**GERONTOLOGY PROGRAM**

**GRADUATE**

**PRACTICUM**

**HANDBOOK**

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Student Evaluation of Practicum Site Form

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**GERONTOLOGY PROGRAM**

**PRACTICUM HANDBOOK**

**INTRODUCTION**

**Statement of Purpose:**

All students pursuing a Master’s degree in Gerontology must complete an off-campus practicum. This handbook delineates the philosophy and objectives of the Graduate Gerontology Practicum program, the policies and procedures, and the forms, records, and reports to be submitted.

The central purpose of the practicum is to help the student make an effective transition from the classroom to the practical situation. The practicum should be a learning experience. This does not mean that students should never have any ideas of their own nor contribute their best thinking to that of the group, but the student should do this with tact and good judgment.

It is assumed that the knowledge obtained in the classroom and practical will be synthesized during the practicum experience. In conjunction with the synthesis and evaluation of knowledge, again, the major purpose of this practicum is to aid the student in applying and personalizing this wide variety of information. At the completion of the academic program and the practicum, the student should be able to function as a professional in the field of gerontology.

The student, organization, agency, or facility (hereafter referred to as “Site”), and the University all benefit from this experience. The Site supervisor and Faculty supervisor must work together if this experience is to be beneficial. Every professional should be interested in the recruitment and professional preparation of talented future practitioners. The practicum is one

arena within which all cooperate to make a valuable contribution to the preparation of tomorrow’s leaders in gerontology.

**Description:**

• A practicum placement provides the student with practical experience in a specific area within of the field of aging.

• Each M.A. student must complete a total of 150 practicum hours.

• For those currently employed in the field, the chosen practical experience must be outside of the student’s current job-description.

• If the student has elected to complete the non-thesis option (i.e., an applied project), the practicum may be related to this project. However, it is not necessary that the practicum and project be related.

**Prerequisite:**

Prior to practicum placement, the student must have successfully completed all four Core Courses of the M.A. Program in Gerontology.

**OBJECTIVES**

1. To demonstrate an ability to develop an effective collaborative relationship with an organization, agency, or facility (i.e., Site).

2. To apply academic education to a “real world” Site through:

a. Observation of programs and activities;

b. Planning or assisting with programs;

c. Leading and directing activities;

d. Attending, observing, or participating as a group member in staff, board, team or department conferences and workshops; and/or

e. Reporting, recording, and evaluating the programs and activities (As stipulated in the negotiated Practicum Contract).

3. To develop and rehearse skills related to professional goals and objectives.

4. To develop skills that demonstrate a responsible, conscientious, and professional manner.

5. To demonstrate good writing and communication skills through a written Summary Essay of the practicum experience.

**ASSIGNMENTS/TASKS**

The student must:

1. Contact potential Site(s) to seek placement;

2. Develop a Practicum Contract;

3. Complete Daily Time Logs;

4. Complete Weekly Reports;

5. Submit Daily Time Logs and Weekly Reports to Faculty Supervisor bi-weekly (ie., every two weeks);

6. Provide Site Supervisor with: “Statement of Contractual Provisions”, “Provision for Termination of Practicum Placement”, the “Mid-Practicum Performance Evaluation” Form, and the “Final Practicum Performance Evaluation” Form;

7. Complete and submit to Faculty Supervisor a written “Summary Essay” (approximately 4-5 pages in length) upon completion of practicum; and

8. Complete and submit to Faculty Supervisor the “Student Evaluation of Practicum Site” upon completion of practicum.

**Note**: *All written assignments (including Weekly Reports) must be typed. Daily Time Logs are not required to be typed.*

**PRACTICUM EVALUATION**

Successful completion of the practicum will be determined by:

1. the timely fulfillment of the goals and objectives of the Practicum Contract (as determined through Weekly Reports and Daily Time Logs);

2. Mid-practicum evaluation and Final evaluation (which should include a written statement or letter of recommendation of successful completion of goals and objectives from the Site supervisor) submitted to the Faculty supervisor by the Site supervisor; and

3. the approval of the written Summary Essay by the Faculty supervisor.

***Note:***

*Practica are graded on an S/U basis. In order to receive an S, a student must receive satisfactory evaluation in all three areas outlined above. Timeliness is extremely important. Late Daily Time Logs, Weekly Reports, and other materials will significantly increase the chances of a student receiving an unsatisfactory grade (i.e., U).*

**Mid-Practicum Performance Evaluation:**

The mid-practicum evaluation should be based on a review of the initial Practicum Contract by the Site supervisor. The student’s progress toward meeting the goals outlined in the Practicum Contract should be assessed. The mid-practicum evaluation is due upon completion of 75 hours of practicum experience.

