

# PRACTICUM PROPOSAL

## 1. Personal information

Date of submission:

Name:

Address:

Contact information (specify home/work e-mail, telephone, fax):

## 2. Description of the organization in which the practicum will occur

## 3. Description of your role within (or link to) the organization

## 4. Prospective training need

5. a) Occupation of prospective learners \_\_\_\_\_
- b) Number of prospective learners \_\_\_\_\_
- c) Prospective class size \_\_\_\_\_
- d) Prospective training dates \_\_\_\_\_
- e) Prospective date of practicum report submission \_\_\_\_\_

**6. Practicum contract (see Diploma Requirements, items # 6, 7 in Introduction)**

As part of my practicum report, I recognize that I must submit:

- (a) Needs assessment strategy
- (b) Needs assessment evidence: any two needs assessment methods used
- (c) Five learning objectives
- (d) Evaluation strategy
- (e) Evaluation evidence: one reaction method used, one learning method used
- (f) Eighteen hours of learning design
- (g) A narrative (essay) inclusive of a summary of personal learning

**7. Special circumstances (if unable to supply all a-g, explain):**

**FOR OFFICE USE ONLY**

Learner identification #:

Approved (yes or no):

Approved by:

Approval date:

<b>PRACTICUM EVALUATION FORM</b>	
<p><b>Format and presentation</b> /5 mks</p> <p><b>Scope and complexity</b> /5 mks</p> <p><b>Needs assessment</b> Strategy /5 mks Instruments /5 mks Analyses /10 mks <b>/20 mks</b></p> <p><b>Learning objectives</b> Condition(s) Learning performance Standard(s) Evaluator(s) <b>/10 mks</b></p> <p><b>Evaluation</b> Strategy /5 mks Instruments /5 mks Analyses /10 mks <b>/20 mks</b></p> <p><b>Design</b> Experiential model Learning plan <b>/20 mks</b></p> <p><b>Narrative/summary of learning</b> <b>/20 mks</b></p>	<p>The marker will evaluate the two variables indicated (clarity of expression, professional appearance, etc.).</p> <p>The marker will evaluate the two variables indicated (breadth and depth of the project).</p> <p>The marker will evaluate the three variables indicated. Note the weight assigned to the analyses of data (describe, interpret, infer).</p> <p>The marker will evaluate the four variables indicated.</p> <p>The marker will evaluate the three variables indicated. Note the weight assigned to the analyses of data (describe, interpret, infer).</p> <p>The marker will evaluate the two variables indicated.</p> <p>The marker will evaluate the narrative (essay) portions of the report, with focus on the quality of the report's analyses of events and the personal summary of learning.</p>
<p><b>Total</b> /100 mks</p>	