Practicum Site Expectations

If you have a student interested in completing a Practicum with you:

Before the Practicum begins:

- Work with student to clarify learning objectives, duties, & work schedule.
- *The student is required to fulfill 150 hours during their Practicum Appointment.*

Your Role in the set-up Process:

- When a student fills out their Practicum Application, an email will be sent to you for approval of the information you submitted. You are at liberty to request modifications to the information provided or reject the application at your discretion.

Your Role during the Practicum appointment:

- Ensure that any duties or tasks are within the scope of the previously approved Learning Objectives.
- You can review more detailed information about the Practicum Process on our [website](#) under the tab: “Roles and Responsibilities”.
- If there are any questions, concerns, or additional needs that arise during the Practicum appointment, please reach out to the Practicum Team at: [msispracticum@utk.edu](mailto:msispracticum@utk.edu)

Your final tasks when the Practicum ends:

- The practicum student will send you a link to an [Supervisor Evaluation of Practicum form](#) for you to complete.
If you are interested in hosting a Practicum for one of our students:

- We have a page dedicated to our current Practicum Site Opportunities, although the list is not all inclusive. We encourage you to submit an Opportunity Form to post your listing there. This gives our students the ability to discover and connect with your organization!

- Another opportunity to promote your Practicum Site is during our Practicum Fairs, hosted every March and October. Information is sent out to every organization who has submitted an Opportunity Form on our website.

- Please direct any questions you may have to our Practicum team at: msispracticum@utk.edu.

- If you would like to set-up a meeting to discuss your organization’s needs and if a Practicum student can “fit” that, please include at least three potential meeting dates and times in your email, and please include your time zone.