



UNIVERSITY OF WISCONSIN
PLATTEVILLE
SCHOOL OF EDUCATION

Adult Education Practicum Handbook



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FOREWORD

This Practicum Handbook has been prepared to guide you through your final phase in your graduate study. We want you to be successful. In order for this to happen, you will need to work collaboratively with everyone involved in this experience, especially the Site Supervisor and University Supervisor assigned to you. Pay particular attention to the various roles people play and the responsibilities each of these individuals has in mentoring you. Included in this handbook are forms that used to document your experience. If you have any questions, please do not hesitate to call.

Thank you for choosing UW-Platteville for your continued professional development. We appreciate the confidence you have placed in us to ensure that you have the necessary knowledge, skills, and dispositions to be successfully endorsed as an adult educator, AODA counselor, or mental health counselor in the State of Wisconsin.

Best of luck in your future endeavors!

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Practicum Requirements

Students are required to take 1 credit of practicum, unless they are already teaching in an adult setting.

1 Graduate Credit = 50 hours (includes all time at the site including paperwork and inservice)

2 Graduate Credits = 100 hours

3 Graduate Credits = 150 hours

*Complete Practicum experience under the direction of a Site Supervisor and a University Supervisor

Health Report/Criminal History Check

This is something that is becoming more common in practicum sites. Please check with the school or agency to see if this is something that you are required to do.

Insurance Coverage

All practicum students are provided professional liability insurance by the State of Wisconsin by the provisions of SS 165.35 (6) and 895.41 (1) of Chapter 81, Laws of Wisconsin 1975. This coverage protects the student against claims from third parties for personal injury or property damage caused by negligent acts.

Procedures for Certification

This varies, depending upon the type of certification sought. It is the responsibility of the student to determine what the appropriate licensing or certification board requires in terms of hours and amount and type of supervision. Instructions in the Wisconsin Technical College System (WTCS) must take seven certification courses offered by the technical colleges (which are also available for graduate credit). Students seeking Alcohol and Other Drug licensure (AODA) or licensure as a professional counselor (mental health) should consult the most recent requirements of the State of Wisconsin's Department of Safety and Professional Services at <http://drl.wi.gov>.



PRACTICUM ROLES AND RESPONSIBILITIES

Role	Responsibilities
Coordinator	<ol style="list-style-type: none"> 1. Verifies that practicum candidate has completed all coursework in preparation for practicum experience, secures permission to register 2. Maintains student's file to verify completion of program 3. Remains current with professional licensing procedures 4. Oversees practicum procedures 5. Works with university supervisors in assigning practicum candidates to the site supervisors 6. Monitors practicum evaluations to ensure they are appropriately conducted and recorded 7. Acts as fiscal agent for the practicum program (as needed) 8. Serves as liaison between the student, Education Office of Special Programs, various departments of the University and cooperating schools and agencies
University Supervisor	<ol style="list-style-type: none"> 1. Meets with student to identify the type of training experience desired 2. Meets with student and agency director or prospective site supervisor to discuss the proposed practicum and develop a preliminary plan. 3. Prior to the practicum, develops written assignments (e.g., journal, final paper, reflections) and log sheet. 4. Assists student with the development of a formal written practicum proposal which is signed by the student, the site supervisor, and the university supervisor. 5. Meets with student and site supervisor midway through the practicum and again at the end. 6. Provides evaluation form to site supervisor. 7. Has final responsibility for assigning students a grade for the practicum. The letter grade should be a consensus from following people: University Supervisor, and Site Supervisor.
Site Supervisor	<ol style="list-style-type: none"> 1. Supports practicum candidate on working toward towards his/her goal. 2. Serves as direct supervisor in the work setting. 3. Completes evaluation form. 4. Collaborates with University Supervisor in assigning a grade for the practicum. 5. Possesses proper credentials (degree/license/certification) needed by student. 6. Signs off on student's log.
Student	<ol style="list-style-type: none"> 1. Prepares proposal. 2. Completes Pre- and Post-Practicum Self-Assessment and gives to University Supervisor. 3. Keeps a journal of practicum activity, observations, and reflections throughout the practicum experience 4. Keeps a log of dates and hours 5. For each visit by University Supervisor, prepares a brief agenda 6. Completes additional activities as assigned by University personnel



UNIVERSITY SUPERVISOR CHECKLIST FOR INITIAL VISIT
--

University Supervisor _____ Date _____

Adult Educator Candidate _____ Site _____

Number of Practicum Credits _____

Time Spent:

With Practicum Student _____

With Site-Supervisor _____

INITIAL ORIENTATION VISIT

- _____ 1. Explain all forms
- _____ 2. Outline University expectations of student
- _____ 3. Explain the roles of student, University Supervisor and Site Supervisor
- _____ 4. Facilitate the development of a plan

(Signature below indicates understanding points 1-4 above.)

Site-Supervisor Signature

Practicum Student Signature

University Supervisor

Date



Discuss with Site-Supervisor/Adult Education Candidate and University Supervisor---Give Copy to University Supervisor

**____ PRE- ____ POST-PRACTICUM CANDIDATE REFLECTION
OF ADULT EDUCATION PRACTICUM COMPETENCIES**

Practicum candidate

Date

Grade(s)

	D =	P =	B =	U =	NO =
Key:	Distinguished	Proficient	Basic	Unsatisfactory (Incomplete)	Not Observed
	Performs as a competent, Adult Education candidate	Performs as a successful beginning Adult Educator	Performs with minimal competency; regular supervision required	Requires more education/practice	
<i>Please check each of the following competencies in the space that best represents your judgment of the practicum student's performance.</i>	D	P	B	U	NO
NOTE: Because Adult Education students are preparing to serve in a variety of contexts, competencies are crafted to meet specific employment/professional needs of the student.					
Desired Competency 1:	Areas needing growth and Goals:				



	D	P	B	U	NO
Desired Competency 2:	Areas needing growth and Goals:				
	D	P	B	U	NO
Desired Competency 3	Areas needing growth and Goals:				
	D	P	B	U	NO
Desired Competency 4	Areas needing growth and Goals:				



EVALUATION BY SITE SUPERVISOR

Today's date: _____

Name of agency: _____

Name of person filling out evaluation form: _____

Rank or title of person filling out evaluation form: _____

Name of student being evaluated: _____

This is a mid-practicum evaluation _____. This is an end of practicum evaluation _____.

Please evaluate the practicum student's performance:

	Excellent	Very Good	Passable	Poor
Attendance (ability to work according to assigned schedule, promptness) Comments:				
Initiative (enthusiasm, general motivation toward work and completing tasks) Comments:				
Attitude toward supervisors and coworkers Comments:				
Attitude toward clients/students Comments:				



Fair-mindedness toward others (e.g., of different backgrounds and opinions) Comments:				
Current level of clinical, counseling, or teaching skills Comments:				
Willingness to learn Comments:				
Ability to accept constructive criticism and advice Comments:				
Ability to adhere to professional ethics and laws relevant to the profession or setting Comments:				
Readiness for employment in the field Comments:				

Site Supervisor signature: _____ Date: _____

University Supervisor signature: _____ Date: _____

Student signature: _____ Date: _____

