



Student Affairs Administration (SAA) in Higher Education

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SAA Practicum Learning Contract

A practicum requires at least 70 hours of supervised practice in an area different than the student's primary work experience, graduate assistantship, or graduate student internship. The SAA 775 practicum course is graded on a pass/fail basis, based largely on the site supervisor's recommendation.

You may wish to review [ACPA/NASPA competencies](#) as you write your learning objectives, as the objectives should explicitly connect to one or more of the foundational, intermediate, or advanced competencies. Find more information about the practicum [online](#) and speak with your faculty advisor and/or the M.S.Ed. Program Director about your plans.

Student Name:

Student Email:

Term of Practicum: Summer Fall Spring

Start/End Dates:

Practicum Site

Department / Organization / Institution

Supervisor Name

Supervisor Email

· Learning Outcomes:
· *What are your top learning objectives? (provide 1-3 short statements, grounded in ACPA/NASPA competencies)*

· Related Tasks / Activities:
· *What duties, tasks, or projects will you work on to achieve those learning objectives?*

· Planned Assessment:
· *How do you expect to track your progress? How will you know if you're meeting expectations?*

Any Additional Notes:

Approvals:

Student: *I agree with and accept the responsibilities indicated in this learning contract. I agree to familiarize myself with and to adhere to the relevant organizational policies and procedures and to the appropriate standards of ethical conduct. I will meet with my site supervisor regularly for feedback and evaluation.*

Student Signature / Date

Supervisor: *I have discussed this Practicum with the student and believe it to be achievable. I understand my responsibilities and commitment to serve as a teacher for the student and my obligation to provide the student with appropriate and helpful feedback and evaluation. I agree that the description of the proposed practicum is accurate and that I will sponsor and supervise these activities.*

Supervisor Signature / Date

Students: *Please submit signed copies to the Canvas course for instructor review.*