

This application must be completed (with approval signatures & the attached “Statement of Expectations & Responsibilities”) before a student can register for **GEL 211**.

- o Please read the “Guidelines” sheet carefully before completing this form.
- o A summer international practicum requires an additional GoGlobal application and approval.
- o Bring this completed application to the Practicum Instructor in GPS for approval.

Name \_\_\_\_\_ Student # \_\_\_\_\_

Email \_\_\_\_\_ Cell \_\_\_\_\_

Classification: Soph\_\_\_\_ Jr\_\_\_\_ Sr\_\_\_\_ Major \_\_\_\_\_

Hours completed toward degree \_\_\_\_\_ Hours completed toward major \_\_\_\_\_

Internship for: Fall\_\_\_\_ Spring\_\_\_\_ Summer\_\_\_\_ 20\_\_\_\_ # of credit hrs \_\_\_\_\*

*\*NOTE: # of credit hours is figured as: 80hrs+ of work = 2 credits; 160hrs+ of work = 4 credits*

**Supervising faculty member: STAFF**, Practicum Instructor/Supervisor in GPS

Full name and address of organization where you will be doing your practicum:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country: \_\_\_\_\_

On-site supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Supervisor email \_\_\_\_\_ Practicum dates: \_\_\_\_\_

Total number of clock hours you will put in on your practicum \_\_\_\_\_

- ATTACH** “Statement of Expectations & Responsibilities” as outlined in meeting with the Practicum Instructor for final approval

**Approval Signatures:**

1. Practicum Instructor in GPS	Date
_____	_____

2. Student	Date
_____	_____

3. <i>International Practicum:</i> Global Programs and Studies (GPS)	Date
_____	_____

## STUDENT GUIDELINES FOR GEL 211: VOCATION PRACTICUM

A practicum provides an opportunity for you to integrate academic learning with actual work experience as you explore a potential career path. It is a supervised, elective credit experience intended to enhance your educational goals and is for students who have not yet attained standards needed to do an internship in their major. These guidelines apply to GEL 211.

### General Guidelines

1. The practicum experience should be an educationally rewarding work experience. It is a short-term position.
2. A practicum work experience should involve challenging tasks with educational value rather than tasks which would be considered “busy work.”
3. A work experience can be designated as a practicum for elective credit only if approval is obtained from your academic department and the GPS Practicum Instructor/Supervisor ***in advance*** of the work experience. ***NOTE: a summer international practicum requires an additional GPS application and approval.***
4. Before registering for practicum credit, you must complete an Application for GEL 211: Vocation Practicum and file it with the Registrar’s Office. You register for GEL 211 during the semester in which the practicum will be completed. During that semester, you meet 7x in a 2-hour long seminar class to debrief your experiences (the fall & spring practicum is local & the course is on-campus; summer students may complete the practicum and then keep the course in-progress and take the seminar during the fall semester).
5. Receiving pay for the practicum will be dependent on the employing organization’s policy.
6. You will be billed for the number of hours of academic credit at the tuition rate for the terms of registration.

### Practicum Eligibility

1. Students must have completed at least two semesters on-campus or at another college or university to enroll.
2. If you are on academic probation you normally would not be allowed to register for a practicum.

### Practicum Requirements and Credit

1. GEL 211: Vocation Practicum can be taken for 2 or 4 credits. The hours are calculated by how many work hours are completed during the semester: for 2 credit hours, the student must work a minimum of 80 clock hours; for 4 credit hours, the student must work a minimum of 160 clock hours. All students must attend the 2-hour long seminar which meets 7x over the course of the fall or spring semester.
2. The credits earned will count as elective credit toward graduation.
3. The practicum experience will receive a final evaluation from the supervising faculty member and will be **graded on a pass/fail basis**.
4. All requirements within the GEL 211 syllabus must be fulfilled. See the GPS Practicum Instructor for details and initial **statement of expectations & responsibilities guidelines** prior to practicum start.

(cont'd)

### **Practicum Supervision**

1. All students doing a practicum will receive oversight from the designated Practicum Instructor in GPS. You are expected to meet with the instructor in the following gatherings: 1) one-on-one before the practicum begins to discuss the expectations for the practicum, 2) seven times in a 2-hour long seminar class during the practicum, and 3) once at the end of the practicum to summarize and evaluate the experience.
2. An on-site visit by the GPS Practicum Instructor and/or faculty supervisor is expected to be made for all practicums located within a 100-mile radius of Wheaton. An on-site visit will not be expected for practicums located further than 100 miles from Wheaton. Students are responsible for setting up on-site visit.

### **Practicum Change, Drop or Termination**

1. Students will be expected to complete the practicum in accordance with the dates provided on their practicum application. Any changes to these dates need to be communicated to the Wheaton College faculty supervisor and the Registrar's Office in writing as soon as possible after the date change is known to the intern. Students may drop or withdraw from a practicum as follows:
  - Prior to **20%** of the practicum clock hours being complete, the student may withdraw completely and receive a 100% refund.
  - Once **20-70%** of the practicum clock hours are complete, the student may withdraw from the practicum with a W grade; no refund will be given.
  - Once **more than 70%** of the practicum clock hours are complete, the student will no longer be allowed to withdraw from the practicum.
2. Termination by the employer for cause or a student knowingly and materially misrepresenting the practicum to the College will result in a failing grade, regardless of the percentage of the practicum completed.