**Final Practicum Performance Evaluation:**

The final evaluation should again address the student’s progress toward meeting the goals stated in the Practicum Contract. This evaluation should compare the student’s beginning level of skills and performance at the Site with his/her skills and performance at the end of the practicum placement period. The final evaluation is due upon completion of the practicum experience (i.e., 150 hours).

**PRACTICUM CONTRACT**

**STATEMENT OF CONTRACTUAL PROVISIONS BETWEEN**

**GERONTOLOGY PROGRAM AND PRACTICUM PLACEMENT SITE**

**Practicum Placement Agreement Between**

**The University of North Carolina at Charlotte Gerontology Program**

**and Site Providing Practicum Placement**

*The Gerontology Program agrees to the following provisions:*

1. To provide the practicum placement Site with students who have education and skills to meet the needs stated by the Site (see “Prerequisite”, page 3).

2. To provide the practicum placement Site with a clear understanding of the school’s expectations of the practicum placement student and Site supervisor (“Statement of Contractual Provisions” to be provided to the Site supervisor).

3. To assist students in developing a Practicum Contract that will specify student goals and objectives for the practicum placement.

4. For the Faculty supervisor to be available during the practicum placement period to discuss any concerns that the Site or Site supervisor may have regarding the student and the student’s practicum experience.

5. To grade the student’s practicum experience considering carefully the recommendations of the Site supervisor.

*The practicum placement Site agrees to the following provisions:*

1. To designate a supervisor who will oversee the student’s work and guide the student’s learning and growth.

2. To provide the student with an orientation to the placement Site and to related service systems.

3. To provide the student with ongoing supervision and to meet with the student.

4. To provide the school with mid-practicum (upon completion of 75 hours) and final (upon completion of 150 hours) evaluations of the student’s performance and professional development.

**PROVISION FOR TERMINATION OF PRACTICIUM PLACEMENT**

The Faculty supervisor, the Site supervisor, or the student has the option of terminating a practicum placement with due cause and notice to all other parties. Due cause will be considered a breach of the above provisions, a problem with the student’s learning, a breakdown in the supervisory relationship that is hindering the student’s learning, inadequate performances on the part of the student, or other problems that make it advisable for the student to discontinue his/her practicum placement. In the case of a practicum placement termination, all three parties (Site supervisor, Faculty supervisor, and student) will confer to discuss the termination. (See appropriate form in Appendix.)

**GUIDE TO CONTRACT ELEMENTS**

The first draft of the contract will be developed by the student prior to beginning the practicum placement. This draft must be reviewed by both the Faculty and Site supervisors before the practicum begins. The full contract in final form will be signed by the student, Faculty supervisor, and Site supervisor early in the practicum placement. The contract will be used as a supervisory tool and will be the primary basis of evaluations.

**Parts of the Contract:**

I. Contact Information Sheet (use as Practicum Contract cover sheet)

II. General Description of the practicum (Not more than one paragraph.)

III. List of Goals and Objectives

Each section of Goals must include:

1. Statement of Goal;

2. A series of Objectives listed under each Goal; and

3. Method(s) of evaluation for each Goal listed after each set of Objectives.

**Example Arrangement of Contract Elements**

Goal I

Objective I.1

Objective I.2

Objective I.3

Evaluative Method(s) for Goal I

Goal II

Objective II.1

Objective II.2

Evaluative Method(s) for Goal II

Goal III

Objective III.1

Objective III.2

Objective III.3

Objective III.4

Evaluative Method(s) for Goal III

Continue in this fashion until all goals and their objectives and evaluative methods are listed.

**GUIDELINES FOR WRITING GOALS, OBJECTIVES,**

**AND EVALUATIVE METHODS**

**Guidelines for Writing Goals** (what you intend to accomplish)

• They should be simple, one-line statements indicating what you intend to accomplish.

• They should, where possible, emphasize desired outcomes. They should represent what you intend to accomplish, not how you intend to accomplish them.

• The list of Goals should be comprehensive, representing the full scope of desired practicum experiences.

**Guidelines for Writing Objectives** (how you intend to accomplish each Goal, that is, each step

involved)

• They should be simple, one-line statements.

• They should be measurable.

• They should be as specific as possible.

