**PRACTICUM EXPERIENCE ASSIGNMENT CHECKLIST**

**Student Name: Practicum Experience (PE):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Assignment Name** | **Where to Access** | **How to Submit** | **Due Date** | **Submitted?** **(** **)** |
| **PRE** | Letter to Site Supervisor | ETE Weebly Site 🡪Practicum Materials🡪Pre-Practicum | N/A | N/A |  |
| Learning Contract | Hard copy or via email to Tim, trknight@umd.edu**If you submit a hard copy scan or copy it so that you have a backup!** | ASAP – at least 2 weeks prior to starting PE |  |
| **DURING –**  | On-site practicum assignments | ETE Weebly Site 🡪Practicum Materials🡪During Practicum | ELMS Course Site  | Beginning of spring semester – check the ELMS site for exact date. |  |
| Student Self-Evaluation |  |
| Supervisor Evaluation | Sent DIRECTLY from supervisor to etesupervisoreval@gmail.com | No later than 3 wks after PE;  |  |
| **POST** | Practicum Reflection | ETE Weebly Site 🡪Practicum Materials🡪Post-Practicum | Hard copy AND ETE ELMS Course Site  | Beginning of spring semester – check the ELMS site for exact date.**Note that extra credit should be submitted to the Extra Credit assignment, not with your On-Site Prompts** |  |
| Revised & Updated Resume |  |
| Goals Statement |  |
| Extra Credit – materials from on-site (photos, etc.) |  |

**If you do an internship, study abroad, research, or service learning:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Assignment Name** | **Where to Access** | **How to Submit** | **Due Date** | **Submitted?** **(** **)** |
| **PRE** | Learning Contract | ETE Weebly Site 🡪Practicum Materials🡪Pre-Practicum | Hard copy or via email to Tim, trknight@umd.edu**If you submit a hard copy scan or copy it so that you have a backup!** | ASAP – at least 2 weeks prior to starting PE |  |
|  |
| **DURING** | On-site practicum assignments – class version | ETE Weebly Site 🡪Practicum Materials🡪During Practicum | ETE ELMS Course Site  | Beginning of spring semester – check the ELMS site for exact date. |  |
| No later than 3 wks after PE;  |  |
| **POST** | Practicum Reflection | ETE Weebly Site 🡪Practicum Materials🡪Post-Practicum | Hard copy AND ETE ELMS Course Site  | Beginning of spring semester – check the ELMS site for exact date.**Note that extra credit should be submitted to the Extra Credit assignment, not with your On-Site Prompts** |  |
| Revised & Updated Resume |  |
| Goals Statement |  |
| Extra Credit – materials from on-site (photos, etc.) |  |

**If you take a class:**