

## **Practicum • Part III**

### **Orientation Information for Interns and Supervisors**

Submit a copy of your most current version of your resume to the agency supervisor and one to the faculty supervisor, and retain one for yourself.

A copy of your CLASS SCHEDULE during the semester of your practicum should be completed and turned in to the faculty supervisor along with your address, phone number, and agency supervisor's name.

\*The student is urged to accept responsibility and necessary initiative to maintain open communication with the agency and the faculty supervisor, especially regarding topics where there is growing concern or uneasiness. If some awkward or perceived embarrassing situation occurs, do not hesitate to contact your faculty supervisor (hopefully only after other attempts at more direct resolutions have been pursued).

\*Hours, vacations, and holidays: Adapt your time schedule to the agency to which you are assigned, respecting their hours, holidays, or vacation periods, possibly working through any such periods in the UTK calendar such as fall or spring break. Exceptions may be made in individual cases, if approved by the agency and faculty supervisors.

\*It is the mutual responsibility of you and your site supervisor to see that the **appropriate number** of hours are spent on the practicum, always taking the needs of the agency into account. Each credit hour is equivalent to 3 hours of work, based on the following formula for a full-time practicum 15 hours of CFS 564 or 565): 15 weeks x 8 hours per week = **120 hours in the agency** and 15 x 2 hours per week = **30 hours in related work** such as bi-weekly meetings with your faculty supervisor, reading and log preparation, and the creation of your action project. This formula is doubled for students taking CFS 564 and 565 concurrently.

\*Confidentiality regarding client information in connection with the practicum experience should be **respected** with great care. The student is responsible for following agency guidelines on confidentiality.

\*As an intern, you must provide professional liability insurance coverage for yourself. Contact the CFS Office Staff in the main CFS office in room 115 Jessie Harris Building, to purchase the coverage. The University requires that you purchase this coverage even if the program or agency in which you are working provides such coverage.

When you must officially drive a vehicle in conjunction with your practicum, you (or the owner of the vehicle if it's not your own vehicle) must provide liability insurance coverage.

**\*Of special interest to agency supervisors**

Bi-weekly meetings with your faculty supervisor should be arranged. **All** of these must be attended, and the last meeting is essential for concluding procedures for the practicum.

\*By the end of the second week of the practicum, the student should submit a typed copy of the **Intern Job Description** to the major professor after it has been reviewed with the agency supervisor (who may want to offer additional suggestions or revisions). When completed, the job description should be dated and initialed by the agency supervisor before it is submitted to the major professor.

\*A **Typed Log** should be maintained and copies given each week to the agency supervisor major professor.

\*A typed copy of the action project should be turned into the faculty supervisor by the last week of the term (the week before finals).

\*At the end of the practicum period, the agency supervisor should complete the **INTERN EVALUATION FORM** regarding experiences with and impressions of the intern throughout the semester. The agency supervisor will provide a copy to the student and give the original to the faculty supervisor.

At the end of the practicum period, the student also should complete the **INTERN EVALUATION FORM** on him/herself (this being in addition to the evaluation completed by his/her agency supervisor), as well as the **AGENCY EVALUATION FORM** as a part of his/her concluding evaluation of the practicum experience.

\* *Of special interest to agency supervisors*