TSTD 6283 or TSTD 4102 – Practicum
Summer 2016

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Course Description
Fieldwork, internship, and/or instructional practice, including conference and/or seminar. Admission by
permission of instructor. May be repeated once for credit with permission of advisor. (Fall, Spring, and
Summer)

Scope of Course
The field work practicum is a three-way partnership: the student, the academic institution, and the
sponsoring agency or organization. A typical 3 credit practicum is a minimum of 140 clock hours of work
or 50 clock hours for 1 credit. It may or may not involve monetary compensation. A practicum is an
essential experience for a student to develop the professional competencies not always available in a
typical classroom or theoretical course. The practicum is MORE than just a job!!! It involves an
evaluative process on the part of both the student and the sponsoring organization that prepares and
directs students in developing long term strategic career goals. In recruiting for employers, organizations
look not only to earned degrees and transcripts but to practical field experience as well as
recommendations from field professionals. The practicum can be an important and valuable part of your
education.

- Fieldwork Sites. Identify a suitable internship location by reading the opportunities sent via the listserv;
  networking with individuals in the field, and asking the assistance of your advisor or the course
  instructor. Also, contact the GW Career Center, http://www.gwu.edu/career/ and learn more about
  their services, including GWork, https://gwwcsm.simplicity.com/students/index.php and JOB TRAK
  http://www.jostrak.com/
- Interviews. Arranging for site interviews is the student's responsibility. The student should bring a copy
  of his/her resume as well a copy of this syllabus to the interview. The Career Center also provides 48
  hour service in critiquing your resume and cover letter.
- Forms. A work placement form and a work objectives form are under Testing. The links for the student
evaluation form and the student evaluation of the practicum placement form are in Unit 2. Please give
  the site supervisor the following URL for the evaluation form
  URL: https://www surveymonkey.com/s/LCHVS3L

Syllabus – TSTD 6283 or TSTD 4102, pg. 1
**Evaluation**

The components of this course and maximum points available, out of a total of 1,000:

- Practicum Site Information = 25 points
- Written Statement of Objectives = 100 points
- Log of Activities = 100 points
- Evaluation by the Site Supervisor = 450 points
- Student Evaluation Report = 300 points
- Student Résumé = 25 points

Letter grades are assigned based on the total points earned for the course:

- A = 920 - 1000
- A- = 900 - 919
- B+ = 880 - 899
- B = 820 - 879
- B- = 800 - 819
- C+ = 780 - 799
- C = 720-779
- C- = 700-719
- F = Below 700

**Due Dates:**

The required reports for this course must be posted on Blackboard by 11:59 p.m. on the following dates:

- Work Placement Information and Objectives due Friday, June 3 (preferably earlier)
- Your Résumé due Sunday, August 14
- Log of Activities due Sunday, August 14
- Student Evaluation Report due Sunday, August 14
- Practicum Supervisor's report due Sunday, August 14

Penalties may be assessed for late delivery equal to 5 percent of the points available per day late. It would be wise to submit these items upon completion of your Practicum hours.

**Disability Support Services**

Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss specific needs. Please contact the Disability Support Services office at 202.994.8250 in the Marvin Center, Suite 242, to establish eligibility and to coordinate reasonable accommodations. For additional information please refer to: http://gwired.gwu.edu/dss/
Practicum Process & Experience

PHASE 1
Beginning the Practicum

Resources - Please consult the following resources to help locate a practicum experience.

- Occupational Outlook Handbook - This extensive handbook is published by the U.S. Department of Labor, Bureau of Labor Statistics. It can be a great resource when developing your career objectives.
- Jobs in Travel & Hospitality by US Department of State (http://www.state.gov/m/fta/tc/7983.htm)
- General American Hospitality and Tourism Employment Job Links - This is an excellent resource with well over a hundred job links. The site is maintained by Dr. Alastair Morrison, Purdue University.
- TravelJobs.Net - This is an e-head hunter business for jobs in the travel and leisure industries. It's worth checking out.
- JobsinSports.com - This is another e-head hunter type business but it does include internships within its listings. It's worth a look.
- WorkinSports.com
- Teamworkonline.com
- HCareers – Hotel & hospitality jobs in the US (https://www.hcareers.com/)
- HospitalityOnline – Hospitality jobs (http://www.hospitalityonline.com/)

PHASE 2
Concluding the Practicum

- Evaluation Form – Due August 14th - Please have your supervisor complete this evaluation form. Either print and give to supervisor to mail to Larry Yu, 2201 G Street, NW Washington, DC 20052 OR simply give them the following surveymonkey link https://www.surveymonkey.com/s/LCHV53L

Log of Activities

This could be in a weekly or by project/assignment type of log. Basically outline the different type of activities you worked on. If you did the same thing for weeks 1-5 then Title Weeks 1-5 and list the activities in which you worked (file xyz reports, responded to xyz correspondence, worked front desk from 9-11am checking guests in and responding to guest front desk inquiries). Also include samples of work as an attachment (e.g., attach documents or reports that you have created). Due August 14th.

Final Report

A complete written evaluation of the practicum experience, including an assessment of the site supervisors as well as the value and quality of the field work experience should be submitted prior to the end of the Summer Session II, August 14th. The report will be graded by the instructor. The instructor will also consider, in grading the report, the information from the student evaluation of the site supervisor and fieldwork form. The following is a guideline for the evaluation report.
Report Guidelines (Reports that do not have the following components will lose points. Typical Reports are 10-15 pages).

**Objectives:** Initial objectives for the practicum and a discussion of the degree to which they were achieved.

**Description:** Description of the agency, its mission, the department or unit the student was assigned, and the particular activities or projects that were part of the experience.

**Contributions:** Description of the contributions made during the practicum, i.e., programs developed, materials written or designed, activities initiated, assistance in training, job analysis, etc. Please include copies of any reports or documents generated.

**Overview:** A general overview of the types of tasks performed and the opportunities presented for professional development. Refer to attachments of works (where applicable).

**Problems:** A discussion of problems or difficulties encountered, personal and otherwise. Describe approaches tried in alleviating adverse or problem conditions.

**Self-Analysis:** A self-analysis in terms of professional and personal growth, development of competencies, ability to develop interpersonal relationships, ability to work with a team, feelings of increased/decreased confidence and satisfaction/dissatisfaction with career choice.

**Recommendations for Supervisor or the Organization as a whole:** What changes or advice would you suggest to improve the efficiency or productivity of your supervisor or the organization as a whole. Such comments will NOT be shared so feel free to be candid. Include examples pulling from what you may have learned in your degree program and what happened in practice.

**Recommendations for Practicum Experience:** Recommendations and suggestions for improving the practicum experience including an overall rating of the effectiveness of the site supervisor and practicum placement. This will also include submitting a form in Unit 2 on your satisfaction with the practicum.

There is a Style Manual available on Blackboard. This document contains useful guidelines and recommendations, which will help you write your papers professionally. Please, follow them when preparing your assignments for this course.