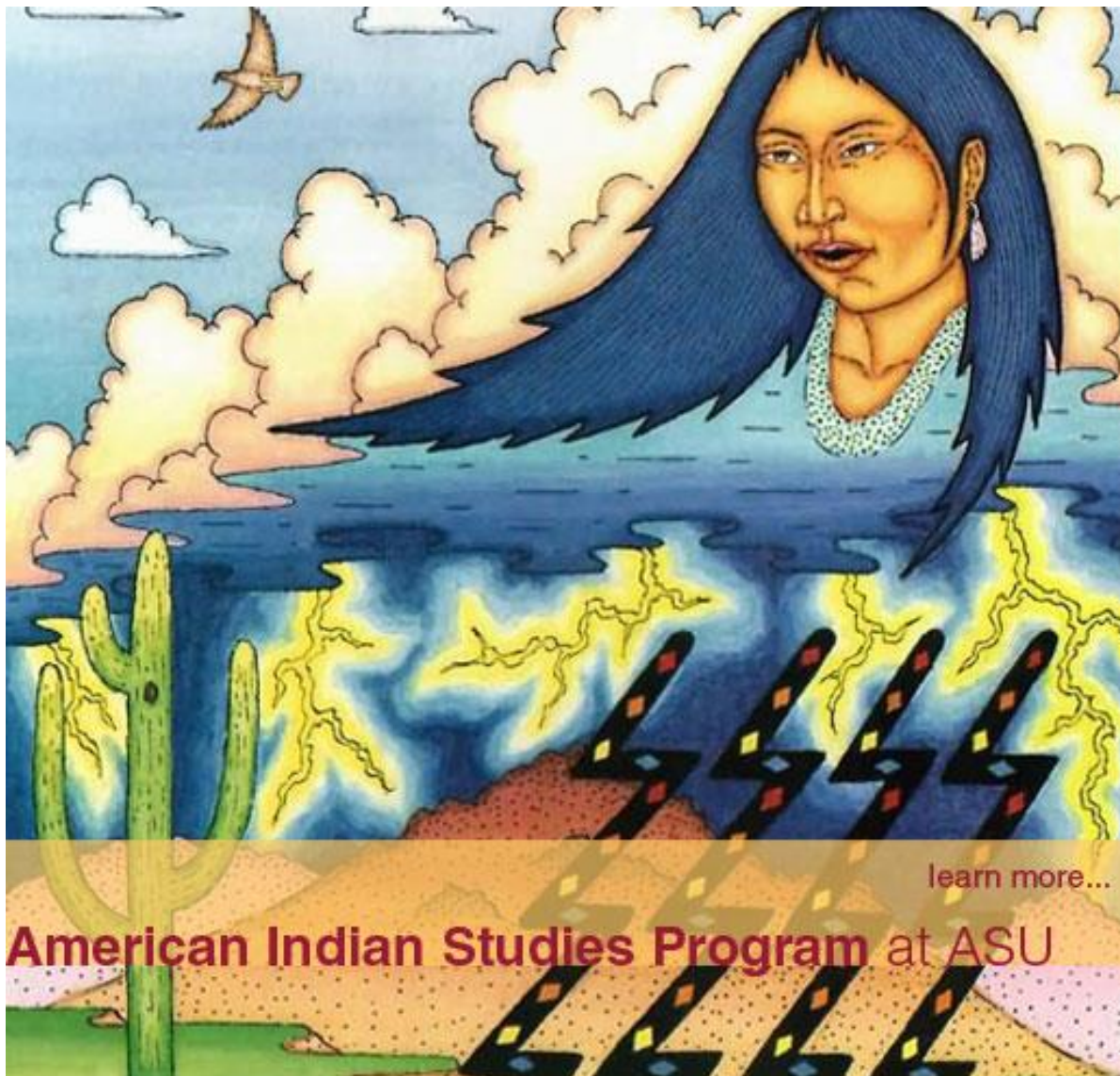


**American Indian Studies
Graduate Program
AIS 580 Practicum Handbook**



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Practicum Capstone for the AIS Master of Science Program

The practicum experience is an integral part of AIS professional education. The capstone provides authentic practice situations where learning that occurs in the practicum setting, complements academic course work through the practical application of theories, concepts, and specific practice behaviors, experience, and skills.

The practicum field experience contributes to the whole education of the person by emphasizing the importance of work and academic skills, hands on experience, and by providing opportunities for self-reflection. Through the practicum experience, you will work on a project that identifies and addresses an applied problem or issue relevant to a partner agency or organization under the direction of their supervisors. During the practicum, students will gain hands-on experience in the field while working within an organization that addresses issues concerning American Indians. The practicum allows students to apply American Indian Studies knowledge and theories from coursework to their assigned responsibilities within a professional setting.

Your practicum should reflect your interests and provide field experience in your area of program concentration. You should choose a practicum site that further builds and develops your skills and provide additional experience and skills for a future workplace or broader workforce. While in your practicum site, you should not only apply lessons learned in graduate school to your particular job tasks, but you should also explore vocational possibilities and seek to discover what kinds of work you enjoy. You will also be able to build on your résumé and professional portfolio. Practicum experiences should offer you access to potential mentors/contacts in your professional field. This is an option you should select if you are interested in a leadership or managerial level position with an organization or agency.

Two Areas of Concentration:

Indigenous Rights and Social Justice

The indigenous rights and social justice concentration will explore the historical dimensions of colonization on American Indian political, economic and cultural institutions. Students analyze the legal, political and social implications of American Indian relationships with federal, state and local governments and investigate processes that American Indian nations and community members use to strategize and work toward social justice and indigenous rights.

Tribal Leadership and Governance

The tribal leadership and governance concentration will explore traditional and modern concepts of Indian education leadership, tribal government leadership, tribal governments, decision-making and legislation, constitutional reform, planning, economic development, community development, nation rebuilding, tribal courts, administration and planning.

Practicum Overview

Purpose of Practicum

The purpose of the AIS Graduate Practicum is threefold:

- 1) To provide challenging, innovative and substantive learning experiences to graduate students,
- 2) To prepare students to assume responsibilities as professionals exhibiting ethical and professional behavior, and

3) To ensure skilled supervision by experienced field instructors who have demonstrated knowledge in the field and are affiliated with AIS/ASU.

In addition, it will give students an opportunity to:

- Gain practical work experience
- Apply the knowledge and skills you have learned.
- Reflect on yourself, evaluate progress, and identify areas where further personal and professional development is needed.
- Develop interpersonal and social skills.
- Access mentors in your professional field.
- Build your resume and professional portfolio.
- Enhance employment prospects.

Timing of Practicum

Students will start their practicum experience after the successful completion of their first year in the AIS master's degree program. The practicum can be completed in one or two semesters, depending on the student's educational plan. A total of six (6) practicum credit hours must be completed for a total of 480 hours (80 hours per credit hour).

Required Credits and Practicum Hours

AIS students are required to complete 480 hours in practicum placement at an approved practicum site, which is a minimum of 6 credit hours of AIS 580: Practicum. Each credit hour of AIS 580 represents 80 hours of work in practicum setting.

Practicum field experience can be taken in 1 or 2 semesters. It is advisable to exceed the required hours of practicum by 10-20 hours in case some hours may be in question upon review by Practicum Supervisory Committee.

A Practicum can be started in one semester and completed in the next semester or hours divided into 2 practicum sites (240 hours each site).

Supervisory Committee

A student pursuing the practicum option will be required to assemble a Supervisory Committee that shall consist of:

- Supervisory Committee Chair (usually Graduate Director)
- Supervisory Committee Member (1)

Supervisory Committee Chair: The AIS faculty member chosen by the student, and approved by the director of the graduate program, to oversee and advise them during their practicum experience. This person will be the first line of communication for the student regarding his/her practicum issues and questions. The Practicum Supervisory Committee Chair will be responsible for meeting with the Practicum Site Supervisor during the semester to determine progress and answer any questions.

