**Appalachian State University**

**Recreation Management Program**

**Practicum Requirements**

Last Updated: April 2010

1. **INITIAL CONTACT**: Establish initial contact with your supervisor by emailing or calling him/her after you arrive at your site and begin working. The purpose of this initial contact is to confirm your contact information and that you have successfully started your practicum experience.
2. **WEEKLY JOURNAL**: In your journal, you should REFLECT on your weekly activities (not just what you did, but how things are going, what you like/dislike, your feelings, what you plan to do/accomplish, how the activities related to your courses - were you prepared -, what you learned daily - technical and interpersonal skills -, etc...). There should be one entry (1-2 pages, double-spaced) for each week of work. Submit weekly journals online using ASULearn at the end of each week.
3. **FINAL REPORT** (Uploaded onto ASULearn or postmarked within 10 days after completion of the practicum):
4. **Initial Information**
	1. overview of your orientation to the site
	2. description of the facilities, programs and people
	3. any skills or training you've received
5. **Summary of the Experience.**
	1. *What Was It Really Like*.
		1. Copy of your original position description
		2. Modified position description based on your actual experience.
	2. *Problem Solving*. Identify two situations that occurred during your practicum and discuss how YOU would have handled them differently.
	3. *You Can Always Make It Better*. Summarize how you would improve the practicum.
	4. *Academic Preparation*.
		1. In what ways did your previous courses prepare you for your practicum?
		2. What material would you add to be better prepared? Course? Info in a course?
	5. *Overall Learning*. What were the three most significant things you learned from your practicum experience?
6. **Post-Practicum Evaluation.** You must complete a self-evaluation and then have your supervisor evaluate you (signed by both of you). Then describe the final evaluation between you and your supervisor. Note: Links to the forms are available on the Practicum ASULearn site.
	1. Copy of your Supervisor’s Evaluation (signed by both of you)
	2. Summary of Evaluation.
		1. What were the strengths and weaknesses he/she identified? Do you agree?
		2. What areas were suggested for improvement and what areas received a score below a 3? What specific corrective measures will you take in future jobs to ensure success?