

Practicum Checklist

Prerequisites:

1. JEM Major
2. Junior standing (60 hours)
3. 18 JEM credit hours

If you do not have the prerequisites, please do not apply.

- _ Pick up these practicum forms from the office: Application, Syllabus, Schedule Confirmation, Timesheet
- _ Fill out Practicum Application for Dr. Swan's approval
- _ Register for JEM 492 (1 credit hours)
- _ Read the syllabus
- _ Attend the mandatory class meeting at the beginning of the semester
(Fall '10 semester: Aug. 17th at 3:35 pm in Comm. Bldg. 321)
- _ You will be assigned a practicum employer if you don't have one
- _ Take the Practicum Schedule Confirmation form to your employer to complete and sign
(return to JEM office by the end of 2nd week of the semester)
- _ Work your practicum minimum 150 hours for 1 credit hour (300 hours for 2 credits)
- _ Keep track of your time on the timesheet provided. Get your supervisor's signature.
- _ Turn in your report, timesheet and resume no later than the last day of classes
- _
- _ Make sure your supervisor has received and returned your evaluation (sent to you near the end of the semester)

If there are any changes or additional information, those who are registered will be notified by email.