Supervisory Committee: The practicum committee is composed of the Supervisory Committee Chair and one additional member of the AIS faculty (if need be, the additional member can be an AIS associate). It is possible to choose a third committee member, if a student wants a committee member who is neither an AIS faculty member nor an associate.

Process of Organizing AIS Graduate Practicum Supervisory Committee:

- 1st Student will recruit their Practicum Supervisory Committee Chair
- 2nd Student in consultation with chosen Committee Chair will select one to two additional committee members
- 3rd The full Committee must be approved by the Graduate Program Director and the AIS Director.

Selection of Practicum

AIS graduate students are required to find their own practicum sites. Native American organizations such as non-profit groups, service providers and tribal government departments and organizations make excellent choices for the student seeking a practicum field experience. A list of pre-approved practicum sites is included in Appendix A of the Practicum Handbook. If the student finds a site not listed, the site must be approved by the Practicum Supervisory Committee Chair before any interaction between the site agency and student occurs.

Things to consider when choosing a practicum placement site:

- Learning opportunities
 - Consider the kinds of learning opportunities that the agency/placement site will offer them and clarify the role they will have in the agency/placement site before starting the practicum
 - Will the site fully support your area of concentration?
- Career Plans and Skills desired to learn
 - The skills you learn in your practicum can be used in future reference letters and resumes. It is important for the student to consider career goals when choosing a placement. Assignments in the practicum experience should grow and challenge your professional learning.
 - Work near your “learning edge”. The learning edge refers to stretching oneself just beyond the point of current knowledge, in other words this is the time to challenge yourself to expand your knowledge and be willing to test what you have learned in the classroom.
 - Remember you are a student. Asking questions is expected!
 - Remember you are a graduate level student and do know something. You have successfully come to this point in your Master level education that you have been deemed to be ready for field experience. Your ideas and suggestions should be a valuable asset to your placement setting.
- Location and Times

- Will you be able to travel the practicum site either through your own, or through public transportation?
- Are the agreed upon hours for the practicum manageable and not interfered with by other classes or obligations? Being on time is not only professional but demonstrates respect towards the placement agency and their mission goals. Make sure when deciding the time schedule that you do not schedule other appointments which would conflict with getting to the placement site on time.
- **Competence and Safety**
 - Will you be assigned to tasks that you feel are outside of your competency level or that may be hazardous to you in any way? If so, you should immediately consult with your site supervisor to express your concerns.
 - Is the location safe?

Practicum Site Supervisor

A supervisor at the practicum site is required to oversee the student. The supervisor should have a solid working knowledge of the student's concentration area of study and shall be pre-approved by the AIS Practicum Supervisory Chair. The Practicum Site Supervisor will be responsible to meet with the student once a week for one hour of supervision. In addition, the supervisor will sign off on all paperwork and issue a performance rating for the practicum experience. The Practicum Site Supervisor will also meet with the AIS Practicum Supervisory Committee Chair during the semester to assess the student's progress and address any issues or concern.

The Practicum Site Supervisor may assign a task supervisor for the practicum student for specific tasks or learning experiences. However, the Practicum Site Supervisor will remain the principle supervisor for the student at the practicum site.

Professional Behavior and Responsibilities of Practicum Students

Students in practicum placements are expected to adhere to ASU's values and ethics in all aspects of the practicum experience.

In preparation of the practicum the student is responsible for:

- Finding a practicum site
- Selecting the Chair and Practicum Supervisory Committee
- Completing ASU's placement approval form before any agreement with an agency/organization is made
- Completing all forms and paperwork required by the AIS Graduate Practicum prior to start date
- Read the AIS Practicum Handbook in its entirety

During the practicum experience the student is responsible for:

- Transportation to and from the practicum site
- Complying with organizational policies and procedures, including adhering to the organization's dress code
- Arranging and maintaining a schedule for weekly practicum supervision
- Attending and actively participating in weekly supervisory sessions, including preparing an agenda for supervision
- Keeping a timesheet of completed practicum hours
- Fulfilling all the obligations and expectations set forth in the student's Educational Learning Agreement, including demonstrating all competencies and practice behaviors
- Communicating with the practicum site supervisor regarding learning needs and interests, conflicts regarding practicum instruction, and challenges to develop as a professional
- Participating in the site visits by the Practicum Supervisory Committee Chair
- Consulting with the organization about safety and liability
- Contacting the Practicum Supervisory Committee Chair if problems arise in the field that may need support, clarification, and resolution

Assuming responsibility for submitting the following required documents to the Practicum Supervisory Committee Chair to receive a grade:

1. AIS 580 Organizational Memorandum of Understanding
2. AIS 580 Student learning Agreement
3. Site and Site Supervisor Information Sheet
4. AIS 580 Time Sheet
5. AIS Practicum Mid-Term Evaluation Form *
6. AIS 580 Practicum Final Evaluation*
8. Student Evaluation of Practicum Site Supervisor
9. Student Assessment of Practicum Site

* The student is responsible for providing a stamped envelope addressed to AIS, to the site supervisor.

AIS 580 Practicum Syllabus and Course Policies

Attendance—Regular attendance at the work site is required. Practicum students who fail to attend at a satisfactory level will fail the course.

Late work and make-ups—Deadlines are important at work and at school. Time sheets and other written materials must be ready for Practicum Supervisory Committee Chair and Practicum Site Supervisor review on assigned due dates. Late materials will seriously affect your course grade.

Collecting your work—Students are expected to keep a copy of all of their documents and records during the practicum experience.

Meeting times—Students are required to meet two times a semester with their Practicum Supervisory Committee Chair. Student is responsible for setting up the times for these meetings.

Practicum Students are required to:

- Complete practicum paperwork and provide signed copies to Practicum Committee Chair *before* starting at the practicum site.
- Work at the job site 80 hours per university credit hour.
- Meet with their Practicum Supervisory Committee Chair two times during the semester (local sites only) or Practicum Supervisory Chair may meet student at site at least one time a semester.
- Complete weekly AIS Practicum Project Journal/Reports - as determined by Practicum Supervisory Committee Chair and Committee.
- Presentation of Practicum experience.

Students will receive a grade (pass/fail) from the Practicum Supervisory Committee Chair in consultation with the Committee, that is determined by:

Evaluation of the practicum site supervisor.

Quality of completed project.

Quality of Practicum Project Journal/Reports

Attendance and participation with the practicum site in completion of project.

Students must fulfill ALL requirements for completing their degree program as determined by AIS and the Office of Graduate Education.

Students are responsible to read and be familiar with the following information, which the student is responsible for providing to practicum site supervisors.

Terminology

Practicum: The practicum experience is an integral part of AIS professional education. It is designed to provide authentic practice situations where learning that occurs in the practicum setting complements academic course work through practical application of theories, concepts, and specific practice behaviors for the field experience – thus, the term “practicum.”

Practicum Supervisory Committee Chair: The AIS faculty member chosen by student to oversee and advise them during their practicum experience. This person will be the first line of communication for the student regarding his/her practicum issues and questions. The Practicum Supervisory Committee Chair be will responsible for meeting with the Practicum Site Supervisor during the semester to determine progress and answer any questions.

Practicum Supervisory Committee Your Graduate practicum committee composed of the Chair of the Supervisory Committee (chosen by student and approved by the Director of the Graduate Program) and one additional member of the AIS faculty (if need be the additional member can be an AIS associate). It is possible to choose a third committee member, if a student wants a committee member who is neither an AIS faculty member nor an associate.

