



# HIED 6372 Practicum in Higher Education Application



## About the Practicum

The practicum enables students to acquire experience and competencies in various domains of higher education administration. The practicum plays a major role in bridging “theory and practice” but beyond that, it offers the context for students to develop their personal administrative and leadership style. It is through the practicum experience that students develop enhanced professional knowledge such as knowledge of people, knowledge of themselves, self-control and interpersonal sensitivity. In addition, the practicum reinforces soft skills such as independent problem-solving, working collegially with fellow higher education administrators and developing professional values and attitudes. During practicum, students are mentored and guided by their Site Supervisor and the university faculty member assigned to the practicum course.

### Practicum Policies:

1. The student is responsible for securing his/her practicum site, the agreement of the site supervisor, and approval of such by the university faculty member assigned to the practicum course.
2. The practicum site may not be the current employing unit of the student.
3. The practicum site supervisor may not be the student’s immediate employment supervisor.
4. The practicum project must be substantially different than the current employment responsibilities of the student.
5. Practicum must be taken during the final semester of the HIED program. The Practicum can only be taken when all other course work necessary for graduation from Sam Houston State University is completed including “incompletes.”
6. The practicum project requires 75 hours of work. Additional hours are required for assignments and other course requirements.
7. The practicum site supervisor must: a) Have a minimum of a master’s degree relevant to the program emphasis area; b) Have a minimum of two years of pertinent professional experience; c) Be appraised of the program’s expectations, requirements and evaluation processes; and d) Be willing to take responsibility for the practicum consistent with these requirements.

### The site supervisor agrees to supervise the student under these conditions:

The student will be able to study the broad scope of, and perform, some of the usual activities or a special project that a regularly employed higher education administrator in the setting would be expected to perform. This will be accomplished through observation and participation in a variety of individual and group activities.



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## Application Deadlines and Process

You must return this application by:

November 1—Spring Practicum

July 1—Fall Practicum

**Please Note: There are no practicum opportunities in the summer.**

**Please plan accordingly.**

- You must complete all forms in the application packet in order to be considered for the practicum.
- Once your application is received you will be contacted through the email provided, and notified if there is any further information required.
- When your practicum is approved, you will receive a final copy of the signed forms for your records.

### **Internship Instructor**

Dr. Ric Montelongo  
E-Mail: [rxm059@shsu.edu](mailto:rxm059@shsu.edu)  
936.294.1155

### **Complete and return the application to:**

Haley Christel, Internship Assistant  
SHSU Department of Educational Leadership  
Phone: 936.294.1147  
Fax: 936.294.3886  
E-mail: [hmc028@shsu.edu](mailto:hmc028@shsu.edu)

If you have any questions concerning the internship or the application you may call or email Ms. Christel.



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## Student's Information:

<b>Name:</b> <input type="text"/>		<b>SAM ID Number:</b> <input type="text"/>
<b>Mailing Address:</b> <input type="text"/>		<b>Zip:</b> <input type="text"/>
<b>City:</b> <input type="text"/>	<b>State:</b> <input type="text"/>	
<b>Home Phone Number:</b> ( <input type="text"/> ) <input type="text"/>	<b>Cell Phone Number:</b> ( <input type="text"/> ) <input type="text"/>	
<b>Email Address (primary):</b> <input type="text"/>		
<b>Semester in which you will enroll for practicum :</b> <input type="text"/>		
<b>Institution where you are currently employed (if applicable):</b> <input type="text"/>		
<b>Your current job title:</b> <input type="text"/>		
<b>Your current supervisor (first and last name):</b> <input type="text"/>		
<small>Note: This is for information purposes only. We will not contact your current supervisor without your consent.</small>		



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## Course Requirements:

Please indicate below which courses you have taken. If you have completed the course, select “YES”. If you have not taken the course, select “NO”. If you are currently enrolled, please select “CURRENT”.

