# **Practicum Student Roles and Responsibilities**

**Professional Behaviors**

1. Complete all task responsibilities in a timely fashion, as independently as possible, and at the professional level of a master’s student.
2. Follow policies and practices of the individual practicum site in a professional manner: dress, arrival and departure times, and confidentiality.
3. Understand and respect the individual needs of the children.
4. Work with the university supervisor and the cooperating professional in planning experiences, strategies, and observation techniques.
5. Develop an attitude of inquiry, independent thinking, and respect for alternative approaches.
6. Assume responsibility for, and an active role in, furthering own professional development.
7. Make active use of cooperating professional and university supervisor as facilitators of professional growth.
8. Facilitate open communication between self, university supervisor, and cooperating professional.
9. Respect the needs of the cooperating professional in balancing professional responsibilities to children and to the practicum student.
10. Use cooperating professional’s preferred communication lines between professional, support staff, and families.

**Task Responsibilities**

1. Complete *Student Information Form*.
2. Maintain records from the practicum setting, including all observation and supervision feedback, as well as lesson plans, calendars, etc.
3. With the assistance of the cooperating professional and the university supervisor, plan and implement a schedule of guided observation at the beginning of the practicum experience (first two weeks). Complete at least three *Observation Guides*.
4. Complete *Competency Rating Scale* at the beginning, middle, and end of semester, to coincide with the 3-way meetings.
5. Hold the initial 3-way meeting with cooperating professional and university supervisor to discuss, negotiate, and agree on goals for the semester. During this meeting, fill out the *Semester Calendar* and *Contract Checklist*.
6. Submit written lesson/session plans for all activities: (1) during the first month or until approved by the cooperating professional and the university supervisor, (2) for each observation session with the university supervisor, and (3) during the two weeks of "take over."
7. Submit all lesson/session plans to the cooperating professional for approval/evaluation prior to implementation with the children. Copies of lesson plans should be kept in an agreed-upon location (e.g., binder or cloud storage).
8. Check with the cooperating professional at the beginning of each day to make sure that you are prepared and to obtain suggestions for improvement.
9. Allow time at the end of each day for informal discussion.
10. Participate in a minimum of two extra activities to be held outside practicum hours (e.g., parent meetings, parent conferences, staff or in-service meetings).
11. Set aside a specific time each week for feedback/sharing with the cooperating professional, and for reviewing *Semester Calendar*.
12. Participate in all planning meetings, preparation sessions, and evaluation on a daily and weekly basis.
13. Maintain records of all meetings with cooperating professional and/or university supervisor.
14. When ill, contact the cooperating professional as soon as possible. If an observation is scheduled, contact the university supervisor as well.
15. Schedule pre-observation and post-observation meetings for each observation conducted by the university supervisor. These meetings should be held within 24 hours of the observation. Complete all forms required for each observation (*Request for Observation Form*, *Lesson/Session Plan*, and *Lesson/Session Reflection*).
16. Take full responsibility for preparation and teaching for the “takeover” time period designated by the team.
17. Participate in midterm and final 3-way conferences with the cooperating professional and university supervisor.
18. Attend practicum seminar and complete all required activities.
19. Keep track of hours worked on the *Timesheet*, and, if applicable, *EI Supervision Verification Form*. Also obtain required signatures.
20. Contact university supervisor or program coordinator immediately if you have a problem with assignments or anything else.
21. Request a letter of recommendation from the cooperating professional and the university supervisor.
22. Provide feedback on the practicum site, cooperating professional, and university supervisor using the forms provided at the end of the semester.