (University Supervisor)

Date _____

PRACTICUM ASSIGNMENT FORM

Section I – Completed by Student

Name _____ Starting Date: _____

Home Address _____ Ending Date: _____

Home Phone: _____ Cell Phone: _____

Email: _____@topper.wku.edu WKU ID #: _____

Agency: _____ Agency Supervisor: _____

Agency Address: _____

Agency Phone: _____ Supervisor Phone: _____

Section II – Completed by University Supervisor

| <u>Form or Item</u> | <u>Date</u> |
|---------------------------------------|---|
| Practicum Assignment Form | _____ |
| Practicum Student/Agency Contract | _____ |
| Practicum Student/University Contract | _____ |
| Practicum Plan | _____ |
| Midterm Evaluation | _____ |
| On-site visit or call | _____ |
| Final Evaluation | _____ |
| Student's Practicum Evaluation | _____ |
| Final Practicum Meeting | _____ |
| Weekly Reports | 1 2 3 4 5 6 7 8 9 10 |
| Report Dates | ____ |
| Hours(Cum) | ____ |

PRACTICUM STUDENT/AGENCY/UNIVERSITY SUPERVISOR CONTRACT

Make three copies of this form upon completion. Give a copy of the completed contract to your Agency Supervisor and your University Supervisor. Maintain a copy for your records.

The following contractual items between _____ and _____
(Practicum Student)
_____ representing _____, and _____
(Agency Supervisor) (Agency)
_____ of the WKU Recreation Administration program, discussed and
(University Supervisor)
agreed upon on _____, _____, constitutes a binding contract for the Practicum
(Month/day) (year)
during the _____ semester to fulfill 3.0 credit hours and 150 professional service hours.

I. Agency Supervisor responsibilities:

- A. Sign off on Bi-Weekly Reports
- B. Complete the "Student Midterm Performance Appraisal"
- C. Complete the "Student Final Performance Appraisal" (1 week prior to Practicum's end)
- D. Help formulate idea for Practicum Project (and grade the project when completed)
- E. Meet with the University Supervisor as needed.

II. Agency responsibilities to Practicum Student:

- A. The personal growth and development of Practicum Student is the primary consideration.
- B. Expose the student to as many administrative areas of the Agency as possible.
- C. Allow attendance at staff and board meetings when appropriate.
- D. Classified as a "Practicum Student."
- E. Has status of professional staff member.

III. Requirements of the Practicum Student:

- A. Strive to become familiar with the total operation of the Agency through discussion, observation, and evaluation.
- B. Represent Western Kentucky University and the Agency in a professional manner at all times.
- C. Adhere to all policies, regulations, procedures, and assignment dates as explained in the Practicum Handbook.

IV. University Supervisor responsibilities to Practicum Student:

- A. Supervise arrangements for and give final approval of the Practicum assignment.
- A. Maintain open communication with the Practicum Student and Agency Supervisor on all matters pertaining to the Practicum.
- B. Make contact as needed to monitor student's progress.
- C. Carefully evaluate all practicum documentation and determine the final grade for the Practicum Student.

The Practicum requirements of Western Kentucky University will be adhered to – and in such cases in which disagreement arise in regards to principles, practices, and philosophies of the Agency – a satisfactory solution will be determined in consultation with the University Supervisor, the Practicum Student, and the Agency Supervisor. Realizing this is a contractual guide and not a binding legal document, we agree to work together towards its satisfactory completion for the mutual benefit of all concerned.

| | |
|-------|-----------------------|
| _____ | _____ |
| Date | Practicum Student |
| _____ | _____ |
| Date | Agency Supervisor |
| _____ | _____ |
| Date | University Supervisor |

PRACTICUM GOALS AND PLAN

In order for the practicum placement to serve as a learning experience for the student, there must be goals that the student desires to achieve during the experience. The student should create their own list of goals prior to meeting with their agency supervisor to create the practicum plan. The Agency Supervisor and the student should review these goals and revise if necessary to meet the needs of both agency and student.

The purpose of the practicum plan is to allow agencies and students to work together to design a practicum experience that will be mutually beneficial to both parties. Moreover, this plan helps eliminate questions about the tasks and responsibilities to be undertaken by the practicum student. Ultimately, this plan allows the student to see in advance the type of learning that will occur during this experience. It also allows for the student to become empowered and somewhat more autonomous in the completion of their responsibilities to the agency.

The Agency Supervisor and the Student should work together to create a plan based on the student's goals and time frame for the practicum. If a student will be working full-time for the agency, they may complete the 150 required hours during 4 weeks. Most students, however, will work 12-20 hours per week at their practicum site and may take up to 12 weeks to complete their practicum experience.

