Dear Sir or Madam,

The Environment, Technology and Economy Program (ETE) of College Park Scholars is thrilled that one of our Scholars has made a connection with you and that she/he has this opportunity to work with you. This capstone practicum experience is worth academic credit and is an important step within the two-year ETE Program. It allows students to explore possible career interests, sharpen their professional skills, contribute their efforts to a company or organization of interest to them, and link the experience to global sustainable development. Students benefit highly from these experiences and, based on feedback regarding previous students’ work, the supervisors do as well.

In order to orient you in this practicum process, we would like to tell you a little about College Park Scholars and ETE. College Park Scholars is a living-learning community for select freshmen and sophomores at the University of Maryland, College Park. Invited freshmen matriculate into one of 12 interdisciplinary programs, each housed in the same community on campus. The curriculum and activities for each program provide the interpersonal benefits of a small college paired with the intellectual advantages of a major research university. Each Scholars program is directed by a faculty member appointed by the sponsoring college’s dean and supported by a small staff. Programs each admit about 80 first-year students annually.

ETE is one of the 12 programs that comprise Scholars. The ETE Program is directed by Mr. Timothy Knight and is sponsored by the College of Agriculture and Natural Resources. The theme of ETE is sustainable development; ETE students explore the topic of sustainable development through the lenses of the environment, technology, and economy. Students within the program are housed together and take an ETE course together with a different sustainable development focus each semester.

By the time students begin their practicum, they have completed their freshmen year of college and have been introduced to the topic of sustainable development through ETE coursework and experiences. During this practicum, we expect that our student will have the opportunity to contribute productively to your organization within the work commitment requirements outlined below and can also make the link from their practicum experience to a related topic in sustainable development. We also trust that they will simultaneously achieve the academic/career objectives they have identified through the work activities, as listed on their learning contract. Please note that your commitment as a student supervisor means you are in essence a surrogate professor, and we ask that you hold the student accountable for his or her work as one might in a classroom setting. Included in this letter is a brief overview of the student requirements during their practicum experience for you to browse through at your leisure. Finally, we look forward to hearing your comments about this student’s performance at the end of the practicum when you fill out the required supervisor’s evaluation form. This form, with your verification of their hours worked on-site is essential for our student to receive credit for the internship.

Sincerely,

The ETE Program

**Practicum Requirements: An Overview for Supervisors**

1. **Completion and Submission of the Learning Contract:** Students will complete and review the Learning Contract with their supervisor prior to the commencement of the practicum. The Learning Contract will then be submitted to the ETE Assistant Director for approval.
2. **Academic Credit:** Students must work the following numbers of hours on-site to receive academic credit for their capstone practicum experience. Regardless of hours worked on-site, the practicum must be completed over at least a three week time span (to give the student both *breadth* and *depth* in experience). Students will register to receive academic credit in the spring semester following their practicum.
* **1 credit: 40-74 hours onsite (OR 7 page paper for independent research positions only)**
* **2 credits: 75-109 hours onsite (OR 14 page paper for independent research positions only)**
* **3 credits: 110+ hours onsite (OR 21 page paper for independent research positions only)**
1. **Student Materials Completed During the Capstone Practicum Experience:** Throughout the practicum, students are required to develop and submit a variety of supporting materials. They include the following:
	* **On-Site Prompt Responses:** includes a documentation of hours, descriptions of work activities, and reflections. Student must complete at least 5 entries spread evenly throughout his/her practicum experience to the best of his/her ability. The log will include 8-10 sentences per entry, based on several prompt questions. The collection of training materials, photographs, and other materials is encouraged so that students may incorporate them into their portfolio at the end of the practicum experience.
	* **Student Self Evaluation:** the student self-evaluation is very similar to the supervisor evaluation you will complete at the end of the student’s practicum experience (see below). Students will compare the similarities and differences between their analysis of their work on-site with yours and brainstorm possible improvements for the future. (You can request that the supervisor evaluation remain anonymous, if you prefer.)
2. **Supervisor Evaluation:** Upon completion of the practicum experience, students provide their supervisors with the Supervisor Evaluation Form and ask that it be submitted via post or email to:

**EMAIL (strongly preferred):**

etesupervisoreval@gmail.com

**POST (if no email access):**

 ATTN: Timothy Knight

ETE Director

 College Park Scholars Central Office

 1125 Cumberland Hall

 College Park, MD 20742

College Park, MD 20742

1. **Student Projects After the Capstone Practicum Experience:** After practicum experience completion, students submit a portfolio summarizing their work and spend the following spring semester sharing and reflecting upon their experience and refining their professional skills. Students will also create a poster detailing their experience to share during an Academic Showcase for all University affiliates.