
GERONTOLOGY PROGRAM
Applied Concentration
Graduate Practicum Handbook

UNIVERSITY OF NORTH CAROLINA
CHARLOTTE
GERONTOLOGY

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GERONTOLOGY PROGRAM

PRACTICUM HANDBOOK

INTRODUCTION

Statement of Purpose:

Students pursuing the Applied Concentration in the Graduate Certificate in Gerontology will complete a 150-hour practicum experience. This may be community, teaching, or research based. This handbook delineates the philosophy and objectives of the Applied Concentration Practicum (GRNT 6400) in the Graduate Gerontology Certificate, the policies and procedures, and the forms, records, and reports to be submitted. This applied concentration is open to any Student enrolled in the Graduate Certificate in Gerontology.

The central purpose of the practicum is to help the Student make an effective transition from the classroom to the practical environment of their interest. 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. Everyone involved should benefit from this experience and recognize that practical experiences are essential to gerontology professional preparedness whether in a community, teaching, or research setting.

Description:

- a) A practicum placement provides the Student with practical experience in a specific area within the field of aging. This may be a community based, teaching based, or research based experience.
- b) Each Applied Concentration Student must complete a total of 150 practicum hours.
- c) The chosen practical experience is credit based, unpaid, and must be outside of the Student's current job-description, research agenda, or GA/TA assignment.
- d) Note that in the following pages:
 - a. "Student" refers to the student completing GRNT 6400;
 - b. "Practicum Supervisor" refers to either the
 - i. Community Based Site Supervisor
 - ii. Instructor providing a Teaching Practicum
 - iii. Research Faculty providing a Research Practicum
 - c. "Program Director" refers to the Gerontology Program Director
 - d. "Site" refers to the assigned placement whether community, teaching, or research based

Prerequisite:

Prior to practicum placement, the student should have completed at least 6 of the 12 credits required for the Graduate Certificate in Gerontology and be enrolled in the *Applied Concentration in the Gerontology Graduate Certificate*. The latter can be completed through an Academic Petition.

OBJECTIVES

For **community based practica** the Student should have an opportunity to apply academic education to a community-based setting 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

For **teaching based practica** the Student will have an opportunity to

- a) Observe classroom activities and instruction each week (class attendance is required)
- b) Plan and assist in classroom activities and instruction
- c) Design and review course assessment tools
- d) Evaluate Students utilizing designed assessment tools
- e) Be available to Students for regular office hours
- f) Meet with the course instructor on a regular basis to plan and debrief
- g) Receive regular and constructive feedback from the instructor
- h) Note that this is not a TA position but an opportunity to engage in every aspect of course design, student development, and evaluation.

For **research based practica** the Student will have an opportunity to

- a) Be onboarded into the assigned research team
- b) Be mentored by members of the research team regarding all aspects of research preparation (including CITI training), design, data collection, data analysis, data reporting
- c) Meet weekly with assigned supervisor to discuss all aspects of the research project
- d) Present aspects of the research as a way to practice presentation skills
- e) Note that this is not a GA position but an opportunity to engage in every aspect of research preparation, design, implementation, and reporting.

All practica will provide the opportunity to

- a) Develop and rehearse skills related to the individual Student's professional goals and objectives
- b) Develop skills that demonstrate strong soft skills that will be beneficial in a professional environment
- c) Demonstrate good writing and oral communication skills through whatever means is practical for each Student's experience

ASSIGNMENTS/TASKS

The Student must:

- a) Work with the Gerontology Program Director to secure a placement that meets the Student's professional development goals
- b) Develop a Practicum Contract by working with the assigned Practicum Supervisor – template is in this handbook
- c) Complete Time Logs and submit weekly (form is on page 20)
- d) Complete Weekly Reports (details on page 8)
- e) Submit Daily Time Logs and Weekly Reports to the Practicum Supervisor on a weekly basis
- f) Provide Practicum 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;
- g) Complete and submit to Practicum Supervisor and program director the "Student Evaluation of Practicum Site" upon completion of practicum.

PRACTICUM EVALUATION

Successful completion of the practicum will be determined by:

- a) the timely fulfillment of the goals and objectives of the Practicum Contract (as determined through Weekly Reports and Daily Time Logs);
- b) 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 Practicum Supervisor) submitted to the Student

Note:

Practica are graded on a P/F basis. In order to receive a P, a Student must receive satisfactory evaluation across all expectations as outlined in their contract. 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.

