

# HSTM 4485: Practicum

## Information Guide

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## General Description of the Practicum Experience

The HSTM practicum experience is assigned three (3) semester hours. Such experiences offer the student the opportunity to apply theory and knowledge in real-world situations under qualified supervision from the cooperating agency and the university. All students work under the supervision of a university and agency supervisor for the full semester in which the student is enrolled in the practicum course.

TROY CAMPUS students will register for HSTM 4485: Practicum for ONE full semester and requires a minimum of 135 hours over the semester. Additional hourly assignments may be required depending upon the type of experience undertaken. Assigned supervisors from both the agency and the University will jointly share supervision of the student.

Financial compensation to the student during the practicum experience is not required. The student may not receive credit for work being done at an agency where he/she is presently

6. Attend periodic conferences/meetings with the Agency Supervisor as requested;

7. Submit a final

## Student Evaluation

Grades for the student are assigned by the following criteria:

- A. Evaluations of Agency Supervisor 60%
  - x Mid-point evaluation 25%
  - x Final evaluation: 35%
- B. Reports and Assignments 35%
  - x Initial report: 5%
  - x Tri-weekly reports 5%
  - x Practicum project proposal 5%
  - x Practicum project evaluation 10%
  - x Final report: 10%
- C. Final Review of Internship by University Supervisor 5%
  - x Grade from final notebook evaluation

All reports and assignments are evaluated on the following criteria:

1. Completeness
2. Promptness
3. Readability

## Grading Policies and Procedures

The evaluation of the students' performance is a collaborative effort between supervisory individuals with the agency supervisor providing 60% of grade and the practicum instructor responsible for issuing 40% of final grade.

Student evaluations should reflect the following grade scale:

A = Excellent

Students in consistently exceptional in fulfilling responsibilities

B = Good

Student constantly fulfills responsibilities above minimum performance standards

C = Satisfactory

Student meets minimal performance standards

D = Minimal Pass

Student usually meets minimum performance standards, however needs to improve in a number of areas of responsibility. (Student must retake course)

F= Failing Grade

Performance is inadequate and unacceptable. (Student must retake course)

## Required Student Reports and Projects

Final Report:

- D Student evaluation of agency and practicum.
- E Evaluate initial goals; which were met, not met. Explain why.
- F Describe significant learning experiences and accomplishments. Explain how these have affected your professional growth and development.
- G Describe your agency's strengths and weaknesses as a practicum site. Would you recommend this to students? Why or why not?
- H Provide other information you feel is relevant to the overall effectiveness of the practicum.
- I Must be typed.

Due: No later than Dead Day.

NOTE: 1h 34.5 27 [<0049]>g2

# Student Practicum Check List

## BEFORE INTENDED SEMESTER OF PRACTICUM

1. Identify potential practicum agency agencies.
2. Submit HSTM Practicum Request Form to Director of HSTM or instructor of record during the semester prior to practicum semester.
3. Acquire practicum site



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Troy University  
School of Hospitality, Sport and Tourism Management  
HSTM Practicum Request Form

Must be submitted before registering for practicum.

Student's name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ ID Number: \_\_\_\_\_

University Email: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Agency's Name: \_\_\_\_\_

Agency's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Agency Phone: \_\_\_\_\_

Agency Supervisor: \_\_\_\_\_

Brief Description of Duties:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I formally request to complete my practicum with the above named agency. I fully understand the requirements for this practicum and accept the responsibility set forth in the requirements.

\_\_\_\_\_  
Student Signature

Proposed start date: \_\_\_\_\_

Proposed end date: \_\_\_\_\_



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Agency Orientation and Student Assignment Checklist

Student's Name:

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Troy University  
School of Hospitality, Sport and Tourism Management  
Initial Report

Initial Report Outline

Complete and submit the following information to Practicum Instructor the Friday following the first week of the internship.

- I. Cover Page (Information is to be centered and double spaced on page)
  - x Site Agency's name, student's name, and semester/practicum
  
- II. Practicum Objectives
  - x Student must list 10 observable or measurable objectives for internship.
  - x Objectives should reflect actual skills, learning experiences or exposures desired by the student during their practicum experience.
  - x These objectives are not your job responsibilities or duties, but are skilling/experiences you hope to gain while working with agency.
  - x Objectives will be used to evaluate practicum and agency in FINAL REPORT.
  
