

Practicum Requirements Checklist

**A STEP-BY-STEP CHECKLIST OF REQUIREMENTS
FOR RPM 315 - PRACTICUM IN RECREATION AND PARKS
The Department of Recreation, Tourism, and Hospitality Management**

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Detailed instructions for completing a Practicum can be in the **RPM Manual for Practicum** which is accessible from the Fieldwork web site (www.uncg.edu/rth/fieldwork). The site includes all of the necessary forms, and resources for finding a practicum agency. You can also email the Fieldwork Coordinator, Amy Chandler, at amy_chandler@uncg.edu or call 336-334-5327.

Follow the steps below to complete your RPM practicum	Requirements
Step 1	<p>Complete the Eligibility Form for Practicum or Internship which can be found on the RTH Fieldwork web site.</p> <p>This form is completed by the student and submitted to the RTH Fieldwork Coordinator.</p> <p>THIS FORM MUST BE SUBMITTED TO RTH BEFORE A STUDENT CAN BEGIN THE PRACTICUM.</p>
Step 2	<p>Meet with your Faculty Advisor to discuss potential sites that would be appropriate for your Practicum experience (consideration of more than one agency is encouraged). You can search for an agency in many ways including on-line at the RTH Fieldwork web site, or in the Fieldwork notebook on the table outside the main RTH office (420-J HHP Building). You can also use outside venues such as Career Services, or search on your own.</p>
Step 3	<p>Once you have selected an agency, contact your advisor to be sure it is an acceptable site, then complete the Request for Practicum or Internship Site Approval form which can be found on the RTH Fieldwork web site.</p> <p>This form is completed by the student and submitted to the student's academic advisor for approval of the practicum site.</p> <p>THIS FORM MUST BE SUBMITTED TO RTH BEFORE A STUDENT CAN BEGIN THE PRACTICUM.</p>
Step 4	<p>Once your agency has been approved for practicum, download and print two copies of the RPM Manual for Practicum – one for you and one for your Agency Supervisor.</p> <p>Manuals are available on the Fieldwork Web Site at: www.uncg.edu/rth/fieldwork</p>

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Step 5	<p>Purchase *Professional Liability Insurance coverage. See the departmental secretary, Ann Venable (HHP room 420-J) for an application, or print one from the RTH Fieldwork web site.</p> <p>If the agency provides professional liability coverage, the Agency Supervisor should write a letter on official letterhead indicating that you are covered. Submit the letter to Amy Chandler.</p> <p>THIS FORM AND THE PREMIUM PAYMENT DUE MUST BE SUBMITTED TO RTH BEFORE A STUDENT CAN BEGIN THE PRACTICUM.</p>
Step 6	<p>Complete the Practicum/Internship Report Calendar with your University Supervisor prior to beginning the Practicum.</p> <p>THIS FORM MUST BE SUBMITTED TO RTH BEFORE A STUDENT CAN BEGIN THE PRACTICUM.</p>
Step 7	<p><u>Register</u> and <u>pay</u> for RPM 315- Practicum in Recreation and Parks either during pre-registration or during general registration period for a total of 3-6 credit hours.</p>
YOU ARE NOW READY TO BEGIN YOUR PRACTICUM!!!	
Step 8	<p>After completion of 60 practicum hours (3 credit hours) or 120 practicum hours (6 credit hours), submit to the University Supervisor a Mid-Term Report.</p> <p>See the RPM Manual for Practicum for details on completing the Mid-Term Report.</p>
Step 9	<p>After completion of 60 practicum hours (3 credit hours) or 120 practicum hours (6 credit hours), have your Agency Supervisor complete the mid-term Agency Evaluation of Student Intern form and review it with you, then submit a copy to the University Supervisor.</p> <p>This form is completed by the agency supervisor and is submitted to the university supervisor once at the mid-term of the practicum, and again at the end of the practicum.</p>
Step 10	<p>Upon completion of the Practicum experience, submit a Final Report along with the final Agency Evaluation of Student Intern form and the Student Evaluation of the Agency form.</p> <p>See the RPM Manual for Practicum for details on completing the Final Report.</p> <p>The Agency Evaluation of Student Intern form is completed by the agency supervisor and is submitted to the university supervisor once at the mid-term of the practicum, and again at the end of the practicum.</p> <p>The Student Evaluation of the Agency form is completed by the student and is submitted to the university supervisor at the end of the practicum.</p>
CONGRATULATIONS! YOU HAVE SUCCESSFULLY COMPLETED YOUR PRACTICUM!	