Sample 10-week Plan

Week 1: Orientation

- Facility tours
- Meet with all department heads
- Assist day camp director with planning summer staff training

Week 2: Assist with day camp staff training

- Work with Aquatics Director to learn about pool maintenance

Week 3: Plan, implement, and evaluate 2 hour program for day camp

- Work with Special Event Coordinator to plan 4th of July Celebration
- Help with pool maintenance

Week 4: Plan, implement, and evaluate a second 2 hour program for day camp

- Work with Special Event Coordinator to plan 4th of July Celebration
- Help with pool maintenance

Week 5: Plan, implement, and evaluate a third 2 hour program for day camp

- Implement 4th of July Celebration
- Help with pool maintenance

Week 6: Plan, implement, and evaluate a fourth 2 hour program for day camp

- Evaluate 4th of July Celebration
- Help with pool maintenance
- Work with Athletic Coordinator to plan All-Sports Day Camp

Week 7: Plan, implement, and evaluate a fifth 2 hour program for day camp

- Work with Marketing and Public Relations Coordinator
- Continue planning All-Sports Day Camp
- Develop staff training program for All-Sports Day Camp

Week 8: Plan, implement, and evaluate a 6th 2 hour program for day camp

- Continue planning All-Sports Day Camp
- Lead staff training for All-Sports Day Camp

Week 9: Direct All-Sports Day Camp

Week 10: Evaluate All-Sports Day Camp

- Send thank-you notes to All-Sports Day Camp Sponsors, donors, and contributors

PRACTICUM GOALS AND PLAN

Student Name: _____

List the goals approved by the Agency Supervisor to be achieved during the Practicum experience. (minimum of 3)

- 1.
- 2.
- 3.
- 4.
- 5.

Please write an overview of the student's 150 hour practicum plan. The number of weeks will vary based on the availability of the student and the needs of the agency. (Minimum 4 weeks up to a maximum of 12 weeks)

Week 1:

Week 2:

Week 3:

Week 4:

Week 5:

Week 6:

Week 7:

Week 8:

Week 9:

Week 10:

Week 11:

Week 12:

Approved by _____

Agency Supervisor

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WEEKLY ACTIVITY REPORT # _____

Name _____

Dates: _____ to _____

TOTAL HOURS FOR REPORTING PERIOD: _____

CUMULATIVE HOURS: _____

Signature of Practicum Student _____

Signature of Agency Supervisor _____

Please report on the following topics.

1. Provide a record of all experiences you were involved with this period such as meetings, conferences, training sessions, activities, assignments, and planning sessions. **Evaluate** those experiences and provide **your reaction** to each.

Cont'd on next page

2. Any problems or surprises encountered during the period.

3. Positive learning experiences occurring during the period.

NOTE: Reports may be uploaded to Blackboard, faxed, mailed, or delivered. Keep a copy of all documents for your files.

RECREATION ADMINISTRATION PROGRAM
WESTERN KENTUCKY UNIVERSITY

STUDENT MID-TERM PERFORMANCE APPRAISAL
(CONFIDENTIAL INFORMATION)

Practicum Student's Name _____

Agency _____

Agency Supervisor _____

NOTE: Please rate the Practicum Student in each of the following areas (personal characteristics, professional relations, professional proficiencies. Discuss these ratings with the Practicum Student and forward this appraisal to the University Supervisor at the mid-term of the Practicum.

If the student is working 30 or more hours per week and will complete the practicum in less than 5 weeks, the mid-term evaluation form is not required.

If the student is working less than 30 hours per week and will complete the practicum in 6-12 weeks, the mid-term evaluation form IS required around week 4 of the practicum experience.

(Place appropriate number in box beside the characteristics and skills in the following three sections of this form)

- (5) = Excellent: Meets top expectations
- (4) = Good: Consistently better than satisfactory
- (3) = Average: Adequate but not more than satisfactory
- (2) = Below Average: Not consistently satisfactory
- (1) = Unsatisfactory: A completely unsatisfactory performance
- (N/A) = Inadequate information or does not apply to job

SECTION I. PERSONAL CHARACTERISTICS

| SKILLS AND CHARACTERISTICS | DESCRIPTION | SUPERVISOR COMMENTS | SCORE |
|----------------------------|--|---------------------|-------|
| Attendance and Punctuality | Lateness or absence without good reason or adequate notice | | |
| Personal Appearance | Neat, clean, and appropriately dressed | | |
| Resourcefulness | Uses resources well; seeks information from a variety of sources | | |

| | | | |
|-------------------------------------|---|--|--|
| Judgment and Problem Anticipation | Could handle emergency situations; makes common sense decisions, anticipates possible problems areas. | | |
| Motivational Skills | Enthusiastic; motivates others, can get the ball rolling. | | |
| <u>Acceptance of Responsibility</u> | Willing to readily assume responsibility when appropriate. | | |
| Initiative | Looks for additional work, avoids idleness, originates ideas, makes creative efforts | | |