• The date of completion or allotted time should be indicated, where necessary.

**Guidelines for Writing Methods of Evaluation** (how you intend to measure successful

accomplishment of each Goal)

• They should be specific, one-line statements.

• They should indicate how you plan to assess success at accomplishing each Goal. Students should ask, “How will I know if the Goal has been accomplished?”

Methods of evaluation can include feedback from Site supervisor, data supportive of Goal attainment, records of accomplishment, etc.

**GUIDELINES FOR WEEKLY REPORT**

Each student must, in partial fulfillment of the requirements of the practicum placement, write weekly reports regarding the practicum experience. Weekly reports are to be submitted to the Faculty supervisor bi-weekly (i.e., every two weeks).

The content of the weekly reports should include brief paragraphs that answer the following questions:

I. Professional Development

1. Briefly discuss specific experiences you had this week that you think are linked to your professional goals.

2. Briefly discuss the possible applications that these specific experiences (as well as other experiences you have had at this placement) will have on your professional development.

II. Academic Development

1. Briefly discuss knowledge from your course work that you applied to your placement experience this week.

2. Briefly discuss information you needed in your placement that you did not receive or would appreciate further discussion of in your course work.

III. Other Information

1. Additional comments (if necessary)

2. Need to meet/talk with Faculty supervisor? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Appendices**

**STATEMENT OF CONTRACTUAL PROVISIONS BETWEEN**

**GERONTOLOGY PROGRAM AND PRACTICUM PLACEMENT SITE**

**Practicum Placement Agreement Between**

**The University of North Carolina at Charlotte Gerontology Program**

**and Site Providing Practicum Placement**

*The Gerontology Program agrees to the following provisions*:

1. To provide the practicum placement Site with students who have education and skills to meet the needs stated by the Site.

2. To provide the practicum placement Site with a clear understanding of the school’s expectations of the practicum placement student and Site supervisor.

3. To assist students in developing a learning contract that will specify student goals and objectives for the practicum placement.

4. For the Faculty supervisor to be available during the practicum placement period to discuss any concerns that the Site or Site supervisor may have regarding the student and the student’s practicum experience.

5. To grade the student’s practicum experience considering carefully the recommendations of the Site supervisor.

*The practicum placement Site agrees to the following provisions:*

1. To designate a supervisor who will oversee the student’s work and guide the student’s learning and growth.

2. To provide the student with an orientation to the placement Site and to related service systems.

3. To provide the student with ongoing supervision and to meet with the student.

4. To provide the school with mid-practicum (upon completion of 75 hours) and final (upon completion of 150 hours) evaluations of the student’s performance and professional development.

**Provision for Termination of Practicum Placement**

The Faculty supervisor, the Site supervisor, or the student has the option of terminating a practicum placement with due cause and notice to all three parties.

Due cause will be considered a breach of the above provisions, a problem with the student’s learning, a breakdown in the supervisory relationship that is hindering the student’s learning, inadequate performance on the part of the student, or other problems that make it advisable for the student to discontinue his/her practicum placement.

In the case of a practicum placement termination, all three parties (Site supervisor, Faculty supervisor, and student) will confer to discuss the termination.

Practicum Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

UNCC Gerontology Faculty Supervisor:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**THE UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE**

**GERONTOLOGY PROGRAM**

*PRACTICUM CONTRACT*(Due in final form early in placement)

Name of student: Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone during placement:Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address during placement:Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Click here to enter text. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Click here to enter text. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site name: Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Address : Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site phone: Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site supervisor: Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Click here to enter text.\_\_\_\_

Name Title

Site supervisor phone if different from Site phone (or extension):Click here to enter text.

Is the Site providing professional liability insurance for the field placement?

Yes [ ]

No [ ]

Faculty supervisor:\_Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty supervisor phone: Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signatures**

Faculty supervisor: Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Click here to enter a date.

Signature Date

Site Supervisor: Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Click here to enter a date.

Signature Date

Student: Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THE UN1VERSITY OF NORTH CAROLINA AT CHARLOTTE**

**GERONTOLOGY PROGRAM**

**MID-PRACTICUM PERFORMANCE**

**EVALUATION**

(Due upon completion of 75 hours of placement)

Name of student:Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Site:\_Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor:\_Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Click here to enter a date.

Signature Date

Number of hours completed Click here to enter text.

**SCORING:** For each item, circle the number which best represents your evaluation of student performance in this activity and in your “Overall Comments” discuss the student’s strengths and weaknesses for each area. Please use the following scale: 1 = needs improvement; 2= satisfactory; 3 = above average; 4 = excellent; 9= does not apply.

