

Tips and Templates for setting up a Practicum

This document includes help for

1. Finding a site
2. Making a “cold call” to a potential site supervisor
3. Sending an initial email to a potential site supervisor

Finding a Site: Things to consider

- A practicum can be done in person or virtually as long as all learning objectives are approved by all parties involved.
- This is an opportunity for you to gain real life experience while earning credit for your program.
- Consider where you would enjoy working and what skills you are interested in learning or practicing.
- The [Practicum Opportunities](#) page is a starting point for possible locations, it is not an exhaustive list, nor are you required to choose a place from it.
- Speak with your advisor about taking a practicum, possible places you’re interested in and learning objectives.
- Have an idea of what you want to accomplish at a site if you are unable to find any places that are of interest to you on your own. This will help your advisor guide you in the right direction.
- Contacting the site should be the next step before attempting to fill out any additional paperwork. This gives you the opportunity to learn if any additional paperwork or actions are needed from you.

- Lead time: the Practicum application is due 2 weeks before the term starts. More lead time is required for certain sites, including health care settings and private companies with proprietary information

Phone Conversation Guide

Hello, may I speak with [First Name Last Name of site supervisor], this is [your name] and I'm calling to express my interest in doing a practicum at [site name].

A practicum is a great opportunity for me to gain career experience while I complete my Master's in Information Sciences. I am contacting you because I am interested in [list some things that made you interested in that this site can offer]. If it is possible, I would love the opportunity to do a practicum at your organization.

If you are asked what the practicum consists of you can say:

A practicum consists of me working 150 hours with your organization. We would work together to discuss possible tasks that will enable me to attain the learning objectives that we decide on, how I will achieve the 150 hour requirement, and the tasks that I will be assigned.

**It's good to have a working list of objectives ready if the supervisor requests them. But ultimately you will be working with them to solidify the objectives tasks, schedule, and other details that the practicum will entail.*

Remember, it is also your responsibility to communicate what will be expected of them during and after the practicum.

- Help define learning objectives
- Approving tasks, scheduling, etc.
- Review and approve the correct documentation
- Filling out the designated evaluation forms at the end of the semester

Email Conversation Guide

Date

Site Supervisor Name (First Last)

Site Name

Site Address 1 (if applicable)

Site City, State

Dear Mx Supervisor Name:

I would like to explore the possibility of a practicum for the [Term & Year] semester at [Site Name].

Address these items below as concisely as possible:

- Express your academic experience/ terms completed in the MSIS program
- Express the skills you are interested in learning or growing

- Expand how those skills and experiences relate to your own life
- Express how your time at this site will help your professional development
- Express gratitude for the opportunity to speak/meet with them
- It may be helpful to attach a Resume/CV, Letters of Recommendation, or work samples depending on the site you are trying to work with.

(Sample ender)

I have included my academic transcript as well as a copy of my CV. In addition, I'm happy to provide letters of recommendation and professional samples of my work upon request. Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely,

Your Name

Your Email

Your Number