**Practicum Report Instructions and Template**

Upon completing the experience, you (the student) will submit a written Practicum Report of your findings including what was accomplished and how the experience advanced your career goals. The Report should follow the template below and is typically 1-2 pages in length. Your deliverable should be included. If your deliverable is not completed by the due date, please contact the Graduate Program Coordinator.

**Deadline**: The deadline depends on when you complete your Practicum project. Generally, the report will be due **by the end of the quarter in which the practicum is completed**.

* *12-month track:* If you will complete your practicum in the summer session before September graduation, the report will be due **August 31,, 2021 by 12pm.**
* *2-year track:* If you will complete your practicum in the spring quarter before June graduation, the report will be due **May 27, 2022 by 12pm.**

**Review and Submission:**

Your report should be saved in PDF format as “First Name Last Name Practicum Report”. Example: Jane Smith Practicum Report.

Once you, your Practicum Supervisor and your Faculty Advisor agree that your Practicum Report is complete:

1. **The student should** email the report to the Graduate Coordinator, the Faculty Advisor and the Practicum Supervisor. The email should state: “Please find attached my completed Practicum Report as approved by my Faculty Advisor and (if separate) Practicum Advisor”.
2. **The Faculty Advisor and the Practicum Advisor should** reply all to that email (to the Graduate Coordinator and student) stating: “I have approved the attached Practicum Report”.

PRACTICUM REPORT TEMPLATE

 (*Copy and paste the template below into a new document*)

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**Practicum Report**

Student name:

Partnering Organization (PO):

1. Describe any differences between your original Practicum Proposal and your actual Practicum to
	1. Questions to be answered/objectives
	2. The analytical/methodological approach
2. Name and briefly describe the deliverables produced (attach deliverables, if available).
3. How did the project further your individual career objectives?