

FAQ

Practicum Students in Educational Administration

(Print this out and keep it with you)

1. Under which administrator shall I do my practicum?

Please don't arrange to do your practicum under the administrative supervision of anyone with whom you have a supervisory or superordinate relationship. An example of an inappropriate arrangement would be for a member of a board of education to arrange for his or her practicum in the same district. Remember, your license will include the Principalship and the Associate Superintendency. For that reason, in almost all instances, you are to seek a supervising administrator at the rank of principal or higher. It can be to your benefit to do Practicum I (EDAD834) under the mentorship of a principal, and to do Practicum II (EDAD835) under the mentorship of an Assistant Superintendent or Superintendent. While this may not always be possible, this will provide you with excellent perspectives and give those administrators most likely to affect your hiring, a chance to know your work. All practicum arrangements must be acceptable to your university supervisor from GSU. Check with your university supervisor if you have any concerns.

2. How many on-campus meetings are mandatory?

Remember, you are required to attend all four-campus meetings scheduled for practicum. The first meeting is the orientation meeting held during the first week of the trimester. The second and third meetings are often held on the same evening with a guest presentation or a faculty presentation followed by a meeting with your practicum section to share discussions about projects with classmates and to meet with your university supervisor. The fourth meeting is for you to have a private meeting with your university supervisor at the end of the term. That is when you will turn in all your practicum materials. *If you anticipate other commitments, re-enroll during a semester that better fits your schedule.*

3. When should I meet with my supervising administrator from my school (or district) and what should I do?

Be sure to meet with the supervising administrator **prior** to the visit from your university supervisor. During your meeting with your supervising administrator, be sure to:

- Copy your syllabus and give it to your supervising administrator
- Review your entire syllabus with your supervising administrator
- Come to full agreement with your supervising administrator on your major project and 18 tasks.
- Complete the "contract" and have your administrator sign it.

4. How do I list my tasks in my Practicum Agreement (my contract)?

Be brief, but specific on the wording of your 18 tasks. Please don't simply lift the sentence from your syllabus for placement on your contract. Here is an example:

SYLLABUS TASK ITEM II-b: - Admitting, enrolling new students (Wrong!)

AN APPROPRIATE CONTRACT (PRACTICUM AGREEMENT) ENTRY FOR II-b:

Complete all paper work for the admission of three transfer students with the help of Mrs. Jones, Assistant Principal. (Correct!)

5. What must be completed **BEFORE** my university supervisor arrives at my school?

Your contract must be completed and signed by you and your supervising administrator **before** your university supervisor arrives for the first visit. This is essential because your university supervisor will not have the time to work on the initial development between you and your supervising administrator during the meeting. Also, it is not the university supervisor's role to ask for the signed approval of the development that should have occurred between you and your supervising administrator beforehand. That is your job. Don't put the university supervisor into an awkward situation of finding an undeveloped or unsigned contract upon arrival. Your fulfillment of this responsibility is crucial for your continuation in practicum.

Once you have filled it out, print it out so that you can sign it and your supervising administrator can sign it. Then have **three copies** of it ready to hand to your university supervisor upon his or her arrival at your school. Do NOT submit the form electronically to your university supervisor unless specifically asked to do so.

6. Why is my university supervisor coming to my school?

The purpose of your university supervisor's meeting at your practicum location includes:

- To meet with you **and** your supervising administrator to discuss the contract that you and your supervising administrator agreed on, and that both you and your supervising administrator have subsequently signed. That means that you should be ready to hand to your university supervisor, upon arrival, your completed and signed contract.
- To make any changes to the **signed contract** necessary to clarify or modify contract items. Any clarifications or modifications will be written by the university supervisor directly onto the contract during the discussion. It is only when all parties agree, the supervising administrator, the practicum student, and the university supervisor that the university supervisor will sign the contract and give copies to everyone. The university supervisor has the final word in approving your practicum location, approving your supervising administrator, and approving all contract items.