Practicum Site Supervisor: The supervisor at the practicum site. The supervisor will be pre-approved by the AIS Practicum Committee Chair and have a solid working knowledge of the student's concentration area of study. He/she will be responsible to meet with the student once a week for one hour of supervision and sign off on all paper work and issue a performance rating for the practicum experience. The Practicum Site Supervisor will meet during the semester with the AIS Practicum Supervisory Committee Chair to assess the student's progress and address any issues of concern.

The Practicum Site Supervisor may assign a task supervisor for the practicum student for specific tasks or learning experiences. However the Practicum Site Supervisor will remain the principle supervisor for the student at the practicum site.

PRACTICUM SITE PLACEMENT AND SUPERVISOR

What Practicum Site Supervisors Need to Know Before the Start of Practicum

Thank you for your valuable contributions to our students and our graduate program in American Indian Studies. As a practicum supervisor, you serve as teacher and mentor to our students. Your partnership with the American Indian Studies graduate program provides students with a high quality learning experience. As you help students learn to work in the professional world through teaching and mentoring, our offices will serve as your resource, liaison, and support in the field instruction process. Below you will find information important for you to know before the AIS graduate student starts the practicum experience at your agency/organization. Please do not hesitate to call our student's Practicum Committee Chair with any questions you may have. You will be provided their contact information.

Practicum Site Supervisor to Student Ratio

While AIS does not require a supervisor to student ratio, we do want to ensure that the practicum site supervisor has adequate time and focus to provide the supervision that the student needs to learn and perform at his/her optimum.

Site Selection

With approval from the Supervisory Committee Chair, the student is responsible for securing a practicum site. Students have the responsibility to contact agencies or organizations and participate in a formal interview with the professionals who may serve as practicum site supervisors. The process is similar to applying for a job. Students can be expected to share their résumé. In addition, the student and potential supervisor should interview each other to assess if the opportunities of the site and the role and skills of the practicum site supervisor match the educational and professional development requirements of the students.

Additionally, the student should be prepared to discuss their academic and work experiences, strengths and weaknesses, career goals, and the Educational Learning Agreement, in order to accomplish their goals, as well as the learning objectives of the practicum level they are seeking. American Indian Studies graduate students with a BS degree in American Indian Studies may discuss the breadth and level of practice experience they are seeking, given their previous internship/work experience, if applicable.

Practicum site supervisors may discuss the opportunities for training and supervision available in the setting, as well as their expectations of students. Site supervisors should feel free to contact the Practicum Supervisory Committee Chair to discuss the student's standing in the program, appropriateness for the setting, learning goals and needs, or any other issues that may impact the practicum.

Forms to be completed out by Practicum Site Supervisor and Practicum Student

Practicum forms must be completed and signed by the Practicum student and the Practicum Site Supervisor. Once signed, they should be sent to the Practicum Committee Chair to be signed and logged. The following forms must be completed before the student begins their practicum:

AIS 580 Organizational Memorandum of Understanding

AIS 580 Acknowledgement of Internship/Practicum Handbook Guidelines

AIS 580 Student Learning Agreement

AIS 580 Site Supervisor Form

AIS 580 Practicum Experience Overview

All forms are included in this handbook or can be provided in electronic form by student. Evaluation forms are completed at mid-term and at completion of the practicum. The completion forms are to be completed at the conclusion of the Practicum. All forms should be returned to the Practicum Committee Chair. See Evaluation of Students in Practicum section for further information.

Agency Orientation for Students in Practicum

The practicum site will provide for the student an orientation that should include the following:

- Agency or organization Mission Statement

- Agency or organization Policies and Procedures

- Review of student's projected learning experiences and task assignments

- A brief history of agency or organization and its interactions with other entities.

The Practicum Site Supervisor may assign a "task supervisor" to assist the student in a particular learning experience or oversee the student in a particular task relevant to the person's expertise or job description. While the task supervisor may supervise the student in a particular aspect of the practicum, the site supervisor is the principle supervisor for the student.

Site Visits

The AIS Practicum Supervisory Committee Chair will conduct a site visit at least once during the semester: mid-semester or at end of the semester. Communications are encouraged between Practicum Site Supervisor and Practicum Supervisory Committee Chair during the semester and as needed when issues occur that require attention. For practicum sites outside the local area the Practicum Chair can meet with Practicum Site Supervisor through video or phone conferencing or email.

Professional Liability Insurance

Arizona State University provides professional liability insurance for students' supervised practicum related activities at the practicum site and can provide verification of such coverage.

Agencies/organizations shall maintain adequate general liability and professional liability insurance. Students have the option to purchase additional coverage at their own expense.

Automobile Insurance

The University does not provide automobile liability coverage to students. Students who will be using their personal vehicle or a company vehicle for organizational business should negotiate automobile coverage with the organization prior to the start of the practicum.

Special Accommodations

The Americans with Disabilities Act (ADA) of 1990 extends and implements civil rights protections for disabled individuals. Students requiring an accommodation related to a disability should utilize their university resources to formally document their disability and work with those resources to request accommodation during their practicum experiences. Each university has a policy that protects students from discrimination and has an office that assists students with assessment and support services.

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Practicum agencies that collect and/or use client health information are required to comply with the federal HIPAA law. Agencies may wish to orient their practicum students and take steps to ensure student compliance.

Practicum at Place of Employment

Although not encouraged, if a potential practicum exists at a student's employment site the practicum must entail new and appropriate learning for the student. Practicum credit may be earned at the agency with specific arrangements and a written petition outlining reasons and clear evidence that the practicum will focus on new and appropriate learning other than student's employment. (see four standards) The petition must be approved by the Director of Graduate Studies, Department Director, and, if applicable, Practicum Committee Chair. An additional possibility for a paid practicum exists if the student works at a practicum site. Some students may successfully negotiate the completion of practicum activities while on work time within their practicum setting. Place of Employment practicum needs to be individually negotiated with the Practicum Supervisory Committee Chair at AIS and approved by the Director of Graduate Studies and Department Director.

Individual requests/petitions will be carefully reviewed using these four standards:

1. The student must list all the positions he/she has held in the agency, including a description of employment responsibilities, schedule of work hours, and name of supervisor(s).
2. The student must be assigned—as his/her practicum—to work department, unit or program that differs from all prior or current employment units. This is to ensure that the student has exposure to new methods, client populations, and other new experiences for learning.
3. The agency must agree to provide a practicum site supervisor who has not supervised the student in previous employment responsibilities.

4. The schedule of hours that are designated for the field assignment must be clearly delineated from the employment schedule.

Agency Policies

Students are required to comply with the rules and policies of the practicum site, insofar as they pertain to their activities there. The practicum agency may require students to obtain pre-practicum health and/or criminal background checks. While AIS does not collect this information, students are informed that the agency may require such information. Should a student elect not to provide the required information, he/she is informed that a practicum at that agency may not be an option.

Lobbying Activities

Students who engage in formal lobbying activities as a part of the practicum experience should discuss with the practicum agency and his/her practicum chair the issue of registering as a lobbyist with the appropriate governmental entity. If the student and practicum site supervisor determine that registration is appropriate, the student must register as a lobbyist with the practicum agency (not the university). It is the responsibility of the student and the agency to comply with all laws and regulations relevant to lobbying.

Sharing Sensitive Information

If the practicum student will be involved with any sensitive or confidential data or contact with agency clients who are protected by confidentiality, the practicum site should provide training for the student regarding agency policies concerning HIPAA and agency confidentiality protocols with their accompanying forms for student to sign.