**Attitude**

understands and accepts responsibility [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

observes employer’s rules [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

shows interest and enthusiasm [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

courteous and cooperative [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

team worker [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

shows good judgment [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

shows poise/self-confidence [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

**Learning Process**

uses initiative, seeks opportunities to learn [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

shows growth in knowledge during placement [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

quality of work on assigned projects [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

asks questions of appropriate person(s) [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

uses resources at practicum Site effectively [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

**Performance**

begins assigned tasks promptly [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

 seeks feedback regarding performance [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

 uses feedback constructively [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

 completes assigned tasks in a timely manner [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

 progressively requires less supervision [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

 able to apply knowledge of aging to work [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

 problem-solving skills appropriate to assignments [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

**Progress**  (Analyze and review the student’s progress based on the goals and objectives stated in the student’s Practicum Contract.)

 Click here to enter text.

**Overall Comments**

Click here to enter text.

**Additional Comments** (if necessary) Please use back or attach an additional sheet.

Click here to enter text.

**THE UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE**

**GERONTOLOGY PROGRAM**

 ***FINAL PRACTICUM PERFORMANCE***

 ***EVALUATION***

 (Due upon completion of 150 hours of placement)

Name of student: Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Site: Click here to enter text. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor: Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

Click here to enter text. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Click here to enter a date.

Signature Date

Number of hours completed Click here to enter text.

**SCORING:** For each item, circle the number which best represents your evaluation of student performance in this activity. Please use the following scale: 1 = needs improvement; 2 = satisfactory; 3 = above average; 4 = excellent; 9 = does not apply.

**Attitude**

understood and accepted responsibility [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

observed employer’s rules [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

showed interest and enthusiasm [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

courteous and cooperative [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

team worker [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

showed good judgment [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

showed poise/self-confidence [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

**Learning Process**

used initiative, sought opportunities to learn [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

showed growth in knowledge during placement [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

quality of work on assigned projects [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

asked questions of appropriate person(s) [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

used resources at practicum site effectively [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

**Performance**

began assigned tasks promptly [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

sought feedback regarding performance [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

used feedback constructively [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

completed assigned tasks in a timely manner [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

progressively required less supervision [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

able to apply knowledge of aging to work [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

problem-solving skills appropriate to assignments [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 9

**Evaluative Comments**

1. Evaluate the student's overall performance at your Site, paying particular attention to the student's development from the beginning to the end of the placement.

 Click here to enter text.

2. Indicate the student's area(s) of strength and area(s) s/he can continue to improve upon.

 Click here to enter text.

3. Indicate your perception of the student's future as a professional in the field of aging.

 Click here to enter text.

4. On a separate sheet, please provide a statement or letter of recommendation of successful completion of the practicum.

 Click here to enter text.

**THE UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE**

**GERONTOLOGY PROGRAM**

 ***STUDENT EVALUATION OF***

 ***PRACTICUM SITE***

 (Due upon completion of practicum placement)

Name of student:Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Site: Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site supervisor:\_Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty supervisor:\_Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number of hours spent at Site: Click here to enter text.

Student signature:\_Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Click here to enter a date.

Signature Date

1. Briefly describe your duties and responsibilities during your practicum placement.

 Click here to enter text.

2. Discuss how well the practicum placement corresponded to your original expectations.

 Click here to enter text.

3. Briefly outline your goals for the practicum placement.

 Click here to enter text.

4. How well do you feel this placement enabled you to meet your goals?

 Click here to enter text.

5. Discuss the supervision you received from your Site supervisor.

 Click here to enter text.

6. How often did you meet with your Site supervisor to review your work performance and responsibilities?

Click here to enter text.

6.a. What was most/least helpful about these sessions?

Click here to enter text.

6.b. Were your questions/concerns responded to satisfactorily?

Click here to enter text.

7. How would you rate this placement site for other Gerontology Program students?

Click here to enter text.

8. What would you recommend as ways to improve this Site for future placements?

Click here to enter text.

9. Additional Comments:

Click here to enter text.

**THE UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE**

**GERONTOLOGY PROGRAM**

 ***DAILY TIME LOG***

**DATE** Click here to enter a date.

|  |  |  |
| --- | --- | --- |
| ***Hours*** | ***Task/Assignment*** | ***Comments*** |
| Click here to enter text.**Total Hours:** | Click here to enter text.Click here to enter text. | Click here to enter text. |