7. How should I greet my university supervisor?

Be present at the office of the agreed-upon visitation site in order to greet the university supervisor upon his or her arrival. In most cases, the location will be the office of the supervising administrator such as the school principal. Avoid having the university supervisor arrive without your presence. Such incidents often require the university supervisor to engage in lengthy explanations to the school secretary as to the purpose of the university supervisor's presence. They also require paging, or sending a student runner to notify the practicum student. That cuts the time available for the practicum visit, disrupts the normal functioning of the school, and sets a less-than professional tone for what otherwise would become an excellent relationship between the university and the school.

8. How do I log my activities?

You will need a way to log all of your activities involved with the work you do on your 18 tasks. You can do this one of 2 ways:

1. a running daily log that clearly notes which activity, as per your contract, you are noting
2. Or a log for each of your activities.

The easiest way to keep a log is to do it in a spiral notebook that you carry around with you throughout the day. However, you can use a 3-ring binder if you want to. It is recommended that you not type your log. That takes too much time and requires unnecessary work. Just keep a handwritten log. Here is a suggested way to fill out your log. Note that the entry shows all the mandatory items: The date of the activity, the item number corresponding to what you have on your approved Practicum Agreement, and a brief description of the activity. Be sure to place the Practicum Agreement Task Number prominently in the margin. This will enable your university supervisor to be able to check the activity as it corresponds to your Practicum Agreement. Here is an example of a typical log entry:

11-b 10/17 8: AM Stopped by Mrs. Jones' office to ask her when we could get together so that I could start to learn the admissions process for transfer students. She said she'd get some samples of the paper work and that I should come back during my free period on Tuesday to get started.

Don't make the mistake of trying to fill out your log at the end of each day or, worse yet, at the end of each week, or even worse, at the end of the semester. You will forget all the times when you worked on your tasks. Instead, carry the log with you throughout the day. That will enable you to make log entries without forgetting. Your log will likely have many entries for all the bits of activity it takes to complete each task throughout the trimester.

9. What do I bring with me to the Mid-Term meeting (Required Seminar 2) on campus?

ALL STUDENTS must submit the *Student Mid-term Self Evaluation Form* during Seminar 2. Some professors/lecturers may require individual meeting and will expect you to

bring other materials that they specify. Others professors/lecturers will conduct a group meeting after the speaker and will instruct their students of any other materials they are to bring. Seminar 2 is a meeting & seminar with all of your classmates. During this meeting, your university instructor will assess your mid-term progress.

10. How can I contact my university supervisor?

Your university professor or lecturer should provide you with phone and email contact information during Seminar 1. Most professors/lecturers are not on campus daily, however, most all do read their email daily.

11. What if my supervising administrator at my school can't make the meeting with my university supervisor and me?

Be aware that if you cancel a scheduled visit by your university supervisor the result will be *hole* in the university supervisor's schedule while on the road making visitations. If your supervising administrator at your school has an unexpected emergency and can't attend a scheduled meeting, try to arrange for another administrator to substitute instead of canceling the appointment at the last minute. Otherwise, the student and professor may just meet without the administrator present. In that case, a follow-up phone conference may be necessary.

12. What do I bring with me to the end-of-term meeting with my university supervisor on campus?

At the end of the trimester (usually at the final on-campus meeting of each practicum student with her or his university supervisor), you will be required to submit the following in a binder or online or both:

- Field Evaluator's Evaluation form
- Student Assessment Form
- Student Evaluation Instrument (SEI) for Field Experience form.
- *Practicum Field Supervisor Information Form*
- Student copy of Practicum Agreement
- Log of activities (organized by activity) or one of the other option.
- Major project report (follow directions included in packet info)
- Readings/Annotated bibliography (see example and info included).
- Artifacts – may be placed in a separate section or you may insert following the related activity.

*If not turned-in during onsite visit.

13. What if I have to change the information given to my university supervisor about me, my school, my supervising administrator, etc.?

Contact your university professor/lecturer.