

Practicum Proposal Cover Sheet and Approval Form (PAUS 4981/8981)

Before registering:

1. Give serious thought to your practicum topic and a client for this work. The responsibility for defining a practicum belongs to you, not to your faculty advisor.
2. Locate a faculty advisor whose specialty area matches the content of the practicum you propose, and who agrees to supervise your work and grade it. (Grades are "Satisfactory/Unsatisfactory" only). Speak with this person well in advance of when you need to register, so you have time to draft and refine a proposal they will accept. You may not register until your faculty advisor approves your proposal.
3. Complete this form, summarizing your proposal, and ask your faculty advisor to sign it, approving your proposal. Make three copies of the signed form, and give one to each of the following people:
 - The practicum coordinator, Dr. Katherine Willoughby, listed in the course schedule as the "instructor" for PAUS 4981 and 8981. (You may leave the form in her PAUS mailbox, but please also send an e-mail to kwilloughby@gsu.edu identifying yourself, your intention to complete a practicum, and your practicum faculty advisor.)
 - The faculty advisor who will supervise your work.
 - Yourself.
 - Give the original, signed form to the Office of Academic Assistance.
4. You may not register until the steps above are complete. Specifically, the Office of Academic Assistance will not authorize your registration until they have received this completed approval form, signed by your faculty advisor, and an authorization from the practicum coordinator.

Before you can receive a grade:

To receive a final grade, submit your deliverables (#4 below) according to the schedule your faculty advisor has approved, but at least one week before the last day of class in the semester you expect to complete the practicum. If the practicum is not completed on time, and/or your grade is not received on time, you may be assigned a grade of "in progress" (IP).

State your proposal: (Attach additional pages as necessary to answer these questions.)

- (1) What do you intend to do, and where (for whom) will you do it? (Identify major learning and performance objectives and briefly describe the location of your field work).
- (2) Why do you want to do this? (State your rationale for undertaking this practicum.)
- (3) How will you do it? (State key activities you will engage in to achieve your objectives.)
- (4) What will you deliver? (Identify the tangible product(s) you will submit to your practicum adviser and your client at the end of the project.)

Student's name (print): _____ **Soc. Sec. #:** _____

Student's e-mail address: _____

Student's Signature: _____ **Date:** _____

The attached is my formal proposal to complete the described practicum for academic credit.

Faculty Adviser's Signature: _____ **Date:** _____

I approve the attached proposal, and agree to supervise the proposed work and to communicate my grade (S/U) to Amy Helling (ahelling@gsu.edu) upon its completion. (Please provide the grade at least a week before the semester deadline for grades, and communicate via e-mail to ensure it was received.)

Number of course credits approved: _____ (normally 3 credits) **Semester:** _____ **Year:** _____