



PRACTICUM I/II CHECKLIST

This form is designed for use by students to organize paperwork and the Practicum I/II learning process.

HSP 340- Practicum I

- Read and Understand *Essential Functions for Western Washington University Human Services Students* (Appendix A).
- Sign and submit *Expectations for Academic and Professional Performance* (Form 12) to the University Instructor.
- Complete professional resume.
- Conduct informational interviews, agency observations, and/or job shadowing at agencies that match professional interests (see Appendix C).
- Complete CPR and First Aid Training. Students submit two copies of the certification card to the Program Coordinator and retain a copy for their portfolio.
- Identify possible field supervisors and determine experience and eligibility.
- Meet with the University Instructor to finalize a Practicum II placement decision.
- Verify Practicum II placement with the Agency's assigned Field Supervisor. Students notify other potential placements that they will not be completing a practicum with their agency.
- Complete *Student Placement Agreement* (Form 2). Provide a copy to the Field Supervisor and submit two copies to the University Instructor. Students retain a copy for themselves.
- Complete *Student Weekly Schedule* (Form 3). Provide a copy to the Field Supervisor and two copies to the University Instructor. Students retain a copy for themselves.

- Confirm start date, time, and location with Field Supervisor.
- Purchase *Student Malpractice Insurance* (Form 13 and Appendix E)
- Read and understand *Acknowledgement of Risk and Consent for Treatment* (Form 11). Provide a copy to the Field Supervisor and two copies to the University Instructor. Students keep a copy for themselves.
- Include Practicum I learning artifacts in Capstone Portfolio.
- Successfully complete Practicum I and Seminar (including a passing score on the benchmark examination) prior to proceeding to Practicum II.

HSP 341- Practicum II

- Complete *Learning Contract* with Field Supervisor (Form 4). Provide a copy to the Field Instructor and two copies to the University Instructor. Students retain a copy for themselves.
- Engage in Practicum II and Seminar assignments (See HSP 341 course syllabus).
- Coordinate Practicum II field visit (see Appendix H).
- Submit two copies of the *Field Supervisor's Performance Evaluation for Practicum II* to the University Instructor (Form 6). Students should retain a copy for their portfolio.
- Submit two copies of the Time Sheet (Form 5) to University Instructor. Students should retain a copy for their portfolio.
- Complete *Student Self-Assessment of Practicum II Learning* (Form 7). Provide a copy to the Field Supervisor and two copies to the University Instructor. Students retain a copy for themselves for their portfolio.
- Put professional closure on Practicum II (including thank you letter to Field Supervisor and other relevant agency staff, informing clients, etc.).
- Identify artifacts that demonstrate learning during Practicum II to include in the Capstone Portfolio.
- Identify Internship I placement (HSP 440).