

STEP BY STEP PRACTICUM APPLICATION PROCESS

Step 1: THE APPLICATION

The completed Practicum Application and accompanying documents (cover letter, resume, unofficial transcript) should be submitted electronically or in hard copy to the Practicum Office by October 15th for the Spring and March 15th for the Fall Placement.

Late Applications will **NOT** be accepted unless prior approval was obtained from the Practicum Office.

Step 2: MEETING WITH THE PRACTICUM SPECIALIST

Immediately after the application deadline, it is the student's responsibility to contact the Practicum Specialist and schedule a meeting where possible placement options would be discussed.

To make an appointment, students may call 786-6449 or email sbkabranian@alaska.edu using their UAA student account.

The meetings will be scheduled on a first come first served basis.

Step 3: REFERRAL PROCESS

After the meeting with the student, the Practicum Specialist will contact appropriate agencies to make inquiries about hosting a student.

When an agency agrees to accept a student, the Practicum Specialist will email the student a Referral Form. This process can take weeks.

Once the Referral Form is received, the student will contact the listed agency to schedule a visit and a placement interview.

The visit should be treated like a job interview. If the placement is important, the student has to convince the agency that s/he is the best candidate. Remember there are other students hoping to be placed at the same agency.

The agency has the authority to make the final decision on whether to accept the student or not.

Step 4: AGENCY INTERVIEW

Student will take the Referral Form to the scheduled agency interview and give it to the interviewer for completion. It is advised that the student provides a resume to the agency prior to the interview.

The signed Referral Form must be returned to the Practicum Specialist either by the student or by the agency.

Step 5: REGISTRATION

Once the Practicum Office receives the completed and signed Referral Form, the Practicum Specialist will give the student the required permissions to register for the course.

When permission to register has been processed, after the UAA registration period opens, the student will be notified to register for the Practicum Seminar Course.

Step 6: LEARNING AGREEMENT

Within two weeks after the start of the Practicum Seminar class, students are required to make an appointment with their Field Instructor and the Practicum Specialist to review the Learning Agreement.

The student is encouraged to meet with the Field Instructor prior to their meeting with the Practicum Specialist.