Safety and Security of Students in Practicum

Safety of students in the field is a priority for the ASU/AIS Office of Field Education. While the university does not wish students to be protected from the realities of professional practice, immersing students in the realities of practice can also expose them to safety and security risks. The university and practicum agencies must partner to reduce risks to students in practicum. Many practicum students have safety and security concerns as they enter the field practicum. If not addressed, concerns about personal safety can significantly impact learning opportunities in the practicum. Practicum Site Supervisors and practicum sites, when applicable, should do the following regarding safety:

- Discuss safety and security matters with students at the placement interview or at the outset of the practicum. Information about the prevalence of or potential for violence while conducting practicum activities should be relayed to the student.
- Explain and enforce agency safety protocols with students, including building and office security, emergency procedures, management of violent clients and home visit safety procedures. (NOTE: students are expected to follow agency rules regarding the necessity of home visits and home visit protocol.)
- Provide a tour of the surrounding neighborhood or areas in which the student may work and address concerns students may have regarding work in the community.

- Allow students to observe staff engaged in the work for which the student is preparing.
- Allow students to be observed while engaged in learning activities.
- Link students with agency-provided security resources (i.e., safety training, cell phones, or beepers).

Incident Reporting

Arizona State University is not in a position to take action on incidents involving students that occur off site, but the AIS program will assist students in documenting any incidents in which a student is involved (see “Safety and Security of Students in Practicum” section). Students, practicum site supervisor or AIS practicum committee chair can document the details of the incident and assist in determining the appropriate action needed. Any incident or injury involving the student should be reported to the university as soon as possible.

Title IX

Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment is one form of sex discrimination prohibited by Title IX. ASU takes its Title IX obligations seriously and works to foster an environment for students free of sexual harassment.

Although the ASU student is off-site during their intern/externship, the requirement to maintain a discrimination-free environment is still applicable. As such, please ensure all of your employees treat our students professionally and respectfully. As a reminder, there are some behaviors that are disrespectful and if allowed to continue could lead to sexual harassment. For further information: <https://www.asu.edu/titleIX/Internships-and-an-Environment-of-Respect-Title-IX.pdf>

Evaluation of Students in Practicum

A learning agreement is completed by the student and practicum site supervisor and must be approved by the Practicum Supervisory Committee Chair and Committee member(s). Practicum site supervisors are encouraged to review learning agreements with their students during regular supervisory sessions. In addition, the Practicum Supervisory Committee Chair meets with each student and their practicum site supervisor twice during the semester. The Practicum Supervisory Committee Chair reviews the learning agreement during this visit to assess progress towards completion of outlined tasks. If the learning agreement needs changing or modification, the Practicum Supervisory Committee Chair will document and approve the changes.

Regarding evaluation and grading, the following process will occur:

- Upon approval of the Student Learning Agreement and Organization MOU by the Practicum Supervisory Committee Chair, each Practicum site supervisor will receive all forms and Practicum handbook e-mailed by student that will contain forms; the signed Student Learning Agreement; a mid-semester evaluation form; and a final evaluation form. These forms should be kept on file.
- Agency supervisors should conduct regular meetings with the student to provide ongoing feedback to the student about his/her progress. Periodic review of the student’s learning agreement to assess progress

towards mastering the Core Competencies is recommended. Time sheets kept by the student are to be reviewed and signed at these meetings.

- Twice during the semester (more often if necessary), the Practicum Supervisory Committee Chair will meet with the practicum site supervisor and the student to assess the student's progress and address any concerns raised by any party involved.
- At the mid-term point or when the student has completed approximately half of his/her field hours, the agency supervisor completes the mid-term evaluation form. The mid-term evaluation should be reviewed with the student and returned to the Practicum Supervisory Committee Chair.
- At the end of the semester, the agency practicum site supervisor completes and reviews with the student the final evaluation form. This form should be mailed, faxed or e-mailed to the Practicum Supervisory Committee Chair by the date listed on the instructions received in the mail.

Problems in the Practicum Placement

Student Behavior

All AIS students are expected to practice professionally, ethically, and morally during practicum. This expectation is expounded throughout the academic year in various trainings and coursework, and is mandated in the Education Learning Agreement. Yet, there may be times when a student's behavior (intentional or unintentional) impedes his/her successful performance in the practicum or is detrimental to the mission or operations of the practicum organization. The following are examples of student behavioral issues:

- Excessive absenteeism or tardiness – excused or unexcused
- Failure to provide reasonable notice of an unscheduled absence from the practicum
- Gross or repeated violations of the organization's policies or procedures
- A sustained low level of performance that is unresponsive to corrective action
- Reporting to the practicum site under the influence of drugs or alcohol
- Evidence of severe personal behavior problems that impeded completion of work tasks or projects
- Maintaining, after it has been addressed, a hostile or negative attitude toward clients, constituents, instructors, peers, organization staff, or university staff
- Failure to maintain professional boundaries and behavior with respect to the organization's clients, constituents, and staff
- Any sexual or otherwise inappropriate relationship with a client, constituent, or staff member

When such behaviors occur, field instructors have several courses of action that they may take to remedy a solution:

Practicum Improvement Plan (PIP)

When alerted to problems related to student behavior early in the semester, the Practicum Supervisory Committee may develop a "Practicum Improvement Plan" to assist the student with improving behavior. The improvement plan is completed and signed by the practicum site supervisor and AIS Practicum Supervisory Committee Chair and must contain the following information:

- Narrative of identified concern/behavior
- Description of previous attempts to address the concern, including educational feedback, increased supervision, changes in the Educational Learning Agreement, or other interventions
- Plan for resolution, including specified deadlines, clearly stated objectives for all involved parties (i.e., student, field supervisor, task supervisor, etc.) and their subsequent responsibilities, and what measures of success will be utilized to determine if the improvement plan is successful

A copy of the plan must be provided to the student, the practicum site supervisor, the AIS Practicum Supervisory Committee and Chair, and the AIS Director of Graduate Studies. The Practicum Supervisory Committee Chair must be kept informed of all problematic field-related instances involving the student and site supervisor, and may become directly involved at any point in the process. If the student's performance remains unsatisfactory following the implementation of the PIP and it appears that a failing grade will result, communication or a meeting between the student, practicum site supervisor and the Practicum Supervisory Committee Chair will be scheduled.

Student Termination

If the objectives of a Practicum Improvement Plan (as summarized above) cannot be achieved and the student's behavior does not improve after consultation between the student, practicum site supervisor, and the Practicum Supervisory Committee Chair, a student may be terminated from practicum. At this point, the Practicum Supervisory Committee Chair will meet with the student and the practicum site supervisor regarding the specifics and requirements of the termination, and initiate the process. A student may also be removed or terminated from practicum for the following reasons:

- Failure to meet academic and behavioral standards of the policies and procedures of practicum (as outlined in the AIS Graduate Practicum Handbook")
- Failure to disclose critical background information on application forms or in pre-practicum and practicum interviews
- Unsatisfactory performance as per the expectations of the required practicum assignments

Unanticipated Circumstances

Some problems that occur during practicum are due to changes beyond the student's or practicum site supervisor's control, such as supervisory changes within the agency (e.g., practicum site supervisor leaves or is terminated), changes within the organization (e.g., internal restructuring or loss of funding), or changes with the student other than behavioral problems (e.g., illness or death in the family). The practicum site supervisor or organizational representative is required to notify the AIS Practicum Supervisory Committee Chair as soon as possible when circumstances necessitate a change in supervision or if a practicum must be terminated. A student may also be removed from field due to:

- Decision of the Practicum Supervisory Committee or recommendation of the site supervisor that the organization is not meeting the outlined learning objectives of the Educational Learning Agreement
- The practicum organization or practicum site supervisor fails to demonstrate commitment to the AIS practicum program requirements

- Failure of the practicum site supervisor in providing consistent supervision over the student's learning experiences and activities
- Student's personal safety is jeopardized by continuing in practicum

Changes in Site Supervisor

Whenever possible, the practicum site supervisor or organizational representative—in the event that the site supervisor is no longer employed by the organization or otherwise incapacitated—is encouraged to explore all options that might allow the student to remain at the practicum site under different, pre-approved, supervision. This issue will be discussed and approved with the Practicum Supervisory Committee and Chair. On a case-by-case basis, the Practicum Supervisory Committee and Chair may work with the agency to determine an alternative plan for supervision.