<b>HIED 5360</b> History and Organization in HI ED	Select One	<b>HIED 5364</b> Leadership in HI ED	Select One
<b>HIED 5361</b> Contemporary Issues in HI ED	Select One	<b>HIED 5379</b> Research in HIED (or COUN 5379: Methods of Research)	Select One
<b>HIED 5362</b> Hi Ed Planning & Resource Development (ASE 562)	Select One	<b>HIED 6360</b> Student Services in HI ED	Select One
<b>HIED 5365</b> Academic Affairs	Select One	<b>HIED 5367</b> Diverse Student Populations (or COUN 5392 – Cross-Cultural Counseling)	Select One
<b>HIED 5366</b> Assessment in HI ED	Select One	<b>COUN 5370</b> Career Counseling Across the Lifespan– academic advising only	Select One
<b>HIED 5370</b> Career Advising in HI ED (or COUN 5370 – Career Counseling Across the Lifespan) <i>AA Certificate Students Only</i>	Select One	<b>HIED 5390</b> Concepts in Academic Advising <i>AA Certificate Students Only</i>	Select One
<b>HIED 5369</b> Data Management <i>IR Certificate Students Only</i>	Select One	<b>HIED 5368</b> Statistics for IR <i>IR Certificate Students Only</i>	Select One



## Site Supervisor Information & Expectations

Although practicum students potentially perform a number of tasks and frequently work with different staff, for purposes of continuity, overall supervision, and final evaluation, it is necessary that one site supervisor be designated for each student's entire practicum.

Once the practicum has begun, the site supervisor is expected to spend a minimum of one hour with the practicum student for each ten hours the student spends at the practicum site. Initially, sessions may cover such topics as review of the practicum plan, orientation to the workplace, or start-up work on outlined activities.

As the practicum progresses, more time should be spent reviewing the student's progress in meeting the specifics of the practicum, the professional development needs of the student, the strengths and weaknesses of the student, discussion of professional concerns as they affect the practicum site, or other relevant topics. The practicum is designed to provide the student with performance feedback and for the site supervisor to share insights and experiences with the student.

The following list provides some suggestions for establishing an effective supervisory relationship with practicum students:

- a. Respect the personal integrity of the practicum student.
- b. Accept the practicum student as both a student and a colleague.
- c. Establish and maintain informal, friendly working relations with the practicum student.
- d. Encourage the practicum student to express opinions and to feel free to come to you to discuss problems.
- e. Suggest new ideas or ways of thinking about a situation to the practicum student.
- f. Encourage the practicum student to make decisions, based on defensible standards, rather than asking you to make decisions.
- g. Guide the practicum student in professional practice and encourage relevant professional development.
- h. Provide career development advice to the practicum student as needed.
- i. Share best practices with the practicum student.



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## Cooperating Site Administrator Practicum Agreement

<b>Business/Institution Name:</b> <input type="text"/>	
<b>Address:</b> <input type="text"/>	<b>Zip:</b> <input type="text"/>
<b>City:</b> <input type="text"/>	<b>State:</b> <input type="text"/>
<b>Phone Number:</b> <input type="text"/>	<b>Fax Number:</b> <input type="text"/>
<b>Cooperating Site Administrator:</b> <input type="text"/>	
<b>Phone Number:</b> <input type="text"/>	<b>Email Address:</b> <input type="text"/>
<b>Description of the Practicum (e.g., responsibilities, duties, etc.):</b> <input type="text"/>	

Please check the boxes below as you confirm each statement:

- I have a master's degree (or higher) relevant to my higher education functional area.
- I have a minimum of two years of higher education professional experience.
- I understand the practicum expectations, requirements, and evaluation processes.
- I am willing to take responsibility for the practicum consistent with these requirements.
- I will provide assistance and opportunities necessary in order to fulfill the practicum requirements.

Administrator's Name: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_



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\*\*\* If your cooperating site administrator changes please resubmit this page with the proper signature and information. \*\*\*



## Practicum Agreement for Student

Please check the boxes below as you confirm each statement:

I understand that I am participating in a practicum sponsored by the Educational Leadership Department at Sam Houston State University and

(cooperating institution).

I recognize that during the practicum, I am subject to the rules, regulations, and policies of Sam Houston State University as well as those of the location listed above.

I have read this agreement and understand the required guidelines of the practicum program.

Sam ID#: \_\_\_\_\_

Student's Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

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Approved       Denied

Professor of Record: \_\_\_\_\_

Initials: \_\_\_\_\_ Date: \_\_\_\_\_