**LHA1122**

**PRACTICUM IN ADULT EDUCATION AND COMMUNITY DEVELOPMENT**

Student Name: _____ Student Number: _____

E-mail: _____ Telephone: _____

Practicum site (name and address of organization):

Description of your project:

Your learning goals for the practicum:

Field mentor/supervisor: _____

E-mail: _____ Phone: _____

Signature _____ Date : _____

N.B. This form is due DECEMBER 30

**GUIDELINES FOR FIELD MENTORS/SUPERVISORS**

**In preparation for the practicum:**

Meet with the student to discuss the proposal. The student should develop a project that will be useful for the organization and also meet the student's learning goals. A student can work in a practicum setting that is in their workplace or regular volunteer placement, but the practicum project should be designed specifically for this course and not simply be part of the job.

The student will work on the practicum for approximately 3-4 hours per week (36-50 hours in total). At the end of the placement, the student will have completed the practicum project, such as writing a research report, developing a policy document, or delivering a curriculum or programme.

**During the practicum:**

As the professional mentor, you will meet regularly with the student over the course of the practicum. You are also asked to submit a final brief evaluation, once the project has been completed. This will be done by e-mail.

**Questions for the evaluation will be:**

(1) Has the student fulfilled the placement hours?
(2) Has the student met the learning goals?
(3) What was the student's contribution to the organization?