Student Requested Termination from Practicum

The practicum is distinct from most other courses. A field placement in the community entails not only the educational objectives of the student and faculty, but also professional responsibilities to agencies and the community. When students assume service responsibilities, they have ongoing professional, educational and ethical responsibilities to consider.

Considerable effort is spent on the part of the practicum faculty and site supervisors planning and orienting the student to the placement. For this reason students should only consider withdrawing prematurely from a practicum placement site under extenuating circumstances. Should a student desire or be requested to terminate a placement prior to the completion of the total hours required, the Practicum Supervisory Committee Chair should be contacted immediately to evaluate the situation.

Only after consultation with the AIS Practicum Supervisory Committee Chair and the agency practicum site supervisor may the student terminate the practicum. The AIS Practicum Supervisory Committee and Chair will determine whether or not the student will be permitted to resume a practicum at a new site, and whether or not credit will be awarded to the student for hours completed at the first practicum site.

Appendix A

Approved Graduate level Practicum Sites:

Native American Connections

Administration

4520 N. Central Ave., Ste 600

Phoenix, AZ 85012

602-254-3247

Fax: 602.256.7536

<http://www.nativeconnections.org>

Heard Museum

2301 N. Central Ave.

Phoenix, AZ 85004

602-252-8848

<http://www.heardmuseumshop.com>

Phoenix Indian Center

4520 N. Central Ave., Ste 250

Phoenix, AZ 85012

602-264-6768

Fax: 602.274.7486

<http://www.phxindcenter.org/>

Arizona Indian Gaming Association

2214 N. Central Ave.

Phoenix, AZ 85004

602-307-1570

FAX: 602.307.1568

<http://www.azindiagaming.org/>

Inter Tribal Council of Arizona

2214 N. Central Ave., #100

Phoenix, AZ 85004-1448

602-258-4822

Fax: 602-258-4825

<http://www.itcaonline.com>

American Indian Policy Institute

Arizona State University

Executive Director, Traci Morris

PO Box 872603

Tempe, AZ 85287
480-965-1055
Fax: (480) 965-6404
<http://aipi.clas.asu.edu/>

American Indian Studies

Arizona State University
Director, Stephanie Fitzgerald
PO Box 874603
Tempe, AZ 85287
480-965-3634
Fax: 480-965-2216
<http://americanindian.clas.asu.edu/>

National Center for American Indian Enterprise Development

953 E. Juanita Avenue
Mesa, AZ 85204
480-545-1298
Fax: 480-545-4208
<http://www.ncaied.org/>

American Indian Chamber of Commerce

P.O. Box 2285
Phoenix, AZ 85002-2285
<http://www.aiccaz.org/>

American Indian Tourism Association

Arizona American Indian Tourism Association
Box 268
3370 North Hayden Road, #123
Scottsdale, Arizona 85251
602-254-1952
<http://www.azindiantourism.com/>

Red Note, Inc.

P.O. Box 13426
Phoenix, AZ 85002
602-903-4380
Fax: 888-999-6422
<http://www.rednoteinc.com/homepage.php>

American Indian Science and Engineering Society (AISES) Summer Internship

Mailing Address

P.O. Box 9828

Albuquerque, NM 87119-9828

Telephone: (505) 765-1052

Fax: (505) 765-5608

Application Deadline: March 1, 2013

<http://www.aises.org/what/programs/internships>

Washington Internships for Native Students (WINS)

4400 Massachusetts Avenue NW

Washington, DC 20016

202-895-4900

Fax: 202-895-4882

wins@american.edu

Tenley - Constitution Hall, Room 100

Northern Arizona University

Institute for Tribal Environmental Professionals

PO Box 15004

Flagstaff, AZ 86011-5004

Phone: (928) 523-9555

Fax: (928) 523-1266

Email: itep@nau.edu

<http://www4.nau.edu/itep/>

Morris K. Udall

130 South Scott Avenue

Tucson, Arizona 85701-1922

Ph. 520.901.8500

Fax 520.670.5530

bravo@udall.gov

<http://www.udall.gov/OurPrograms/NACInternship/NACInternship.aspx>

National Congress of American Indians (NCAI)

1516 P Street NW, Washington, DC 20005

Phone: (202) 466-7767

Email: ncai@ncai.org

<http://www.ncai.org/native-youth/fellowships-internships>

National Museum of the American Indian/Smithsonian Institution

Cultural Resources Center, MRC 538

4220 Silver Hill Road
Suitland MD 20746
Phone: (202) 633-6645
Marian A. Kaminitz, Head of Conservation
kaminitzm@si.edu
<http://nmai.si.edu/connect/internships/>

Town of Gilbert

Native American Internship Program
Native American Management Internship Program
Melanie Dykstra
Program Supervisor
Community Resources Department
480-503-6956 (office)
Melanie.Dykstra@gilbertaz.gov

Native American Internship Smithsonian Institution

Deadline(s): February 1, 2009; October 1, 2009
Office of Research Training and Services
MRC 902 PO Box 37012
470 L'Enfant Plaza SW, Suite 7102
Washington, DC 20013-7012
Email: siofg@si.edu
Program URL: <http://www.si.edu/ofg/Applications/NAP/NAPapp.htm>
Telephone: 202-633-7070
FAX: 202-633-7069

The Geological Society of America

http://rock.geosociety.org/g_corps/GeoCorpsAmericanIndianInternships.htm

Multicultural Advertising Intern Program

http://www.aaaa.org/careers/maip/Pages/maip_students.aspx

State of Arizona

http://www.hr.az.gov/Intern/PDF/Internship_Program_Guide.pdf

Gila River Indian Community

Post Office Box 97 +
Sacaton, Arizona 85147
Different Dept.
Amber Mix at (520) 562-9832

<http://www.gilariver.org/index.php/departments-cols5-colw1190-colw2190-col3w190col4w190-col5w190-right0-tribal-departments>

Pasqua-Yaqui tribe

7474 S. Camino De Oeste

Tucson, AZ 85757

Phone (520) 883-5000

FAX (520) 883-5014

Email contact@pascuayaqui-nsn.gov

http://www.pascuayaqui-nsn.gov/index.php?option=com_content&view=article&id=6&Itemid=4

Salt River Maricopa Indian Community

10005 East Osborn Road

Scottsdale, Arizona 85256

480.362.7740

<http://www.srpmic-nsn.gov/community/>

Ak Chin Indian Community

42507 W Peters and Nall Rd

Maricopa, AZ 85138

(520) 568-4084

Appendix B

Forms

Students are responsible for printing hardcopies or sending digital copies of all forms to be completed by Practicum site supervisor

AIS 580 Consent to Release Information

AIS 580 Organizational Memorandum of understanding

AIS 580 Acknowledgement of Internship/Practicum Handbook Guidelines

AIS 580 Student Learning Agreement

AIS 580 Site Supervisor Form

AIS 580 Practicum Experience Overview

AIS 580 Practicum Time sheet

Evaluations

AIS 580 Core Competencies

AIS 580 Practicum Midterm Evaluations

Completion Evaluations

AIS 580 Student Evaluation of Practicum Site Supervisor

AIS 580 Student Evaluation of Practicum Site

AIS 580 Practicum Plan of Improvement

AIS 580 Practicum Supervisor - Final Evaluation of Student

Organizational Memorandum of Understanding for AIS 580: Practicum

This Agreement is made and entered into this Day day of Month, 20__, by and between The American Indian Studies, ASU School of Liberal Arts (hereinafter "AIS"), and Site Location regarding, Student names (graduate-level student).

