

HGU

Practicum Guidelines

Introduction

What is a practicum?

A practicum is any carefully monitored work or service experience in which a student has intentional learning goals and reflects actively on what she or he is learning throughout the experience. Characteristics include:

- Generally a one-time experience.
- The practicum may be part of an educational program and carefully monitored and evaluated for academic credit, or a practicum can be part of a learning plan that someone develops individually.
- An important element that distinguishes a practicum from a short-term job or volunteer work is that an intentional “learning agenda” is structured into the experience.
- Learning activities common to most practicums include learning objectives, observation, reflection, evaluation and assessment.
- An effort is made to establish a reasonable balance between the students’s learning goals and the specific work an organization needs done.
- Practicums promote academic, career and/or personal development.

Herguan University offers practicum courses for upper level students in each major. This handbook refers specifically to the Business Practicum _____ and _____ courses. Our goal is

to work with each interested student to arrange an appropriate practicum assignment. The course description is provided below. Please fill in your course No and title above.

Business Practicum Process

Instructor:

Since the practicum assumes an appropriate work assignment where the student represents Herguan University in the business community, it is important that the practicum student has the interest, intention and initiative to make the practicum successful. The Instructor needs to approve the student for the course and to agree on the practicum contract with the employer/supervisor for the practicum work. All parties need to understand their roles and responsibilities for the overall experience.

It is the student's responsibility to make the appropriate arrangements for the practicum and should begin this process well before the semester in which they plan to execute the practicum in order to ensure proper approval and to avoid delays. However, in case the placement cannot be found, the Instructor is available to assist the student in finding it. The instructor from the Business Department is available to provide resource material for the student, particularly the reading material.

The process is as follows:

- Fill in a Practicum Application form and bring/email it to the instructor along with the student's most recent resume.
- According to the contracts on practical training, an appropriate practicum work site and project/assignment must be arranged at least 10 days before the start of the practicum.
- If the placement is approved by Instructor, a course registration form or add/drop needs to be signed by Academic officer.
- The Contract is prepared by the Instructor and all parties (student, instructor, and supervisor) have to sign the practicum contract and submit it at the end of semester with other assignment.
- The student will then work with the instructor to develop a learning plan, resource materials, reports, and other materials on which to base the course grade. The instructor prepares a course syllabus and submits copies to the student.
- The employer is responsible for supervising the duties and the responsibilities of the practicum student. The company/employer and the student must assure that the general terms of the agreement are met.
- All students must fill in the JOURNAL (time-log) daily with their time and activities, which will be graded by the Instructor every 3 weeks.
- At the end of the semester, the employer must complete the practicum evaluation form, and return it to the instructor.

Business Practicum Definitions

In order to ensure that all practicum courses at Herguan University have a generally similar structure, please be sure to follow these guidelines for the creation of a practicum learning plan.

Course Syllabus – Learning Plan

A learning plan must be written for each practicum. This must be done in syllabus format. The learning plan must include progressive measurable outcomes for the students involved in the practicum.

Requirements

To earn credit *as a three-credit course*, the learning plan must include a minimum of **90** clock hours.

- A minimum of 45 hours of “on the job” time (with at least 2/3’s of this time being practical, task-based work). Job experience must be progressive tasks on a weekly basis.
- a minimum of 45 hours devoted to independent work such as readings and assignments
- submit 1 reflection paper and 1 individual assignment

Credits	Total hrs	On job hrs	Independent work study hrs
3	90	45	45

Contact time is typically consultation with instructor and student. This can include preparatory time at the beginning of the semester, as well as debriefing/evaluation time at the end of the semester. It should also include ongoing contact throughout the practicum experience. While this is normally face-to-face time, it can be contact time via email, online chat, or telephone.

“On the job” time is considered the practical, hands-on portion of the practicum. In some cases there may be up to 1/3 of the students’ time that is used for preparation or for observation of the company’s processes.

