

This application must be completed (with approval signatures & the attached "Statement of Expectations & Responsibilities") before a student can register for **GEL 211**.

- o Please read the "Guidelines" sheet carefully before completing this form.
- o A summer international practicum requires an additional GoGlobal application & approval.
- o Bring this completed application to Dan Haase in GEL for approval.

Name _____ Student # _____

Email _____ Cell _____

Classification: Soph__ Jr__ Sr__ Major _____

Hours completed toward degree _____ Hours completed toward major _____

Internship for: Fall__ Spring__ Summer__ 20__ # of credit hrs __*

**NOTE: # of credit hours is figured as: 80hrs+ of work = 2 credits; 160hrs+ of work = 4 credits*

Supervising faculty member: Dan Haase, Practicum Supervisor in GEL & Instructor of CFM

Full name and address of organization where you will be doing your practicum:

City _____ State _____ Zip _____ Country: _____

On-site supervisor _____ Phone # _____

Supervisor email _____ Practicum dates: _____

Total number of clock hours you will put in on your practicum _____

- ATTACH** "Statement of Expectations & Responsibilities" as outlined in meeting with Dan Haase for final approval

Approval Signatures:

1. Practicum Supervisor in GEL: Dan Haase	Date
_____	_____

2. Student	Date
_____	_____

3. <i>International Practicum:</i> Global & Experiential Learning	Date
_____	_____

STUDENT GUIDELINES FOR GST 211: VOCATION PRACTICUM

A practicum provides an opportunity for you to integrate academic learning with actual work experience as you explore a potential career path. It is a supervised, elective credit experience intended to enhance your educational goals and is for students who have not yet attained standards needed to do an internship in their major. These guidelines apply to GEL 211.

General Guidelines

1. The practicum experience should be an educationally rewarding work experience. It is a short-term position.
2. A practicum work experience should involve challenging tasks with educational value rather than tasks which would be considered “busy work.”
3. A work experience can be designated as a practicum for elective credit only if approval is obtained from your academic department and the GEL Practicum Supervisor, Dan Haase, *in advance* of the work experience. ***NOTE: a summer international practicum requires an additional GEL application and approval.***
4. Before registering for practicum credit, you must complete an Application for GEL 211: Vocation Practicum and file it with the Registrar’s Office. You register for GEL 211 during the semester in which the practicum will be completed. During that semester, you meet 7x in a 2-hour long seminar class to debrief your experiences (the fall & spring practicum is local & the course is on-campus; summer students may complete the practicum and then keep the course in-progress and take the seminar during the fall semester).
5. Receiving pay for the practicum will be dependent on the employing organization’s policy.
6. You will be billed for the number of hours of academic credit at the tuition rate for the terms of registration.

Practicum Eligibility

1. Students must have completed at least two semesters on-campus or at another college or university to enroll.
2. If you are on academic probation you normally would not be allowed to register for a practicum.

Practicum Requirements and Credit

1. GEL 211: Vocation Practicum can be taken for 2 or 4 credits. The hours are calculated by how many work hours are completed during the semester: for 2 credit hours, the student must work a minimum of 80 clock hours; for 4 credit hours, the student must work a minimum of 160 clock hours. All students must attend the 2-hour long seminar which meets 7x over the course of the fall or spring semester.
2. The credits earned will count as elective credit toward graduation.
3. The practicum experience will receive a final evaluation from the supervising faculty member and will be **graded on a pass/fail basis.**

4. All requirements within the GEL 211 syllabus must be fulfilled. See Dan Haase for details and initial **statement of expectations & responsibilities guidelines** prior to practicum start.

(cont'd)

Practicum Supervision

1. All students doing a practicum will receive oversight from Dan Haase in GEL. You are expected to meet with him in the following gatherings: 1) one-on-one before the practicum begins to discuss the expectations for the practicum, 2) seven times in a 2-hour long seminar class during the practicum, and 3) once at the end of the practicum to summarize and evaluate the experience.
2. An on-site visit by the GEL practicum instructor and/or faculty supervisor is expected to be made for all practicums located within a 100-mile radius of Wheaton. An on-site visit will not be expected for practicums located further than 100 miles from Wheaton. Students are responsible for setting up on-site visit.

Practicum Change, Drop or Termination

1. Students will be expected to complete the practicum in accordance with the dates provided on their practicum application. Any changes to these dates need to be communicated to the Wheaton College faculty supervisor and the Registrar's Office in writing as soon as possible after the date change is known to the intern. Students may drop or withdraw from a practicum as follows:
 - Prior to **20%** of the practicum clock hours being complete, the student may withdraw completely and receive a 100% refund.
 - Once **20-70%** of the practicum clock hours are complete, the student may withdraw from the practicum with a W grade; no refund will be given.
 - Once **more than 70%** of the practicum clock hours are complete, the student will no longer be allowed to withdraw from the practicum.
2. Termination by the employer for cause or a student knowingly and materially misrepresenting the practicum to the College will result in a failing grade, regardless of the percentage of the practicum completed.