- III. Assigned Roles and Responsibilities
  - x Student must identify their expected or assigned roles and responsibilities at the agency.
  
- IV. Work Schedule
  - x Student must provide a weekly/monthly schedule of days and times they will work at the agency site.
  - x Weekly schedule should reflect approximately 9 hours per week the practicum.
  
- V. Personal and Agency Expectations
  - x Discuss your expectations of the practicum experience with selected agency.
  - x Discuss the agency's expectations of you during the practicum.

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Practicum Project Evaluation Form

The student should be provided immediate feedback on his/her performance upon the completion of the practicum project. Please fill out the requested information below and send a copy to the practicum instructor via email, fax, or hard copy. Also, place this form in your notebook, along with evidence of your project.

COMPLETION

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 School of Hospitality, Sport and Tourism Management  
 Mid-Point Evaluation

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

Student Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Carefully complete the midpoint evaluation after considering the student's performance through the mid-point of the practicum. Be as accurate and objective as possible. The appraisal is to be reviewed with the student during the midterm evaluation conference.

Using the scale below, rate the student on each of the listed items as they are applicable to your situation and professional expectations. Comments and suggestions are welcome and can be added at the end of the form.

5 = Outstanding    4 = Good    3 = Average    2 = Below Average  
 1 = Unsatisfactory    0 = No Observation

ATTITUDE TOWARDS WORK :

Willing and prompt to perform assigned duties	5 4 3 2 1 0
Willing to accept additional responsibilities	5 4 3 2 1 0
Shows enthusiasm for work	5 4 3 2 1 0
Cooperative with staff	5 4 3 2 1 0

LEADERSHIP AND PROFESSIONAL QUALITIES :

Plans and organizes work in orderly manner	5 4 3 2 1 0
Produces quality work	5 4 3 2 1 0



A-8 (continued)

Demonstrates effective leadership techniques 5 4 3 2 1 0

Observes rules and agency practices 5 4 3 2 1 0

COMMUNICATION SKILLS

Can express him/herself in writing 5 4 3 2 1 0

Can express him/herself orally 5 4 3 2 1 0

Communicates well with supervisor 5 4 3 2 1 0

Communicated well with public/clients 5 4 3 2 1 0

Makes use of available media in promoting programs 5 4 3 2 1 0

Demonstrates ability to accept ideas, methods, or plans from other staff members 5 4 3 2 1 0

PERSONAL QUALITIES

Exhibits self-discipline 5 4 3 2 1 0

Demonstrates creativity 5 4 3 2 1 0

Shows adaptability 5 4 3 2 1 0

Has curiosity and desire to learn 5 4 3 2 1 0

Shows courtesy towards others 5 4 3 2 1 0

Accepts direction and criticism 5 4 3 2 1 0

Please identify the student's primary strengths and weaknesses at the midpoint of the

A-8 (continued)

2. In what areas does the student need further development?

3. Any other comments?

Assign a score based on your evaluation of the student's performance (circle one)

25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1 0

\_\_\_\_\_  
Signature of Agency Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

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Troy University  
School of Hospitality, Sport and Tourism Management  
Final Evaluation

StudentName:

A-9 (continued)

COMMUNICATION SKILLS:

Can express him/herself in writing	5 4 3 2 1 0
Can express him/herself verbally	5 4 3 2 1 0
Communicates well with supervisor	5 4 3 2 1 0
Communicated well with public/clients	5 4 3 2 1 0
Makes use of available media promoting programs	5 4 3 2 1 0
Demonstrates ability to accept ideas, methods, or plans from other staff members	5 4 3 2 1 0

PERSONAL QUALITIES:

Exhibits self-discipline	5 4 3 2 1 0
Demonstrates creativity	5 4 3 2 1 0
Shows adaptability	5 4 3 2 1 0
Has curiosity and desire to learn	5 4 3 2 1 0
Shows courtesy towards others	5 4 3 2 1 0
Accepts direction and criticism	5 4 3 2 1 0

Please identify the student's primary strengths and weaknesses at the completion of the internship.

A-9 (continued)

Other Comments:

Based upon the student's overall performance, I recommend a final letter grade of (circle one):

- A- Excellent (100-90)
- B- Good (89-80)
- C- Satisfactory (~~79~~70)
- D- Minimal pass(~~69~~60)
- F- Failure (59- Below)

\_\_\_\_\_  
Signature of Agency Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

