**ON-SITE CAPSTONE PRACTICUM ASSIGNMENTS**

**Due Date:** **Please upload to the ETE ELMS Organization Site** (in the “Practicum Materials & Assignments” module) by the **2nd week of class the spring semester** immediately following your capstone practicum experience (due date will be posted on ELMS.

**Assignment:**

**Respond to all 5 prompts below** throughout your practicum experience. Try to **spread your responses as evenly as possible** throughout your experience (i.e. if your experience lasts for 3 months, you might complete 1 prompt every 2-3 weeks). You may **complete the prompt responses in any order** (i.e. you do not need to go from 1-5 chronologically), but you must address each prompt question at least once.

Each response needs to be **at least 8-10 sentences long**, although more is welcomed! You do not need to include an introduction or conclusion sentence, but your responses should be detailed, free of spelling and grammatical errors, and well-constructed.

A sample hours log (for your personal use if it is helpful– no need to submit to me) and prompt response boxes are provided on the following pages.

**\*Please see the separate Self & Supervisor Evaluation document on the ETE ELMS Organization Site for details on this additional on-site assignment.\***

**Prompts:**

1. What is going well in your practicum? What unexpected skills/talents are you discovering you have? How has this experience made a positive impact on you personally? How would you say your contributions are making a positive impact on the organization you are working with?
2. Do you feel you are meeting the goals your supervisor has set for you? Why or why not? Are you meeting the goals you have set for yourself? Why or why not? Include a strategy for attempting to deal with the needs for improvement in one or both of these categories, e.g., arrange a meeting with your supervisors, list topics you would like to discuss with him/her or me, change your work schedule, etc.
3. Describe your daily activities at your capstone practicum site and your reactions to them. How do your work activities affect your thoughts about your major and/or possible career? What is rewarding and/or frustrating about your activities?
4. Revisit the potential connections to issues in sustainability/sustainable development you listed on your learning contract. Now that you have had some more in depth exposure to the site, would you modify this list in any way? Provide some examples to explain why/why not. Identify at least 3 “to-dos” you can complete while on site to further your understanding of the connection to at least one specific issue in sustainability/sustainable development.
5. Who has been most helpful in ensuring your success at your capstone practicum experience? How has s/he helped you? How has this person influenced your future actions as a professional (i.e. if you are ever in a position of power or working with a group to complete a task, what qualities have you found most helpful in another person)?

**Sample Hours Log**

*(for your personal use only, if helpful – add up totals for “total hours on-site thus far” section of prompt responses on following pages)*

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Start Time** | **End Time** | **Hours on Site Today** | **Total Hours Thus Far** | **Additional Notes (activities, people you spoke with, etc.)** |
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**Prompt Responses (5 Total)**

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| --- | --- | --- | --- |
| **Student Name:** | **Date Completed:** | **Total hours on-site thus far:** | **Response to prompt question #(1-5):** |
| *[Insert response here] – attach photos, scanned copies of materials, etc. for extra credit points!* |

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| **Student Name:** | **Date Completed:** | **Total hours on-site thus far:** | **Response to prompt question #(1-5):** |
| *[Insert response here] – attach photos, scanned copies of materials, etc. for extra credit points!* |

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| **Student Name:** | **Date Completed:** | **Total hours on-site thus far:** | **Response to prompt question #(1-5):** |
| *[Insert response here] – attach photos, scanned copies of materials, etc. for extra credit points!* |

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| **Student Name:** | **Date Completed:** | **Total hours on-site thus far:** | **Response to prompt question #(1-5):** |
| *[Insert response here] – attach photos, scanned copies of materials, etc. for extra credit points!* |

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| **Student Name:** | **Date Completed:** | **Total hours on-site thus far:** | **Response to prompt question #(1-5):** |
| *[Insert response here] – attach photos, scanned copies of materials, etc. for extra credit points!* |