Practicum is an experience designed to offer the graduate student extensive exposure and intensive practice in the profession. The graduate student provides services, in the form of projects, to a company to meet its needs and concerns. This is accomplished under minimum supervision of the site-supervisor and the university supervisor. The focus of the Practicum is to refine skills through the development and completion of a project, accompanied by the demonstration of other competencies expected of a Graduate Study professional. The Practicum represents a cooperative effort of the graduate student, the personnel of the university-approved practicum site, and the personnel of Siena Heights University.

Practicum requires the graduate student to complete a minimum of 200 clock hours, of activities at the university-approved Practicum site, under the direction of a site-supervisor. The project(s) performed by the graduate student includes tasks normally performed by a regularly employed professional whose role the graduate student is preparing to assume.

A variety of professional activities comprise the required hours of Practicum. These activities may include, but are not limited to staff meetings; consultation; presentations; record keeping, written reports, program planning; research; and professional development. During the Practicum the graduate student is required to attend and participate in regularly scheduled sessions conducted by the university-supervisor for group and/or individual supervision, personal and professional development, and the discussion of issues pertinent to the practicum and the profession. These sessions account for approximately 40 hours in addition to the 200 clock hours spent at the practicum site. Continued participation in the Practicum, after the semester of initial enrollment, may require participation in additional sessions throughout the duration of the experience. Fulfillment of the hour’s requirement alone does not constitute successful completion of the Practicum.

**Qualifications, Roles, and Responsibilities**

**Graduate Student**

**Qualifications**

1. Regular acceptance in the Master of Arts in Leadership program.
2. Maintenance of a minimum 3.0 G.P.A.
3. Successful completion of a minimum 27 semester hours of course work in the degree program.
4. Completion of the internship application materials.
5. Approval of the Master of Arts in Leadership faculty.

**Role**

The graduate student performs assignments/projects at the internship site that are considered those of a regularly employed professional. The graduate student works under the supervision of the site-supervisor, but is also accountable to the university supervisor.
Responsibilities

The graduate student is responsible for punctual attendance at the internship site and maintenance of a schedule developed in conjunction with the site-supervisor. The graduate student is expected to be responsive to the assignments and feedback provided by the site-supervisor and the university supervisor, while becoming increasingly more independent as the practicum progresses. The graduate student is responsible for participation in individual and group feedback and supervision sessions with the college supervisor. Specific assignments made by the college supervisor are expected to be completed and a log maintained of the activities undertaken. The graduate student must contact the Graduate Office approximately four (4) weeks before the completion of the experience so that the evaluation form can be sent to the site-supervisor. Credit will not be awarded for the practicum until the completed site authorization form and site supervisor’s evaluation of the graduate student’s performance are returned to the Graduate Office.

Site Supervisor

Qualifications

1. A minimum of a five (5) years supervisory experience or Masters Degree and a minimum of two (2) years of professional experience pertinent to the program emphasis area.

Role

The role of the site-supervisor has three dimensions. First, the site-supervisor orients the graduate student to the site, the projects, and the expectations. Second, the site-supervisor facilitates the student’s personal and professional development by promoting both competencies and accountability within the framework of the placement. Third, the site-supervisor assigns, coordinates and supervises tasks as well as evaluates the performance of the graduate student.

Responsibilities

The site-supervisor assumes the responsibilities associated with acquainting the graduate student to the professional tasks and expectations related to the successful fulfillment of the tasks. In addition, the site-supervisor schedules individual conferences with the graduate student for the purposes of providing feedback on performance, clarifying expectations, developing and enhancing competencies and responding to observations and inquiries of the graduate student. The site-supervisor meets with the university supervisor and the graduate student at predetermined points during the experience. In addition, the site-supervisor completes a formal final evaluation of the graduate student’s performance.

University-Supervisor

Qualifications

1. A doctoral degree in education, administration, or a closely related professional specialty, OR
   A master’s degree or a specialist’s degree in closely related professional specialty with five (5) years of supervisory experience.
Role

The university supervisor serves as a liaison between the internship site and the Siena Heights University Master of Arts in Leadership Program. With knowledge of the theoretical and experiential components of the programs, the university supervisor is able to assist the student in the integration and application of skills based on theory and research. The university supervisor functions as a resource for the site-supervisor regarding expectations, roles, and responsibilities of both the site-supervisor and the student.

Responsibilities

The university supervisor facilitates the graduate student’s personal and professional development by providing opportunities for peer and professional feedback and support of the learning experiences. The university supervisor serves as an academic advisor on human resources practices, referring to resources, which are available to support the graduate student. Finally, the university supervisor determines the final grade after consulting with the site-supervisor and the graduate student.

The Graduate College

The Graduate College provides guidance, organization, and maintenance for the development of policies, procedures, and goals of the Leadership field experiences. The Graduate Council, with leadership from the Dean of Graduate College, serves as the governing body of all Leadership programs and, thus, the field experiences.

It is the responsibility of the Graduate College to develop and maintain administrative relations regarding procedures and standards with site administrators. Additionally, the Graduate College orients both site administrators and site-supervisors to the Master of Arts in Leadership concentrations and the curriculum. Roles and responsibilities of the graduate students, site-supervisors, and university supervisors are identified and clarified by the Graduate College.

The Graduate College seeks feedback from graduate students, site-supervisors, site administrators, and university supervisors as part of continuous assessment and modification of the Master of Arts in Leadership program, with particular emphasis on field experiences.
Practicum Site Authorization
Master of Arts in Leadership

I authorize ________________________________
Student Name

to utilize ________________________________
Site Name and Location

as the practicum site for: Master on Arts in Leadership: ________________

from ________________________________ to ________________________________
Beginning Date Ending Date

The site-supervisor will be ________________________________
Name of site-supervisor

The site-supervisor meets the minimum requirements to serve in this capacity and agrees to assume the responsibilities associated with the role.

_________________________ ________________________________
Signature of Site-Supervisor Signature of Site Administrator

_________________________ ________________________________
Title of Site-Supervisor Title of Site Administrator

________________________________
Site Address

_________________________ ________________________________
Site Telephone Number Date

The Master of Arts in Leadership student satisfies the academic and experiential requirements to serve in this field experience and agrees to assume the responsibilities and the professional, ethical and legal standards associated with the role.

Please complete and sign form and return to:

Siena Heights University
The Graduate College
1247 E. Siena Heights Dr.
Adrian MI 49221

www.sienaheights.edu
Master of Arts in Leadership  
Practicum Summary Log

Hours Summary

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Grand total______________