Mid-Practicum Performance Evaluation:

The mid-practicum evaluation should be based on a review of the initial Practicum Contract by the Practicum 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 with their skills and performance at the end of the practicum period. The final evaluation is due upon completion of the practicum experience (i.e., 150 hours).

PRACTICUM CONTRACT

Statement of Contractual Provisions:
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:

- a) To provide the Practicum Supervisor with a clear understanding of the school's expectations of the practicum placement Student and Practicum Supervisor.
- b) To assist Students in developing an appropriate Practicum Contract that will specify Student goals and objectives for the practicum placement.
- c) To provide the practicum placement Site with Students who have education and skills to meet the needs stated by a Practicum Contract
- d) For the Program Director to be available during the practicum placement period to discuss any concerns that anyone may have regarding the Student and the Student's practicum experience.
- e) To ensure a grade is submitted for the Student that reflects their work.

The practicum placement supervisor/site agrees to the following provisions:

- a) To designate a supervisor who will oversee the Student's work and guide the Student's learning and growth.
- a) To provide the Student with an orientation to the placement
- b) To provide the Student with ongoing supervision and to meet with the Student.
- c) To provide the Student 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 Program Director, the Practicum 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 their practicum placement. In the case of a practicum placement termination, all three parties (Practicum Supervisor, Program Director, 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 the Practicum Supervisor before the practicum begins. The full contract in final form will be signed by the Student and Practicum Supervisor 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)

- a) They should be simple, one-line statements indicating what you intend to accomplish.
- b) They should, where possible, emphasize desired outcomes. They should represent what you intend to accomplish, not how you intend to accomplish them.
- c) 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 - each step involved)

- a) They should be simple, one-line statements.
- b) They should be measurable.
- c) They should be as specific as possible.
- d) 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)

- b) They should be specific, one-line statements.
- c) 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?"
- d) 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 Practicum Supervisor at an agreed upon pace – typically weekly.

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

I. Professional Development

- a) Briefly discuss specific experiences you had this week that you think are linked to your professional goals.
- b) 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

- a) Briefly discuss knowledge from your course work that you applied to your placement experience this week.
- b) 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

- a) Additional comments (if necessary)
- b) 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:

- f) To provide the Practicum Supervisor with a clear understanding of the school's expectations of the practicum placement Student and Practicum Supervisor.
- g) To assist Students in developing an appropriate Practicum Contract that will specify Student goals and objectives for the practicum placement.
- h) To provide the practicum placement Site with Students who have education and skills to meet the needs stated by a Practicum Contract
- i) For the Program Director to be available during the practicum placement period to discuss any concerns that anyone may have regarding the Student and the Student's practicum experience.
- j) To ensure a grade is submitted for the Student that reflects their work.

The practicum placement supervisor/site agrees to the following provisions:

- e) To designate a supervisor who will oversee the Student's work and guide the Student's learning and growth.
- d) To provide the Student with an orientation to the placement
- e) To provide the Student with ongoing supervision and to meet with the Student.
- f) To provide the Student 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 Program Director, the Practicum 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 their 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 Supervisor _____
Organization _____
Name _____

Signature _____ Date _____

Student _____
Signature _____ Date _____

Gerontology Program Director: _____
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. _____

Practicum Type: Click here to enter text. _____

Practicum Site Address : Click here to enter text. _____

Click here to enter text. _____

Click here to enter text. _____

Practicum Supervisor phone: Click here to enter text. _____

Practicum 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 ☐

Signatures

Program Director: Click here to enter text. _____ Click here to enter a date. _____
Signature Date

Practicum Supervisor: Click here to enter text. _____ Click here to enter a date. _____
Signature Date

Student: Click here to enter text. _____

THE UNIVERSITY 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. _____

Practicum 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. _____

Practicum 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.](#)

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***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. _____

Practicum supervisor: Click here to enter text. _____

Total number of hours completed: Click here to enter text.

Student signature: Click here to enter text. _____ 3/30/2020
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 Practicum Supervisor.

Click here to enter text.

6. How often did you meet with your Practicum 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.

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GERONTOLOGY PROGRAM**

TIME LOG - to be kept by student and submitted weekly

DATE _Click here to enter a date.

<i>Hours</i>	<i>Task/Assignment</i>	<i>Comments</i>
Click here to enter text.	Click here to enter text.	Click here to enter text.

<u>Total Hours:</u>	Click here to enter text.	
--------------------------------	---	--