

**BLUFFTON UNIVERSITY**  
Bluffton, Ohio

**PRACTICUM / INTERNSHIP APPLICATION**

\_\_\_\_\_  
Student Name (Last, First, Middle)

\_\_\_\_\_  
Semester

\_\_\_\_\_  
Marbeck Box/Home Address

\_\_\_\_\_  
Academic Year

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Dept.      Number      Title of Course

.....

The above-named practicum/internship has been approved for \_\_\_\_\_ semester hour(s) of credit by the \_\_\_\_\_ department. The practicum/internship will fulfill the following requirement/s (i.e. major requirement, major elective, minor, concentration, or split between two requirements, etc.): \_\_\_\_\_

\_\_\_\_\_

LOCATION OF INTERNSHIP/PRACTICUM: \_\_\_\_\_

\_\_\_\_\_

DATES: \_\_\_\_\_

ON-SITE SUPERVISOR: \_\_\_\_\_

CONTACT INFORMATION: \_\_\_\_\_

This form with signature of both the department chairperson and the supervising faculty member must be filed with the registrar's office prior to registration for the experience (internship/practicum/field work). The study description (see below) should be attached to this form.

All work to be handed in for evaluation is due on the first day of scheduled exams. Grades are due at the time grades are due for other courses.

Signed: \_\_\_\_\_  
Student

\_\_\_\_\_  
Faculty Supervisor

Approved: \_\_\_\_\_  
Advisor

\_\_\_\_\_  
Department Chair

## **Guidelines for Internship and Practicum Experiences**

### **Description of proposed experience must include:**

- Title of experience and designation of area of work
- Statement of objectives
- Description of experience
- Method of evaluation
- Initial Bibliography (when applicable)

### **Educational Objective**

Bluffton University grants academic credit for internship/practicum experiences directed toward clearly defined academic objectives. The function of academic-arranged experience is to integrate the knowledge, theory, and skills learned in the classroom with practical experience. Each academic division offering academic internship/practicum experiences delineates the educational objectives for its respective program.

### **Criteria for Involvement**

Students must meet the academic and personal qualifications of the academic division supervising the experience. The academic division's policies ensure that the student has the knowledge and skills required for the field experience. Students are expected to have junior or senior status. The selection process for evaluating applications and establishing appropriate deadlines for applications are determined by each academic department.

### **Supervision and Evaluation**

Each academic division identifies the faculty responsible for supervising the experience, i.e., arranging the placement, helping define the experience, identifying and collaborating with the on-site supervisor, and evaluating the experience in cooperation with the on-site supervisor. The faculty supervisor has the final responsibility for determining and reporting the grade.

### **Course Requirements**

1. A written description of the proposed experience as indicated above.
2. Completion of designated contact hours.
3. Completion of identified requirements as indicated in evaluation process.

### **Assignment of Credit**

One semester hour of academic credit corresponds to approximately 40 hours at the internship/practicum location.