1. Purpose of Agreement. AIS and Site Location. agree to cooperate in providing a practicum program for the professional education of our graduate-level student, Student..

2. Term of Agreement. The term of agreement shall be for the period of Dates of agreement practicum to commence in the Fall/Spring/Summer semester and year 20__ semester.

3. Duties of AIS. During the practicum, AIS:
 - a) Provide a faculty advisor who is available for consultation and direction for the student who is on practicum assignment with the Organization;
 - b) Make available the AIS Director of Practicum Education and the Practicum Supervisory Committee Chair to serve as coordinator on learning opportunities available to students, and questions regarding AIS policies governing practicum;
 - c) Hold the student responsible for (i) following Organization guidelines, policies and procedures while in placement and (ii) adhere to Practicum Educational Agreement terms;
 - d) Retain final responsibility for all decisions which affect the academic progress of the students, including, but not limited to, grades, credits, and practicum work hours.

4. Duties of Organization. During the term of this Agreement, Organization shall:
 - a) Provide learning opportunities that are consonant with the student's academic development and good organization practices;
 - b) Appoint a qualified practicum instructor to coordinate and supervise Student name while in the practicum;
 - c) Assure that the practicum site supervisor will evaluate the performance of the student and communicate his/her progress to AIS by preparing and submitting the final evaluation form provided by the Office of Field Education
 - d) Advise the student promptly of any policy or service/assignment changes and/or developments which may affect the practicum program, or student's practicum experience;

- e) Retain the right to request withdrawal of the student if his/her conduct or work is unacceptable to the Organization;
- f) Notify students promptly of personal safety issues that may arise from time to time;
- g) Review thoroughly the “What Practicum Supervisors Need to Know” before the practicum Begins” (provided to Practicum Site Supervisor by student).

Effective Date. This Agreement becomes effective when signed by both a representative of American Indian Studies and an authorized representative of the Organization.

American Indian Studies

By: Click or tap here to enter text.

Title: Title.

Date: Click or tap to enter a date.

ORGANIZATION: Practicum Site

By: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

Acknowledgement of Internship/Practicum Handbook Guidelines

Student:

I, [Click here to enter name.](#) **have read the internship/practicum handbook and agree to abide to the guidelines within.**

Student Signature: [Click here to enter name.](#)

Date: [Click here to enter a date.](#)

Practicum Site Supervisor:

I, [Click here to enter name.](#) **have received the “What Practicum Site Supervisors Need to Know Before the Start of Practicum” portion of the practicum handbook. I have read and understand the guidelines within.**

Site Supervisor’s signature: [Click here to enter name.](#)

Date: [Click here to enter a date.](#)

STUDENT LEARNING AGREEMENT

Semester: [Click here to enter semester.](#) Year: [Click here to enter year.](#)

Student Name: [Click here to enter name.](#) **ID#:** [Click here to enter ID#.](#)

Student Address/ City/State/Zip: [Click here to enter address.](#)

Phone (home, cell, work): [Click here to enter phone number.](#) **E-mail:** [Click here to enter E-mail.](#)

Concentration of Study in AIS Graduate Program: [Click here to enter study concentration.](#)

Organization/Agency Name: [Click here to enter agency name.](#)

Address/City/State/Zip: [Click here to enter agency address.](#)

Phone: [Click here to enter phone number.](#) Fax: [Click here to enter fax number.](#)

E-mail: [Click here to enter E-mail.](#)

Organization/Agency Practicum Site Supervisor: [Click here to enter supervisor name.](#)

Job title: [Click here to enter job title.](#) Degree: [Click here to enter degree.](#) Year received: [Click here to enter year.](#)

Address/City/State/Zip: [Click here to enter address.](#)

Phone: [Click here to enter phone number.](#) Fax: [Click here to enter fax number.](#)

E-mail: [Click here to enter E-mail.](#)

Task supervisor (if different from practicum supervisor): [Click here to enter name.](#)

Address/City/State/Zip: [Click here to enter address.](#)

Phone: [Click here to enter phone number.](#) Fax: [Click here to enter fax number.](#)

E-mail: [Click here to enter E-mail.](#)

Practicum dates: (Begin); [Click here to enter a date.](#) (End); [Click here to enter a date.](#)

Is this a 2 semester practicum at the same agency? **Yes** **No**

Is this practicum being completed in the agency in which the student works as a paid employee?
Yes **No** (If yes, please complete required form)

Signatures:

Student:

Date:

Task Supervisor:

Date:

Practicum Site Supervisor:

Date:

Practicum Supervisory Committee Chair:

Date:

Site and Site Supervisor Information Sheet

Site Supervisor: Please fill this out and return to student. A copy will be given to the AIS Practicum supervisory Committee chair and one will be kept by student.

Student Name: Click or tap here to enter text. **Student ID#:** Click or tap here to enter text.

Site name: Site name.

Address: 1 Address 1.

Address: 2 Address 2.

City: City **State:**State **Zip Code:** Zip Code

Site/Agency's Direct Phone Number: Phone number

Site Supervisor's Name: Click or tap here to enter text.

Site Supervisor's Title: Click or tap here to enter text.

Site Supervisor's Phone Number: Phone number

Site Supervisor's years of experience at agency:

Click or tap here to enter text.

Have you ever supervised master undergraduate level students in the past?

Yes No

Site Supervisor's Formal Education/and or work experience:

Click or tap here to enter text.

Site Supervisor's

Signature: _____ **Date:** _____

Practicum Experience Overview:

Complete the questions below to briefly describe the Organization setting and population, as well as your role and supervision with the Organization.

Organization/Agency: Click or tap here to enter text.

What is the mission of the organization/agency?

Click or tap here to enter text.

What services does the organization/agency provide?

Click or tap here to enter text.

What population(s) does the organization/agency serve?

Click or tap here to enter text.

STUDENT:

What will you be doing within the organization/agency?

Click or tap here to enter text.

In what department or section will you be based?

Click or tap here to enter text.

Who will direct your daily activities?

Click or tap here to enter text.

What evidence supported practices will you use? (e.g., assessment tools, intervention models, literature reviews, practice guidelines, practice experience, professional theories, research methods, systematic reviews, etc.)

Click or tap here to enter text.

SUPERVISION:

What is the day and time of the weekly supervision meetings?

Click or tap here to enter text.

What should you bring to supervision meetings?

Click or tap here to enter text.

Days of the week and times during those days you be at the practicum site:

Day	Mon. <input type="checkbox"/>	Tue: <input type="checkbox"/>	Wed: <input type="checkbox"/>	Thurs: <input type="checkbox"/>	Fri: <input type="checkbox"/>	Sat: <input type="checkbox"/>	Sun: <input type="checkbox"/>
Start Time	Time.	Time.	Time.	Time.	Time	Time.	Time.
End Time	Time	Time.	Time	Time	Time.	Time	Time.

Total		Total hours.	
--------------	--	--------------	--

Core Competencies for Practicum

American Indian Studies has identified Core Competencies that AIS graduate students need to meet, with corresponding practice behaviors that students need to demonstrate as a measure of their competency.

All of the competencies may not be addressed within the practicum goals of the student’s concentration of study. Please put N/A in areas that are not pertinent (have Chair of Practicum Supervisory Committee initial). This form includes space for additional Practice Behaviors that may be unique to this organization/agency.

Under Evidence/Evaluation, list ways in which your supervisor will evaluate your performance in the evaluation/evidence section.

COMPETENCY 2.1.1 Identify as a professional and conduct oneself accordingly

To be completed in first semester Sem/Year	To be completed in second semester Sem/year.
--	--

Graduate students serve as representatives of Arizona State University and American Indian Studies, its mission, and its core values. They know the profession’s history. AIS graduate Students commit themselves to the profession’s enhancement and to their own professional conduct and growth. Please fill in those area’s that pertain to your selected practicum site and area of concentration.

