

APPENDIX A

PRACTICUM SITE

REQUESTS

TEXAS A&M UNIVERSITY

Department of Educational Administration and Human Resource Development

STUDENT AFFAIRS ADMINISTRATION IN HIGHER EDUCATION PROGRAM

PRACTICUM STUDENT SITE REQUESTS

Date _____

Name _____ ID# _____

Semester/Year _____

PREFERENCE FOR A PRACTICUM SITE

Location _____

Supervisor _____

Phone _____ Email _____

JUSTIFICATION (Explain your selection and priorities - continue on back if necessary):

APPROVAL:

Practicum Site Supervisor

Student's Committee Chair

Committee Chair/Student Please Return Signed Form to:

(Faculty Advisor)
MS 4226
(979) 862-4347 (fax)

APPENDIX B

**PRACTICUM
CONTRACT**

TEXAS A&M UNIVERSITY

Department of Educational Administration and Human Resource Development

STUDENT AFFAIRS ADMINISTRATION IN HIGHER EDUCATION PROGRAM

PRACTICUM CONTRACT

EDAD 683, Section 600

Name _____ Date _____

Semester/Year _____ ID# _____

On-Site Supervisor: _____ Name
_____ Title
_____ E-Mail
_____ Department/Office
_____ Mailing Address/University
_____/_____ Phone/Mail Stop

Number of hours/week Practicum student will be expected to work: _____

GOALS (What you wish to accomplish, including skills you want to develop):

(Continued on next page)

ACTIVITIES (Tasks to be accomplished to achieve goals):

PRODUCT (Tangible end result of practicum, if any):

NOTE: *This document needs to be signed by both the student and the on-site practicum supervisor and approved and signed by the Faculty Advisor in order to complete the registration process and for the student to receive credit.*

SIGNATURES:

_____	_____
On-Site Practicum Supervisor	Date
_____	_____
Student	Date
_____	_____
Faculty Advisor	Date

APPENDIX C

STUDENT EVALUATION OF PRACTICUM EXPERIENCE

TEXAS A&M UNIVERSITY

Department of Educational Administration and Human Resource Development

STUDENT AFFAIRS ADMINISTRATION IN HIGHER EDUCATION PROGRAM

STUDENT EVALUATION OF PRACTICUM EXPERIENCE

PRACTICUM INFORMATION

Student Name: _____ ID# _____

Semester/Year: _____

On-Site Supervisor: _____

Name

Title and University

Faculty Practicum Coordinator: _____

Hours/week spent in Practicum setting: _____

EVALUATION OF PRACTICUM EXPERIENCE

Circle the number that best represents your opinion based on the following scale:

		Agree		Disagree	
	5	4	3	2	1
1. Received adequate orientation to the goals, objectives, and operational policies of the department/office.	5	4	3	2	1
2) Was treated as an equal, as a colleague on the staff.	5	4	3	2	1
3. Was given sufficient time to learn and to assume responsibility.	5	4	3	2	1
4) Was given freedom to exercise my judgment and try out new ideas.	5	4	3	2	1
5) Obtained helpful feedback from my supervisor on my strengths and weaknesses.	5	4	3	2	1

6)	The experience was well structured and designed to promote learning.	5	4	3	2	1
7.	Received support from the staff and felt I was welcomed.	5	4	3	2	1
8.	I was completely satisfied with this fieldwork experience.	5	4	3	2	1
9)	This experience was valuable in my Professional development.	5	4	3	2	1

COMMENTS AND RECOMMENDATIONS

1. What specific recommendations can you provide to improve the practicum experience in this department/office?

2. What specific recommendations can you provide to improve the supervision aspect of the practicum in this site?

3. What specific recommendations do you have to improve the faculty supervision and seminars?

4. Provide any additional comments and recommendations concerning the SAAHE practicum:

Student's Signature

Date

APPENDIX D

**ON-SITE SUPERVISOR
EVALUATIONS OF
PRACTICUM
EXPERIENCE
(Mid-Semester & Final)**

TEXAS A&M UNIVERSITY

Department of Educational Administration and Human Resource Development

STUDENT AFFAIRS ADMINISTRATION IN HIGHER EDUCATION PROGRAM

**ON-SITE SUPERVISOR MID-SEMESTER EVALUATION
OF PRACTICUM EXPERIENCE**

In order to determine if the student is meeting performance standards and goals established in the Practicum Contract, please evaluate the student and the practicum experience and submit this mid-semester evaluation to the Faculty Practicum Coordinator.