Journal – Time Log

Students should document their completion of the required number of hours in a Journal (Time-log). This time-log should indicate which category of time is used. Journals have to be filled in daily and presented to the instructor for evaluation at the end of the practicum. See the form in Appendix 6.

Evaluation

Evaluation is the responsibility of the instructor. The evaluation should include the following components:

- Supervisor’s evaluation of the student on the job in English. *It is a confidential document and must come from supervisor’s email address.*

- Instructor's evaluation of the student's assignment(s) and reflection paper.
- Coordinator's evaluation of journal.

Other requirements

Business practicum site cannot be approved if:

- It is the student's parents' company
- Student's supervisor is one of his parents or siblings
- Student's supervisor is another Herguan student
- Work includes working from home
- If you do not have all appropriate pre-requisites for your Business Practicum area

Due dates

Due dates will be stated in your syllabi. Instructors will also personally notify you about your due dates. Normally all assignments and evaluations are due no later than the last day of your practicum, however, special arrangements can be made with the Instructor. Otherwise, each day of late submission will result in 3 % of the final grade reduction.

Final Reflection report

The final reflection report (2-5 pages, double-spaced, 12 font) should include the following:

- Briefly state the time period of the agreed employment, including the starting date, completion date, and hours of employment per week.
- Provide a description of duties assigned. This description may be for those duties performed during a typical day or the duties may be enumerated and described by job category, such as accounting, billing, sales contacts, and so forth. Indicate to what extent these duties coincide with those in your work agreement with the employer.
- If training was provided, indicate the way in which training was provided, including the name and title of the supervisor/trainer. Indicate whether training occurred in a formal instructional mode or was provided on a task-by-task basis as the tasks were being performed at the work site. How effective was the training for you?
- Explain in some detail how the tasks performed relate to your education at Herguan University. When possible, specify courses or segments of courses that were helpful in performing your duties.
- Through an example or incident at work, show how your work skills and business judgment grew and improved as a result of this work assignment. Indicate whether you made any recommendations for improvement in the work environment based upon your experience and your education at Herguan and whether the company accepted those recommendations.
- Describe any significant differences in the practicum experience from what was originally agreed on.
- Describe any significant changes you observed in the company's organizational structure or climate or in employee responsibilities and relationships.
- Indicate whether you have discussed this report with your employer/supervisor. If so, describe his/her reaction to your report.

- Include recommendations for future practicum and a clear indication as to the degree to which the practicum goals have been attained

Individual assignment

- As stated in your syllabus, the individual assignment should be at least 2 pages long (excluding the bibliography, graphs and tables) and should be formatted as a 1.5 spaced, 10 font size text, MLA format.
- The purpose of the assignment is to apply your knowledge gained during your studies to the practical settings, therefore your project should conclude with recommendations for your employer (e.g. highlighting key problems, suggesting ideas for improvement, encouraging further research). Individual assignments must be submitted every three weeks.
- You should use the up-to-date resources. Do not limit yourself to the company's policies and interviews only. Explore both the professional and academic literature on your topic. The source of all data must be acknowledged. Use supplementary readings and other materials as a basis for your research.

Further Instructions

- Use the appropriate business report writing techniques. The report and assignment should be well written in English, with good sentence structure and language usage. Appropriate division headings, pagination, indexing, and a cover sheet should be used. Illustrations and tables, if used, must be properly labelled.
- All assignments, reports and evaluations have to be submitted as Microsoft Word attachments via email to the Instructor.
- The employer's evaluation is a confidential document and has to be submitted electronically by your supervisor.

Course Syllabus Template

Business Practicum I

Course Description:

This course provides supervised work experience designed to apply academic concepts to actual business situations. Assignments cover various aspects of a business, including general business organization, accounting, computer usage, systems flow, and marketing. The student should find a suitable work assignment and the practicum instructor to develop a learning plan.