Practice Behavior 1: Advocate for client access to the services of practicum organization

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Practice Behavior 2: Attend to professional roles and boundaries

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.

Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Practice Behavior 3: Demonstrate professional demeanor in behavior, appearance, and communication

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Practice Behavior 4: Use supervision and consultation

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Practice Behavior Click or tap here to enter text.: Unique to Organization - Click or tap here to enter text.

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

COMPETENCY 2.1.2 Apply ethical principles to guide professional practice

AIS graduate students have an obligation to conduct themselves ethically and to engage in ethical decision-making.

To be completed in first semester Sem/Year	To be completed in second semester Sem/year.
--	--

Practice Behavior 1: Recognize and manage personal values in a way that allows professional values to guide practice

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Practice Behavior 2: Tolerate ambiguity in resolving ethical conflicts

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Practice Behavior 3: Apply strategies of ethical reasoning to arrive at principled decisions

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Practice Behavior Click or tap here to enter text.: Unique to Organization - Click or tap here to enter text.

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

COMPETENCY 2.1.3 Apply critical thinking to inform and communicate professional judgments

AIS graduate students are knowledgeable about the principles of logic, scientific inquiry, and reasoned discernment. They use critical thinking augmented by creativity and curiosity. Critical thinking also requires the synthesis and communication of relevant information.

To be completed in first semester Sem/Year	To be completed in second semester Sem/year.
--	--

Practice Behavior 1: Demonstrate effective oral and written communication in working with individuals, families, groups, organizations, communities, and colleagues

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Practice Behavior 2: Distinguish, appraise, and integrate multiple sources of knowledge, including research-based knowledge, and practice wisdom

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Practice Behavior Click or tap here to enter text.: Unique to Organization - Click or tap here to enter text.

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.

Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

COMPETENCY 2.1.4 Engage diversity and difference in practice

AIS graduate students understand how diversity characterizes and shapes the human experience and is critical to the formation of identity. The dimensions of diversity are understood as the intersectionality of multiple factors including age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, and sexual orientation. AIS graduate students appreciate that as a consequence of difference, a person’s life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power and acclaim.

To be completed in first semester Sem/Year	To be completed in second semester Sem/year.
--	--

Practice Behavior 1: Gain sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Practice Behavior 2: Recognize and communicate their understanding of the importance of difference in shaping life experiences and world views

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Practice Behavior 3: View themselves as learners and engage those with whom they work as informants.

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Practice Behavior Click or tap here to enter text.: Unique to Organization - Click or tap here to enter text.

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

COMPETENCY 2.1.5 Advance human rights and social and economic justice

Each person, regardless of position in society, has basic human rights, such as freedom, safety, privacy, an adequate standard of living, health care, and education. AIS graduate students recognize the global interconnections of oppression and are knowledgeable about theories of justice and strategies to promote human and civil rights. American Indian Studies incorporates social justice practices in organizations, institutions, and society to ensure that these basic human rights are distributed equitably and without prejudice.

To be completed in first semester Sem/Year	To be completed in second semester Sem/year.
--	--

Practice Behavior 1: Engage in practices that advance social and economic justice

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Practice Behavior Click or tap here to enter text.: Unique to Organization - Click or tap here to enter text.

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

COMPETENCY 2.1.6 Engage in research-informed practice and practice-informed research

AIS graduate students use practice experience to inform research, employ evidence-based interventions, evaluate their own practice, and use research findings to improve practice and policy. AIS graduate students comprehend quantitative and qualitative research and understand scientific and ethical approaches to building knowledge.

To be completed in first semester Sem/Year	To be completed in second semester Sem/year.
--	--

Practice Behavior 1: Use research evidence to inform practice

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Practice Behavior Click or tap here to enter text.: Unique to Organization - Click or tap here to enter text.

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

COMPETENCY 2.1.7 Engage in policy practice to advance social and economic well-being and to deliver effective agency services

AIS graduate students understand that policy affects service delivery, and they actively engage in policy practice. AIS graduate students know the history and current structures of social policies and services, the role of policy in service deliver.; and the role of practice in policy development.

To be completed in first semester Sem/Year	To be completed in second semester Sem/year.
--	--

Practice Behavior 1: Collaborate with colleagues and clients for effective policy action

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Practice Behavior 2: Identifies the role of policy in service delivery

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Practice Behavior Click or tap here to enter text.: Unique to Organization - Click or tap here to enter text.

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

COMPETENCY 2.1.8 Respond to the contexts that shape practice

AIS graduate students are informed, resourceful, and proactive in responding to evolving organizational, community, and societal contexts at all levels of practice

To be completed in first semester Sem/Year	To be completed in second semester Sem/year.
--	--

Practice Behavior 1: Provide leadership in promoting sustainable changes in service delivery and practice to improve the quality of the agency’s services

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Practice Behavior Click or tap here to enter text.: Unique to Organization - Click or tap here to enter text.

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

COMPETENCY 2.1.9 Engage, assess, intervene, and evaluate with individuals, families, groups, organizations and communities

Professional practice involves the dynamic and interactive processes of engagement, assessment, intervention, and evaluation at multiple levels. AIS graduate students have the knowledge and skills to practice with individuals, families, groups, organizations and communities. Practice knowledge includes identifying, analyzing, and implementing evidence-based interventions designed to achieve agency/client goals; using research and technological advances, evaluating program outcomes and practice effectiveness; developing, analyzing, advocating, and providing leadership for policies and services; and promoting social and economic justice.

To be completed in first semester Sem/Year	To be completed in second semester Sem/year.
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Practice Behavior 1: Engagement-Substantively and affectively prepare for action with individuals, families, groups, organizations, and communities

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Practice Behavior 2: Engagement- Use empathy and other interpersonal skills

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Practice Behavior 3: *Assessment-* Collect, organize, and interpret task data

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Click or tap here to enter text.	Click or tap here to enter text.
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Practice Behavior 4: Intervention- Initiate actions to achieve organizational goals

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Practice Behavior 5: Intervention- Help agency/clients resolve problems

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Practice Behavior 6: Intervention- Negotiate, mediate, and advocate for clients

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Practice Behavior Click or tap here to enter text.: Unique to Organization - Click or tap here to enter text.

Task	Evidence/Evaluation
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Practicum Mid Term evaluation

Semester: Click or tap here to enter text. Year: Click or tap here to enter text.

Student: Click or tap here to enter text.

Internship/Practicum Supervisor: Click or tap here to enter text.

Organization: Click or tap here to enter text.

Please choose one response to each area

Student's progress towards educational competencies:

Unsatisfactory Marginal Satisfactory Above average Outstanding

Comments: Click or tap here to enter text.

Student's general performance at the practicum site (work habits, professionalism, initiative, etc):

Unsatisfactory Marginal Satisfactory Above average Outstanding

Comments: Click or tap here to enter text.

Student's Comments: Click or tap here to enter text.

Internship/Practicum Supervisor's Signature

Date

Student's Signature

Date



AIS 580: Practicum

Return this form to:

AIS Director of Graduate Studies

Fax: 480-965-2216

Or Email: AIS@asu.edu, Subject line: Director of Graduate Studies

Or Mail:

American Indian Studies
Director of Graduate Studies
Discovery Hall, Room 356,
250 E. Lemon Street
Tempe AZ 85287-4603

Student’s Evaluation of Site Supervisor

This form must be completed by student and faxed or hand delivered to Practicum Supervisory Committee Chair within one week of completion of each practicum course.

Student Name: Click or tap here to enter name. **Student ID#:** Click here to enter ID#.

Practicum Start Date: Click here to enter a date.

Practicum End Date: Click here to enter a date.

Site Name: Click here to enter a site name.

Site Supervisor Name: Click here to enter supervisor name.

