

PRACTICUM PROCEDURES 3

To be used for Field Experience D and E, And Nature Tourism Practicum

Practicum Overview and Objectives

Practicum is part of Field Experience for Outdoor Education students and Nature Tourism Practicum for Nature Tourism students. The exact number of days required and types of experience vary in different subjects. Practicum refers to the part of subjects during which students are:

- working with organisations outside of the University, e.g., schools, camps, community or commercial outdoor education and nature tourism programs.

Practicum must have clear objectives as determined by the subject's and by the student's learning goals.

Practicum Procedures for Students

Steps to be taken (in order)

1. Investigate potential Practicum placements, guided by your learning goals and experience profile. This can be done by talking with other students and staff, consulting the 'Practicum and Employment Opportunities' notice board and consulting the Business or Agency files in the NT Data Base.
Note: Students must select practicum experiences which appropriately match their experience profiles. You are also encouraged to select an agency with which you have had little or no previous experience.
2. Communicate with possible businesses or agencies by phone, making an initial inquiry, followed up by letter and your Curriculum Vitae. Make no final commitments to any agency without the Subject Coordinator's approval.
3. After receiving approval of the practicum placement, complete the Practicum Contract (included in this document) and the Practicum Readiness Self Appraisal form, personally sign both, have contract authorised by the Subject Coordinator then by the business or agency supervisor. The completed copy goes to Claire McCann, together with the completed self-appraisal. It is imperative that this step is completed **BEFORE** the placement begins.
4. *On-the-job:*
 - a) Remember that at all times you are presenting yourself as an Outdoor Education or Nature Tourism professional. Consequently you must be punctual, appropriately dressed and behave as a responsible, professional person. Remember too, that the safety of people in your client group is a primary professional responsibility.
 - b) At the beginning of the placement, meet with your Agency Supervisor to clarify and plan details of your placement.
 - c) Talk with your Agency Supervisor during the placement for any comments and suggestions that might help you.
 - d) Remind your Agency Supervisor to fill out your Practicum Evaluation form, preferably before you leave, and return it to the Centre, Attention: Claire McCann within one week of completing the placement. (Provide an addressed envelope.)
5. It is recommended that you write a 'thank-you' letter to the agency after completing the placement (within one week). You may choose to phone them to say 'thanks'.
6. Complete Practicum Student Self Evaluation and give to Claire McCann.

NOTE:

1. The **Practicum contract** is the **official** record of the practicum days that you have completed. If these contracts are not on file with Claire McCann you cannot receive credit even though you may have completed the days.
2. Practicum forms will be available from the pamphlet rack in the foyer.

Practicum readiness self-appraisal

To be completed for each placement

NAME OF STUDENT: _____ I.D. NO: _____

NAME OF ORGANISATION/AGENCY: _____

DATES OF CONTRACT: FROM _____ TO _____

TICK THE APPROPRIATE BOX FOR EACH CATEGORY	5	4	3	2	1
Experience with the area and season 5 new type of area, new season 4 some experience in similar area 3 several experiences in similar area 2 some experience in actual area 1 know actual area well, all seasons					
Experience with the group 5 new type of group in more than one way 4 new type of group in some respect (age, level of experience, type of organisation) 3 experience with broadly similar group 2 as for 3, plus worked with the organisation or very similar group 1 know the actual group well					
Level of support or backup 5 limited, no concessions for inexperience 4 supervisor on standby 3 supervisor on standby and peer as co-leader or assistant 2 directly supervised 1 assisting a supervisor					
Experience with leadership/supervisory role 5 new to the supervisory and leadership responsibilities 4 limited experience 3 experienced, but some new elements 2 taken a very similar role before 1 extensive experience in this role					
Experience with teaching duties 5 new to teaching and to teaching this content 4 some teaching experience, and this is new content 3 some extended teaching experience 2 extensive teaching experience; content may be new 1 extensive experience with this specific type of teaching					

As a rough guide, a total score of less than 9 suggests the experience may not be extending you. A score of 4 or 5 in more than one category, or a total greater than 11, suggests you may be getting out of your depth.

STUDENT SIGNATURE: _____

SUBJECT COORDINATOR SIGNATURE: _____

LA TROBE UNIVERSITY, BENDIGO
Centre for Excellence in Outdoor & Environmental Education
Attention: Claire McCann
PO Box 199
BENDIGO 3552
Fax: (03) 5444 7848

PRACTICUM CONTRACT 3rd YEAR

NAME OF STUDENT: _____ I.D. NO: _____

COURSE: _____ YEAR LEVEL: **THREE**

ADDRESS OF STUDENT: _____

PHONE: _____

NAME OF ORGANISATION/AGENCY: _____

ADDRESS OF AGENCY: _____

PHONE: _____

NAME OF AGENCY SUPERVISOR: _____ PHONE: _____

VENUE FOR FIELD EXPERIENCE (if other than agency address):

PHONE: _____

DATES OF CONTRACT: FROM _____ TO _____ TOTAL NUMBER OF DAYS _____

DESCRIPTION OF STUDENT'S DUTIES AND RESPONSIBILITIES:

AGENCY'S STUDENT EVALUATION DUE: _____

(within one week of end of placement)

SIGNATURES OF:

AGENCY SUPERVISOR

LTUB COORDINATOR

STUDENT

Please turn the page for the student's practicum objectives

Working with Children Check (WWC) -- student to complete

Have applied, pending

WWC card received

Student Signature: _____

Student's Aims and Objectives

(based on the student's learning goals for this year)

La Trobe University, Bendigo

Centre for Excellence in Outdoor & Environmental Education

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PO Box 199

BENDIGO 3552

Fax: (03) 5444 7848

Student Evaluation by Agency Supervisor

(This form is due to be returned to the Practicum Coordinator at the University within one week of the end of the placement thanks!)

NAME OF STUDENT: _____

NAME OF ORGANISATION/AGENCY:

NAME OF AGENCY SUPERVISOR:

DATES OF PLACEMENT _____ DURATION ____ Days

We are supplying this form for your convenience in evaluating the student's competence, suggesting areas on which you may like to comment. It is recognised that you may wish to adopt an alternative format, in which case please feel free to do so.

Please indicate your assessment of the student's competence on the following chart.

	Unsatisfactory	Borderline	Satisfactory	Good	Very good	Excellent
Personal presentation						
Communication						
Work ethic						
Initiative						
Skills						
Personal attributes						
Professional knowledge						

SUGGESTIONS FOR IMPROVEMENT (continue overleaf if you wish)

GENERAL COMMENTS (continue overleaf if you wish)

Agency Supervisor (signature)

Date

PLEASE RETURN TO: Centre for Outdoor & Environmental Education, Attention: Claire McCann,
La Trobe University, P.O. Box 199, Bendigo, 3552.

5. Are there any other aspects of the experience you wish to comment on to assist us and future students who may be considering similar placements?

6. **Nature Tourism Students only**

Was this business/agency on the Nature Tourism Data Base? Yes No

If not, should we add this business to the Nature Tourism Data Base? Yes No

Date of this evaluation: _____