Prerequisites:

Objectives of the Course & Course Outcomes:

The objective of this course is to provide the student with the opportunity to benefit academically from applicable experience in a work environment through the use of a jointly planned student/ employer/faculty-supervised program. The student should be able to learn the organizational culture, mission objectives and vision of the company.

Attendance Policy:

A student should commit a total number of hours of their time according to the credits taken.

Teaching Methods:

This course is individually designed for each student, since each student's business environment is unique. The size, location, and life cycle status of the employer as well as the industry and products or services offered are all quite varied.

Required Textbooks:

As stated in the individual learning plans.

Supplementary Reading List:

As stated in the individual learning plans.

Course Grading/Evaluation:

Instructor's evaluation (individual assignment(s))	20%
Classroom/Student/Journal participation	20%
Individual Reports	20%
Employer Evaluation	20%
Final Reflection Report	20%

Tentative Schedule:

As stated in the individual learning plans. This is only a sample. Detailed objectives and assignments must be on a progressive basis.

Week 1 Orientation

Submit contract and read syllabus

Week 2 Company Profile

Learning company objectives and work orientation

Week 3 Individual Assignments

Week 4 (every 3 weeks) Submit a Business Practicum Journal

Week 5 Organizational and Management Review

Week 6 Individual Assignments

Week 7 Safety Issues in the workplace

Week 8 Human Resources issues in the workplace

Week 9 Individual Assignments

Week 10 Legal Issues in the workplace

Week 11 Marketing issues in the workplace

Week 12 Individual Assignments

Week 13 Finance and Budgeting Issues in the workplace

Week 14 Manufacturing Issues in the work place

Week 15 Submit a Final Reflection report, Employer evaluation of Student work and Student's evaluation of practicum site.

Student Learning Outcomes:

The student will gain knowledge of how company's function in the private sector and will enhance their career opportunities.

Measurements:

Practicum testing will be used for individuals using real live oral situational questions to examine the learning outcome. Candidates will be given tasks to install, configure, administer, and even troubleshoot situations based on their experience. The practicum exam measures a candidate's ability on completing those tasks correctly according to qualified solution paths.

Business Practicum Application Form

Business Practicum

FOR OFFICE USE ONLY
Date Rcv: _____
Resume _____
Additional <input type="checkbox"/> material

PERSONAL INFORMATION

Name: _____

GPA (major) _____

Year: _____

What languages do you know proficiently?

A. Strengths: please describe five of your strengths

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B. Areas of Improvement: please describe two areas where you are trying to improve.

--

C. What course or several courses do you consider the most critical for your future career? Why?

--

D. What would you like to learn from this course?

--

E. What company would be your ideal employer after the graduation?

--

F. What business industry attracts you the most?

--

G. If you have a practicum placement already, please provide the following information:

Name of the company

1. Name and position of the person who will sign the contract (who has the right of signature)
2. The registered address of the company and the address where practicum will take place
3. Company code
4. Telephone number, email address
5. Address
6. Telephone number
7. Description of the purpose and tasks of the practicum
8. Credits taken
9. Start and end dates of the practicum.

H. If you do not have a practicum placement yet, please specify what companies you would like to be placed at for the practicum or at least what type of business you are interested in.

I. Are you officially employed anywhere fulltime or part-time? If so, state the name of the company and number of hours per week.

Please attach your current resume and motivation letter and email to the Instructor or the Admissions Officer before registering for the course.

Date: _____

APPENDIXES

Appendix 1: Practicum Contract

Student's Name _____

Company's Name and code _____

Company Representative _____

Company Address _____

Phone _____; Fax: _____; E-mail: _____

1. Duration and Nature of Training

The practicum commences on _____ and ends on _____

The duration of the practicum is _____ weeks, a minimum of _____ working hours (in total _____ hours).