Did you receive weekly supervision? Yes No

<u>Evaluation Metrics and Scale</u>	Not Observed	Poor	Below average	Average	Above Average	Superior
Quality of Supervision provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided clear and consistent expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approachable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respectful to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respectful to staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respectful to clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Supervision Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What was the most helpful part of your Internship/Practicum experience?

Click here to enter text.

What areas and or experiences in your Internship/Practicum could have been better?

Click here to enter text.

Additional Comments:

Click here to enter text.

Required Signature of Student: Click here to enter text.

Student's Evaluation of Internship/Practicum Site

INSTRUCTIONS: Please evaluate your Internship/Practicum site for this semester. Answer each question by circling the number which most accurately reflects your evaluation of the site and your experience.

1 = Strongly disagree 2 = Disagree 3 = Neither agree or disagree or not applicable 4 = Agree
5 = Strongly agree

1. The site provided adequate opportunities for growth as an intern/practicum student	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
2. This site has resources to support an internship/practicum student	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
3. This site had process (e.g., orientations) processes, and personnel to support internship/practicum learning experiences	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
4. The staff at this site was welcoming to an intern/practicum student	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
5. The philosophy of the personnel was directed towards quality service and outcomes	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
6. The site provided opportunities for me to successfully complete learning agreement goals	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
7. I would recommend this site for future interns/practicum students	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
8. The site was based in ethical and professional behaviors and organizational goals	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>

<p>9. Overall ratings of this practicum site: 5 = Excellent 4 = Good 3 = Good 2 = Poor 1 = Would not recommend in future placements</p>	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
<p>Name of Site: Click here to enter site name.</p>					
<p>Signature of Student: Click here to enter name.</p>					

Practicum Supervisory Committee Chair: [Click here to enter a supervisory committee chair.](#)

The student must complete this evaluation and fax or hand deliver it to their AIS Practicum Supervisory Committee Chair within one week after completion of internship/practicum course.

Practicum Performance Improvement Plan

Performance Improvement Plan (P.I.P.): This is to be completed by supervisor and student then e-mailed to AIS Practicum Supervisory Committee Chair within one week of Plan's completion. The AIS Practicum Supervisory Committee Chair must receive updates on progress towards P.I.P. progress and a final statement that all goals have been met as outlined on P.I.P.

1. Areas of Needed Improvement:

Click here to enter text.

Suggested improvement:

Click here to enter text.

Date Improvement is to be accomplished: Click here to enter a date.

2. Areas of Needed Improvement:

Click here to enter text.

Suggested improvement:

Click here to enter text.

Date Improvement is to be accomplished: Click here to enter a date.

3. Areas of Needed Improvement:

Click here to enter text.

Suggested improvement:

Click here to enter text.

Practicum Supervisor Final Evaluation of Student

Please complete the following evaluation by placing a check mark in the box that is appropriate for the student for each practice behavior identified. Please use the comment area to discuss ways in which the competency was met and to identify any areas in which you believe the student is particularly strong or those areas that need improvement.

Please return this form to the Director of Graduate Studies/AIS Practicum Supervisor within a week of practicum completion.

Fax: 480-965-2216 Attn: Directory of Graduate Studies

Or Email: AIS@asu.edu, Subject line: Director of Graduate Studies

Or Mail:

American Indian Studies
Director of Graduate Studies
Discovery Hall, Room 356,
250 E. Lemon Street
Tempe AZ 85287-4603

Completion Date: _____

Please check to verify that the student has completed the agreed upon hours _____
Hours completed

Practicum Supervisor Signature _____ Date _____

AIS Practicum Supervisor Signature _____ Date _____
Received

<u>Professional Identification: Identifies as a professional and conducts oneself accordingly</u>					
	Unacceptable 1	Deficient 2	Developing 3	Accomplished 4	Exemplary 5
	<i>Performance is generally unacceptable: never meets competency</i>	<i>Rarely meets competency</i>	<i>Inconsistently meets competency</i>	<i>Consistently meets competency</i>	<i>Consistently exhibits mastery of competency</i>
Attends to professional roles and boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands and follows agency policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates professional demeanor in behavior, appearance, and communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses supervision and consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establishes and maintains effective professional relations with clients, co-workers, representatives from other disciplines or other agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Organizes time and plan work accordingly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates initiative and resourcefulness in practicum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand agency mission, goals, functions, and role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Click or tap here to enter text.

<u>Applies critical thinking to inform and communicate professional judgments</u>					
	Unacceptable 1	Deficient 2	Developing 3	Accomplished 4	Exemplary 5
	<i>Performance is generally unacceptable: never meets competency</i>	<i>Rarely meets competency</i>	<i>Inconsistently meets competency</i>	<i>Consistently meets competency</i>	<i>Consistently exhibits mastery of competency</i>
Demonstrates effective oral and written communication in working with individual, families, groups, organizations, communities and colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distinguishes, appraises, and integrates multiple sources of knowledge, including research-based knowledge and practice wisdom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifies problems and seeks solutions by identifying options while respecting different values or opinions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: Click or tap here to enter text.

<u>Engages in research-informed practice and practice informed research</u>					
	Unacceptable 1	Deficient 2	Developing 3	Accomplished 4	Exemplary 5
	<i>Performance is generally unacceptable: never meets competency</i>	<i>Rarely meets competency</i>	<i>Inconsistently meets competency</i>	<i>Consistently meets competency</i>	<i>Consistently exhibits mastery of competency</i>
Identifies the research base for the work done at the agency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses research evidence to inform practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: Click or tap here to enter text.

<u>Engages in policy practices to advance delivery of agency's services</u>					
	Unacceptable	Deficient	Developing	Accomplished	Exemplary
	1	2	3	4	5
	<i>Performance is generally unacceptable</i>	<i>Rarely meets competency</i>	<i>Inconsistently meets competency</i>	<i>Consistently meets competency</i>	<i>Consistently exhibits mastery of competency</i>
Identifies the role of policy in service delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaborates with colleagues and clients for effective policy action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Click or tap here to enter text.

<u>Responds to the context that shapes agency's practice</u>					
	Unacceptable 1	Deficient 2	Developing 3	Accomplished 4	Exemplary 5
	<i>Performance is generally unacceptable: never meets competency</i>	<i>Rarely meets competency</i>	<i>Inconsistently meets competency</i>	<i>Consistently meets competency</i>	<i>Consistently exhibits mastery of competency</i>
Identifies and analyses factors that impact the agency's mission and service delivery system (i.e., organizational structure, operation, policies, funding, scientific developments, economy, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand how practicum tasks and responsibilities achieve organizational goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilizes agency services and community resources on behalf of clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Initiates actions to achieve organizational goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helps resolve issues pertinent to practicum tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Click or tap here to enter text.

Please describe the student's strengths

Click or tap here to enter text.

Please describe the student's areas of growth:

Click or tap here to enter text.

In what ways could the AIS Practicum Supervisory Committee Chair been more helpful to the agency or the student during the course of the practicum?

Click or tap here to enter text.

Is your organization planning any changes (such as in staffing, programming, etc) of which AIS should be aware? Please describe.

Click or tap here to enter text.

Please place a check mark next to the number (statement) that reflects your response to the following questions.

How would you rank the student's effort in completing practicum tasks?

- | | |
|-----------------------------------|-----------------|
| 1. Consistent and outstanding | Choose an item. |
| 2. Consistent and above average | Choose an item. |
| 3. Consistent and average | Choose an item. |
| 4. Inconsistent and average | Choose an item. |
| 5. Inconsistent and below average | Choose an item. |

Did the student complete goals as described in Learning Education Agreement? Please explain/describe.

Click or tap here to enter text.

Please check to verify that the student has completed the agreed upon hours

_____ Hours completed