Faculty Practicum Coordinator: Dr. Kelli Peck Parrott
EAHR Department
kparrott@coe.tamu.edu
(979) 862-4347 (fax)

Semester/Year: _____

Department/Office: _____

Student: _____

Supervisor: _____

Please rate the level of accomplishment attained to date by the student using the following scale:

- 0 = Not applicable
- 1 = Is not meeting the minimal performance expectations
- 2 = Meeting minimal performance expectations
- 3 = Exceeding minimal performance expectations
- 4 = Performing at an exceptional level

PROFESSIONAL BEHAVIOR ON THE JOB

- _____ 1. Becoming familiar with office functions and procedures
- _____ 2. Personal dress and grooming is appropriate
- _____ 3. Exhibiting a desire to consult with supervisor and staff
- _____ 4. Participating actively in office activities
- _____ 5. Is reliable, punctual, and responsible
- _____ 6. Fulfilling the amount of hours required
- _____ 7. Following directions with minimal supervision
- _____ 8. Taking advantage of learning opportunities
- _____ 9. Following through with assignments and projects

COMMUNICATIONS AND HUMAN RELATIONS SKILLS

- _____ 1. Conveying ideas and thoughts clearly and articulately
- _____ 2. Establishing open and honest relations with others
- _____ 3. Exhibiting the capacity to admit mistakes
- _____ 4. Exhibiting flexibility and adaptability to new situations
- _____ 5. Displaying tact in expressing views
- _____ 6. Exhibiting understanding of and respect for others
- _____ 7. Demonstrating the ability to listen to others
- _____ 8. Handling confidential information in an appropriate way
- _____ 9. Exhibiting good writing skills

MANAGEMENT AND PROGRAMMING COMPETENCIES

- _____ 1. Is able to work with minimal supervision
- _____ 2. Exhibiting the ability to select and use appropriate materials
- _____ 3. Displaying resourcefulness and innovation
- _____ 4. Comprehends basic administrative procedures
- _____ 5. Exhibiting positive decision making and problem solving skills
- _____ 6. Comprehends the department's role and functions

SPECIFIC OBJECTIVES FOR THE PRACTICUM

Do you feel the student is making satisfactory progress towards accomplishing his/her goals as outlined in the Practicum Contract? Please explain.

OVERALL EVALUATION OF THE PRACTICUM STUDENT

Based upon your observation to date, what are the student's key strengths and competencies?

Please indicate in which areas the student needs to improve to gain a reasonable level of competence:

On-Site Practicum Supervisor

Date

TEXAS A&M UNIVERSITY

Department of Educational Administration and Human Resource Development

STUDENT AFFAIRS ADMINISTRATION IN HIGHER EDUCATION PROGRAM

ON-SITE SUPERVISOR FINAL EVALUATION OF PRACTICUM EXPERIENCE

In order to determine the student's final grade for the practicum, please evaluate the student and the experience and submit the final evaluation to the Faculty Practicum Coordinator.

Faculty Practicum Coordinator: Dr. Kelli Peck Parrott
EAHR Department
kparrott@coe.tamu.edu
(979) 862-4347 (fax)

Semester/Year: _____

Department/Office: _____

Student: _____

Supervisor: _____

Please rate the level of accomplishment attained by the student using the following scale:

- 0 = Not applicable
- 1 = Did not meet the minimal performance expectations
- 2 = Met minimal performance expectations
- 3 = Exceeded minimal performance expectations
- 4 = Performed at an exceptional level

PROFESSIONAL BEHAVIOR ON THE JOB

- _____ 1. Became familiar with office functions and procedures
- _____ 2. Personal dress and grooming was appropriate
- _____ 3. Exhibited a desire to consult with supervisor and staff
- _____ 4. Participated actively in office activities
- _____ 5. Was reliable, punctual, and responsible
- _____ 6. Fulfilled the amount of hours required
- _____ 7. Followed directions with minimal supervision
- _____ 8. Took advantage of learning opportunities
- _____ 9. Followed through with assignments and projects

COMMUNICATIONS AND HUMAN RELATIONS SKILLS

- _____ 1. Conveyed ideas and thoughts clearly and articulately
- _____ 2. Established open and honest relations with others
- _____ 3. Exhibited the capacity to admit mistakes
- _____ 4. Exhibited flexibility and adaptability to new situations
- _____ 5. Displayed tact in expressing views
- _____ 6. Exhibited understanding of and respect for others
- _____ 7. Demonstrated the ability to listen to others
- _____ 8. Handled confidential information in an appropriate way
- _____ 9. Exhibited good writing skills

MANAGEMENT AND PROGRAMMING COMPETENCIES

- _____ 1. Was able to work with minimal supervision
- _____ 2. Exhibited the ability to select and use appropriate materials.
- _____ 3. Displayed resourcefulness and innovation
- _____ 4. Comprehended basic administrative procedures
- _____ 5. Exhibited positive decision making and problem solving skills
- _____ 6. Comprehended the department's role and functions

SPECIFIC OBJECTIVES FOR THE PRACTICUM

Do you feel the student accomplished his/her goals for choosing this practicum site? Do you feel the expectations you had for the work to be done by the student were accomplished? Please explain.

OVERALL EVALUATION OF THE PRACTICUM (Please check one)

_____ The student has successfully completed the goals and achieved a reasonable level of competence. I recommend the following grade (please circle one):

A B C F

_____ The student was not able to achieve the goals established for the practicum and should repeat the experience.

Please indicate in which areas the student needs to improve to gain a reasonable level of competence:

On-Site Practicum Supervisor

Date