2. Obligations of the Company

The Practicum Company is obliged:

1. To offer instruction and training to the student according to the local legislation during the business practicum.
2. To communicate with Business Practicum coordinator with regards to any questions which may arise about the student during his/her practicum.
3. To check through the student's practice life.
4. When necessary, to inform Business Practicum coordinator in the event of a student not showing up, beginning later, or terminating the practicum prematurely.
5. To confidentially provide evaluation of a student's work at the end of the practicum.

3. Obligations of the student

The student is obliged:

1. To make use of every opportunity to improve his/her field of knowledge.
2. To fulfil all training requirements, complete all given assignments on time.
3. To observe the given working rules and company guidelines, and to manage all tools, instruments, machines and materials with due care and attention according to safety instructions.
4. To produce a written report, on his/her activities, which may be monitored regularly by a representative of the Practicum Company.
5. To respect the interests of the Practicum Company and to observe the codes and practice of confidentiality.
6. To inform the Practicum Company immediately over every working day on which (s)he cannot be present. Days lost due to sickness are to be verified by a doctor's certificate.

4. Title and brief description of proposed practicum experience:

5. What is the nature and extent of practicum responsibilities?

6. What specific results are expected of the student?

7. What professional and other skills do you expect the student to develop?

8. What professional contacts will be available to the student?

9. What resources will the student be able to use?

10. Additional Conditions:

The signatures below indicate that these individuals have read the contract and are in agreement with regard to the main elements of the proposed practicum experience. Copies in triplicate of the contract are to be signed by the Company, the student and Herguan Business Practicum coordinator.

Employer Representative: _____ Date _____ (stamp)

Student: _____ Date _____

Business Practicum Coordinator:

Appendix 2: Employer’s Evaluation of Student Work

Student: _____ Organization: _____

Please use the following scale to rank the quality of the student’s work.

1. Unsatisfactory (Never demonstrated this ability/does not meet expectations)
2. Uncomplimentary (Seldom demonstrates this ability/rarely meets expectations)
3. Fair (Sometimes demonstrates this ability/meets expectations)
4. Commendable (Usually demonstrates this ability/sometimes exceeds expectations)
5. Exceptional (Always demonstrates this ability/consistently exceeds expectations)

If any criteria are not applicable to this practicum experience, please check Not Applicable (N/A).

A.	Ability to Learn						
	1. Asks pertinent and purposeful questions	1	2	3	4	5	N/A
	2. Seeks out and utilizes appropriate resources	1	2	3	4	5	N/A
	3. Accepts responsibility for mistakes and learns from experiences	1	2	3	4	5	N/A
B.	Reading/Writing/Computation Skills						
	1. Reads/comprehends/follows written materials	1	2	3	4	5	N/A
	2. Communicates ideas and concepts clearly in writing	1	2	3	4	5	N/A
	3. Works with mathematical procedures appropriate to the job	1	2	3	4	5	N/A
C.	Listening & Oral Communication Skills						
	1. Listens to others in an active and attentive manner	1	2	3	4	5	N/A
	2. Effectively participates in meetings or group settings	1	2	3	4	5	N/A
	3. Demonstrates effective verbal communication skills	1	2	3	4	5	N/A

D.	Creative Thinking & Problem Solving Skills					
	Breaks down complex tasks/problems into manageable pieces	1	2	3	4	5 N/A
	Brainstorms/develops options and ideas	1	2	3	4	5 N/A
	Demonstrates an analytical capacity	1	2	3	4	5 N/A
E.	Professional & Career Development Skills					
	Exhibits self-motivated approach to work	1	2	3	4	5 N/A
	Demonstrates ability to set appropriate priorities/goals	1	2	3	4	5 N/A
	Exhibits professional behaviour and attitude	1	2	3	4	5 N/A
F.	Interpersonal & Teamwork Skills					
	Manages and resolves conflict in an effective manner	1	2	3	4	5 N/A
	Supports and contributes to a team atmosphere	1	2	3	4	5 N/A
	Demonstrates assertive but appropriate behaviour	1	2	3	4	5 N/A
G.	Organizational Effectiveness Skills					
	Seeks to understand and support the organization's mission/ goals	1	2	3	4	5 N/A
	Fits in with the norms and expectations of the organization	1	2	3	4	5 N/A
	Works within appropriate authority and decision-making channels	1	2	3	4	5 N/A
H.	Basic Work Habits					
	Reports to work as scheduled and on-time	1	2	3	4	5 N/A
	Exhibits a positive and constructive attitude	1	2	3	4	5 N/A
	Dress and appearance are appropriate for this organization	1	2	3	4	5 N/A

