

**EDUC 400: APPLIED STUDIES PRACTICUM  
WORK SITE APPROVAL AND INFORMATION FORM**

IMPORTANT: Students may not begin a practicum until this form is signed by all parties.

Student Name \_\_\_\_\_ myWSU ID \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Semester of Practicum:    Fall    Spring    Summer    Year \_\_\_\_\_    Course CRN: \_\_\_\_\_

Start/Stop Dates of Assignment \_\_\_\_\_

Name of Site: \_\_\_\_\_

**TO BE COMPLETED BY STUDENT**

Student has met the following criteria:

Met with program's academic advisor regarding practicum, internship, or apprenth-1.9.c6r.4028 (.).0.6 ( ).u.2.3 (t)-4.4 (

• It is imperative that a **job description** be established at the beginning of the practicum. This allows all who are involved to understand what the student will hope to accomplish and will be a yardstick for measuring student accomplishment. The job description should be made up of work-related duties that have been mutually agreed upon by the *student and site supervisor* for the length of the applied learning assignment.

Please list **YOUR** applied learning (e.g. – budget preparation):

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_
- (6) \_\_\_\_\_
- (7) \_\_\_\_\_
- (8) \_\_\_\_\_
- (9) \_\_\_\_\_
- (10) \_\_\_\_\_

Student Initials: \_\_\_\_\_ Site Supervisor Initials: \_\_\_\_\_ Faculty Supervisor Initials: \_\_\_\_\_

Describe (in list form) what you hope to accomplish (e.g. – learn how to properly prepare a budget statement for a large organization)

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_
- (6) \_\_\_\_\_
- (7) \_\_\_\_\_
- (8) \_\_\_\_\_
- (9) \_\_\_\_\_
- (10) \_\_\_\_\_

Student Initials: \_\_\_\_\_ Site Supervisor Initials: \_\_\_\_\_ Faculty Supervisor Initials: \_\_\_\_\_