FORM F - SECTION II. PROFESSIONAL RELATIONS

| SKILLS AND CHARACTERISTICS | DESCRIPTION | SUPERVISOR COMMENTS | SCORE |
|---------------------------------|---|---------------------|-------|
| Public Relations Skill | Tactful, diplomatic, courteous behavior | | |
| Work Attitude | Industrious, willing to assist others, responsible | | |
| Rapport with Staff | Works harmoniously with others; cooperative, considerate | | |
| Relates to Program Participants | Gets people involved; shows interest, respect, and concern for program participants. | | |
| Adaptability | Adjusts plans and actions according to developing situations and changing moods of group. | | |
| Takes Criticism Constructively | Willing to discuss and recognize weaknesses; works on areas needing improvement | | |

FORM F - SECTION III. PROFESSIONAL PROFICIENCIES

| SKILLS AND CHARACTERISTICS | DESCRIPTION | SUPERVISOR COMMENTS | SCORE |
|---|--|---------------------|-------|
| Knowledge and skill in program planning, implementation, and evaluation | Plans activities well in advance of the program | | |
| | Keeps facilities and equipment in good condition | | |
| | Is a team player; works well with his/her participants and coworkers | | |
| | Maintains fluidity during programs | | |
| | Seeks input from participants, co-workers and supervisors when creating program evaluation | | |
| Written Communication | Conveys ideas clearly; does neat, grammatically correct, typographical error-free, organized work; meets deadlines | | |
| Oral Communication | Expresses self well; makes points clear to public and others | | |
| Task Accomplishment | Completes tasks in quality and timely manner; pursues and follows tasks through completion | | |
| Professional Growth | Searches for more knowledge and experience, attends meetings, reads and discusses, inquires about profession | | |

FORM F - OVERALL MID-SEMESTER RATING

RATING SCALE

- | | | |
|----|----------------------------------|---|
| 1. | Excellent (Grade of "A") | Indicates the very best performance you might reasonably hope for an intern student in this position. This is a person who is very employable at this point. |
| 2. | Above Average (Grade of "B") | Indicates a very high quality all-around performance on the Practicum Student's part. This is a person whom you would hire without reservations at this point. |
| 3. | Average (Grade of "C") | Indicates a satisfactory performance that would be expected from any employee. Performance is average and no more. This is a person whom you would hire with some reservations at this point. |
| 4. | Below Average (Grade of "D") | Indicates a below average all-around performance to date. Improvement expected with additional training/experience. This would be a person whom you would not consider for employment at this time. |
| 5. | Unsatisfactory (Grade of "F") | Indicates all-around unsatisfactory performance. The Practicum Student is not suited to the job or appears not to be capable of performing professionally. This would be a person whom you would definitely reject for employment at this time. |

If the student continues to perform at the current level an anticipated grade will be:

A B C D F

(Agency Supervisor Signature)

Practicum Student comments:

(Practicum Student Signature)

Signature means that the student has discussed this information with his/her supervisor. It does not necessarily imply agreement.

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WESTERN KENTUCKY UNIVERSITY

STUDENT FINAL PERFORMANCE APPRAISAL
(CONFIDENTIAL INFORMATION)

Practicum Student's Name _____

Agency _____

Agency Supervisor _____

NOTE: Please rate the Practicum Student in each of the following areas (personal characteristics, professional relations, professional proficiencies. Discuss these ratings with the Practicum Student and forward this appraisal to the University Supervisor during the final week of the Practicum.

Place appropriate number in box beside the characteristics and skills in the following three sections of this form.

- (5) = Excellent: Meets top expectations
- (4) = Good: Consistently better than satisfactory
- (3) = Average: Adequate but not more than satisfactory
- (2) = Below Average: Not consistently satisfactory
- (1) = Unsatisfactory: A completely unsatisfactory performance
- (N/A) = Inadequate information or does not apply to job

SECTION I. PERSONAL CHARACTERISTICS

| SKILLS AND CHARACTERISTICS | DESCRIPTION | SUPERVISOR COMMENTS | SCORE |
|-----------------------------------|---|---------------------|-------|
| Attendance and Punctuality | Lateness or absence without good reason or adequate notice | | |
| Personal Appearance | Neat, clean, and appropriately dressed | | |
| Resourcefulness | Uses resources well; seeks information from a variety of sources | | |
| Judgment and Problem Anticipation | Could handle emergency situations; makes common sense decisions, anticipates possible problems areas. | | |

| | | | |
|------------------------------|--|--|--|
| Motivational Skills | Enthusiastic; motivates others, can get the ball rolling. | | |
| Acceptance of Responsibility | Willing to readily assume responsibility when appropriate. | | |
| Initiative | Looks for additional work, avoids idleness, originates ideas, makes creative efforts | | |