I.	Character Attributes						
	Brings a sense of values and integrity to the job	1	2	3	4	5	N/A
	Behaves in an ethical manner	1	2	3	4	5	N/A
	Respects the diversity (religious/cultural/ethnic) of co-workers	1	2	3	4	5	N/A
J.	Open Category: Industry-Specific Skills Are there any skills or competencies that you feel are important to the profession or career-field (represented by your organization) that have not been previously listed in this evaluation? If so, please list these skills below and assess the student accordingly.						
		1	2	3	4	5	
		1	2	3	4	5	
		1	2	3	4	5	

K. Additional Comments:

L. **Overall Performance** (if I were to rate the student at the present time)

Unsatisfactory Poor Average Good Outstanding

0 1 2 3 4 5 6 7 8 9 10

This assessment was reviewed with the student on (Month/Day/Year) _____

Evaluator's Signature: _____ Date: _____

Title/Position: _____ Telephone: _____

Appendix 3: Student's Evaluation of Practicum Site

Please respond to the following questions regarding your practicum experience. The purpose of this form is to provide opportunity for an honest appraisal of the practicum site and supervisor, and its contribution to your school's experiential education program.

Student: _____

Date: _____

Semester/Year: _____

Organization: _____

Location: _____

Supervisor: _____

1. Please rate the following aspects of your practicum placement on the basis of this scale:
 (0) No Observation, (1) Poor, (2) Fair, (3) Good, (4) Excellent

Work experience relates to my area of study	0	1	2	3	4
Adequacy of employer supervision	0	1	2	3	4
Helpfulness of supervisor	0	1	2	3	4
Acceptance by fellow workers	0	1	2	3	4
Opportunity to use my training	0	1	2	3	4
Opportunity to develop my human relations skills	0	1	2	3	4
Provided levels of responsibility consistent with my ability and growth	0	1	2	3	4
Opportunity to develop my communication skills	0	1	2	3	4
Opportunity to develop my creativity	0	1	2	3	4
Cooperativeness of fellow workers	0	1	2	3	4
Opportunity to problem solve	0	1	2	3	4
Opportunity to develop critical thinking skills	0	1	2	3	4
Provided orientation to the organization	0	1	2	3	4
Attempt to offer feedback on my progress and abilities	0	1	2	3	4
Effort to make it a learning experience for me	0	1	2	3	4

Feel free to explain any of your responses to the above criteria here (use other side if necessary):

2. Would you work for this supervisor again? Yes No

Uncertain

3. Would you work for this organization again? Yes No

Uncertain

4. Would you recommend this organization to other students? Yes No

Uncertain

5. Feel free to explain your responses to items 2, 3, and 4.

Note: time-log needs to be filled in daily. At the end of the practicum, signed and stamped by employer representative, needs to be returned to CDC.

Student arrived
(date/ signature/ stamp)_____

Student left
(date/signature)_____

1. Practicum Application form (Students should submit this form to the professor in the beginning of the semester)
2. Practicum contract (Students should submit this form to the professor in the beginning of the semester)
3. Employer's evaluation of students (Students should submit this form to the professor before the end of the semester)
4. Student's evaluation of practicum site (Students should submit this form to the professor before the end of the semester.)
5. Practicum journal. (Depends on the professor to select the date.)
6. Other P class assignments will depend on the professor (Professors don't need to submit to the Academic office.)