

Practicum Proposal Cover Sheet and Approval Form (PMAP 8981)

All PMAP students that would like to complete a Practicum must complete the following steps to receive approval and credit for the Practicum:

1. **Define your practicum topic** and client for this work.
2. **Locate a faculty member** to direct your practicum and consult with them well in advance of the semester you need to register. Consider someone whose specialty area matches the content of your practicum and who agrees to supervise your work.
3. **Obtain Approval:** Complete this approval form, including a statement of your proposal and signatures from your faculty practicum supervisor, a PMAP department internship coordinator or the PMAP program director.
 - a. Include responses to the following within the statement of your proposal: (Attach additional pages as necessary to answer these questions.)
 - i. 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).
 - ii. Why do you want to do this? (State your rationale for undertaking this practicum.)
 - iii. How will you do it? (State key activities you will engage in to achieve your objectives.)
 - iv. 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.)
 - b. Once all signatures are secured, give the original, signed form to Ms. Amber Slyter in the PMAP department. The department will not authorize your registration until this completed approval form with all the appropriate signatures has been received.
4. **To Receive Credit:** Submit your deliverables as outlined in the statement of your proposal and according to the schedule your faculty practicum supervisor has approved. If the practicum is not completed on time you may be assigned a grade of "in progress" (IP) for the semester.

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

Student's name (print): _____ Date: _____

Panther ID: _____ Student's e-mail address: _____

Student's Signature: _____

By signature below, I approve the attached proposal, and agree to supervise the proposed work and to communicate my grade (S/U) to the department chair 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: _____

Faculty Practicum Supervisor's name (print): _____

Faculty Practicum Supervisor's Signature: _____ Date: _____

Department Internship Coordinator's Signature: _____ Date: _____

OR

Department Program Director's Signature: _____ Date: _____

Authorization processed by: _____ Date: _____

Once all approvals obtained, please submit to the AYSPS Office of Academic Assistance.