

# Step-by-Step Practicum Application Process

*Updated March 17, 2021*

## **Step 1: Complete the Application**

The completed Practicum application and accompanying documents (cover letter, resume and unofficial transcript) should be submitted electronically to the Practicum Office by March 15 for Practicum I and Oct. 15 or March 15 for Practicum III.

## **Step 2: Meet with the Practicum Instructor/Coordinator**

Immediately after the application deadline, students are required to contact the Practicum Instructor/Coordinator to schedule a meeting to discuss possible placement options. To make an appointment, students may call 786-6449 or email [sbkabranian@alaska.edu](mailto:sbkabranian@alaska.edu) using their UAA email account.

## **Step 3: Referral Process**

After meeting with the student, the Practicum Instructor/Coordinator will contact appropriate agencies to make inquiries about hosting a student. When an agency agrees to accept an intern, the Practicum Instructor/Coordinator 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 within five (5) days 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. Please remember that 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 a student or not.

## **Step 4: Agency Interview**

Students 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 Instructor/Coordinator. It is the student's responsibility to ensure that the form is delivered to the Practicum Office.

## **Step 5: Course Registration**

Once the Practicum Office receives the completed and signed Referral Form, the Practicum Instructor/Coordinator will give the student the required permissions to register for the course. When permission to register is granted, after the UAA registration period opens, the student will be notified to register for the Practicum Seminar Course.

## **Step 6: Learning Agreement**

Within three weeks after the start of the Practicum Seminar Class, students are required to make an appointment with their Field Instructor and the Practicum Instructor/Coordinator to review the Learning Agreement. The student and the Field Instructor must complete the Learning Agreement prior to their meeting with the Practicum Instructor/Coordinator.