STUDENT PERSONNEL IN HIGHER EDUCATION PROGRAM
PRACTICUM/INTERNSHIP PROSPECTUS

Semester and Year: Fall ___________ Spring ___________ Summer ___________

Site: ____________________________________________

Site Host/Supervisor’s Name: __________________________________

Student Name: ___________________________________________ UF ID #: _____________________

Description of Practicum/Internship.
In the space below (or on an attached document), describe the professional activities the student will be engaged in during this practicum or internship. Be sure to include the specific purpose and goals for this experience. Also, indicate the approximate amount of time the student will spend at the site (per week). It is expected the student will complete a total of 150 hours as part of a three credit hour practicum/250 hours as part of a five credit internship.

Professional Development.
In the space below (or on an attached document), describe the specific knowledge and skills the student will acquire through this practicum/internship (examples: supervising students, event planning, technical/computer skills, budget experience, contract experience, program assessment and/or evaluation). Be sure to list the specific activities that will aid the student in the acquisition of this knowledge or these skill sets.

By signing this form, the site host/supervisor and the student agree to the information provided above.

Site Host/Supervisor Signature: ___________________________ Date: ________________

Student Signature: ___________________________ Date: ________________

Attention SPHE Student: This form must be completed and signed before you will be allowed to register. Return completed form to Angela Rowe (1219 Norman Hall) no later than the last day of registration for the semester in which you plan to enroll.

JDPR/11.15.13