



## Practicum Instructions

### *Contacts*

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- Internship questions - Jamie Polliard (Internship Program & Office Manager with Office of Career and Professional Development - OCPD) [Jamie.polliard@du.edu](mailto:Jamie.polliard@du.edu)

### *FAQ*

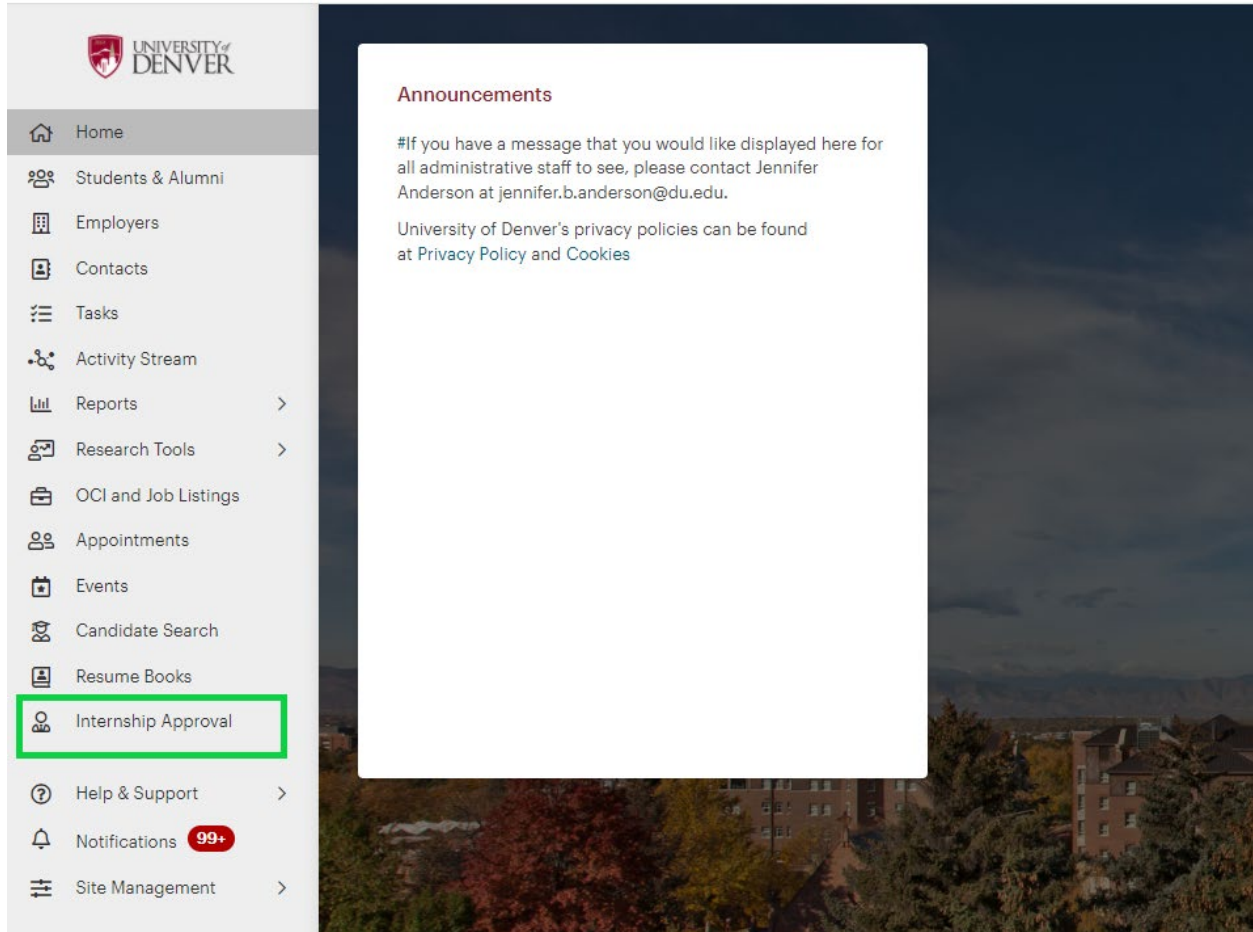
- 1. Are my internship hours applicable to my practicum as well?**
  - Yes, as long as your internship site meets the practicum requirements you can apply 75 hours needed to meet your practicum requirement. Practicum hours can also be applied to your internship hours if the internship meets the internship requirements. All requirements and instructions are listed in [Internship Policies & Procedures Portfolio site](#).
  - The internship must involve substantive, graduate-level, degree-relevant, and project-based work for an organization that extends classroom learning and furthers a student's professional development and career goals.
  - Students must complete a minimum of **150 hours**.
- 2. What are the requirements for the practicum?**
  - The Coverdell practicum requires that you spend 75+ hours working with an underserved U.S. community. You must get approval prior to counting your hours. For all of the details, including a list of places where students have served in the past, see the [Master's Handbook](#) per the year you matriculated into the program.
  - When submitting your practicum, be descriptive about how your work meets the needs of an underserved U.S. community.
  - Students must complete **75 hours**.
- 3. Do I complete two separate submissions even if the internship and practicum are applicable for double counting those hours?**
  - Yes, because they have different requirements, a different approval process and are handled separately between OASA (practicum) and OCPD (Internship Program).



## Instructions for Submitting Approval

### *Practicum*

1. To register the practicum, once you login to PCO you will see *Internship Approval* on the left-hand menu.



2. Select *Internship Approval*, then select *+New Experience* on top right of page. Once you complete your name and the employer's name the next field is *Experiential Learning Type*. Under this dropdown menu, you will be able to select *Korbel Coverdell Fellows Practicum*.
  - **NOT** required to submit for the Practicum under the *Documents and Forms*:
    - DU F-1 Visa Instrucitons
    - DU Offer Letter Instructions
    - DU Passport Instructions



## Next Steps Once Hours are Complete

### Practicum

- 1) On the *Documents and Forms* tab you will complete the two items:
  - *Student Evaluation Form* - click on the three dots to “Complete Form” - The link to do this can be found under *Forms* on the Documents and Forms tab of your experiential learning record. Select the 3 dots and *Complete Form*. Your responses to this evaluation (either with or without your name) will be viewable to other students to help inform their practicum searches.
  - *Employer Evaluation Form* - click on the three dots to “Share” which will be sent to your supervisor’s email you listed on the *Details* tab.

Details   Hour Log   **Documents and Forms**   Approvals

**INTERNSHIP REQUIREMENTS:**  
 Students wishing to fulfill both practicum and internship requirements with one experience will need to satisfy program requirements for both the practicum and certificate internship. Please see the MA Handbook for information. In such a case, students will need to fill out this form in addition to registering their internship with OCPD.  
 There is no specific form for tracking hours; this is the responsibility of your supervisor.

**OTHER DOCUMENTS:**  
 Please be sure to request your evaluation from your supervisor.  
 1. Supervisor evaluation

Document	Date Uploaded	
DU F-1 Visa Instructions	--	Upload File
<b>DU Offer Letter Instructions</b>	--	Upload File
<b>DU Passport Instructions</b>	--	Upload File

Form	Status	
Student Evaluation Form	Not Completed	⋮
Employer Evaluation Form	Not Completed	⋮

- 2) Click on the top right *Submit for Approval*

[← Back to List](#)  
 Submit for Approval  
 Action ▾