FORM G - SECTION II. PROFESSIONAL RELATIONS

| SKILLS AND CHARACTERISTICS | DESCRIPTION | SUPERVISOR COMMENTS | SCORE |
|---------------------------------|---|---------------------|-------|
| Public Relations Skill | Tactful, diplomatic, courteous behavior | | |
| Work Attitude | Industrious, willing to assist others, responsible | | |
| Rapport with Staff | Works harmoniously with others; cooperative, considerate | | |
| Relates to Program Participants | Gets people involved; shows interest, respect, and concern for program participants. | | |
| Adaptability | Adjusts plans and actions according to developing situations and changing moods of group. | | |
| Takes Criticism Constructively | Willing to discuss and recognize weaknesses; works on areas needing Improvement | | |

FORM G – SECTION III. PROFESSIONAL PROFICIENCIES

| SKILLS AND CHARACTERISTICS | DESCRIPTION | SUPERVISOR COMMENTS | SCORE |
|---|--|---------------------|-------|
| Knowledge and skill in program planning, implementation, and evaluation | Plans activities well in advance of the program | | |
| | Keeps facilities and equipment in good condition | | |
| | Is a team player; works well with his/her participants and coworkers | | |
| | Maintains fluidity during programs | | |
| | Seeks input from participants, co-workers and supervisors when creating program evaluation | | |
| Written Communication | Conveys ideas clearly; does neat, grammatically correct, typographical error-free, organized work; meets deadlines | | |
| Oral Communication | Expresses self well; makes points clear to public and others | | |
| Task Accomplishment | Completes tasks in quality and timely manner; pursues and follows tasks through completion | | |
| Professional Growth | Searches for more knowledge and experience, attends meetings, reads and discusses, inquires about profession | | |

FORM G – FINAL PERFORMANCE APPRAISAL - OVERALL RATING

RATING SCALE

- | | | |
|----|----------------------------------|---|
| 1. | Excellent (Grade of "A") | Indicates the very best performance you might reasonably hope for an intern student in this position. This is a person who is very employable at this point. |
| 2. | Above Average (Grade of "B") | Indicates a very high quality all-around performance on the Practicum Student's part. This is a person whom you would hire without reservations at this point. |
| 3. | Average (Grade of "C") | Indicates a satisfactory performance that would be expected from any employee. Performance is average and no more. This is a person whom you would hire with some reservations at this point. |
| 4. | Below Average (Grade of "D") | Indicates a below average all-around performance to date. Improvement expected with additional training/experience. This would be a person whom you would not consider for employment at this time. |
| 5. | Unsatisfactory (Grade of "F") | Indicates all-around unsatisfactory performance. The Practicum Student is not suited to the job or appears not to be capable of performing professionally. This would be a person whom you would definitely reject for employment at this time. |

Based upon the Practicum Student's performance, it is suggested his/her grade be:

A B C D F

(Agency Supervisor Signature)

Practicum Student comments:

(Practicum Student Signature)

Signature means that the student has discussed this information with his/her supervisor. It does not necessarily imply agreement.

RECREATION ADMINISTRATION PROGRAM
WESTERN KENTUCKY UNIVERSITY

STUDENT'S PRACTICUM EVALUATION

This form should be the cover sheet for your final evaluation of the practicum experience.

Student Name _____

Agency Name _____

Agency Supervisor's Name _____

Instructions: Please rate the strengths and weaknesses of the Practicum Agency in terms of meeting your needs as a Practicum Student. Please use the following scale:

- (5) – far exceeded expectations
- (4) – exceeded expectations
- (3) – met expectations
- (2) – somewhat below expectations
- (1) – far below expectations

- 1) Acceptance of you as a member of the staff; willingness to integrate you into all appropriate levels of activities, programs, and projects. ()
- 2) Provision of relevant experience in program administration, supervision, and leadership. ()
- 3) Cooperation of Agency staff to provide professional growth experiences through training programs, seminars, and similar activities. ()
- 4) Provision of assistance in helping you meet you personal and professional goals and objectives. ()
- 5) Possession of resources essential to the preparation of professionals (library, equipment, supplies, etc.). ()
- 6) Employment of qualified, professional staff with demonstrated capability to provide competent supervision. ()
- 7) Adequate scheduling of one-on-one meetings with Supervisors and on-going evaluation of your performance. ()
- 8) Allowance for relating classroom theory into practical situations. ()
- 9) Willingness to listen and to discuss suggestions or recommendations offered. ()
- 10) Modern, well-maintained facilities and equipment. ()

