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OVERVIEW OF PRACTICUM

What Is a Practicum?
The purpose of a practicum is to give students an opportunity to apply core academic competencies in the field of Gerontology in a supervised setting. This practicum follows a classic internship model, where students secure a placement with an agency that performs services for an aging population. The practicum student will work for a health-related organization under the direction of a site supervisor and faculty supervisor to gain and/or perfect the student’s practical skills. This is a hands-on experience. The practicum should be directed by the site supervisor and consist of learning skills that the student can carry with him or her into the field after graduation.

How Many Hours Is a Practicum and When Should It Begin?
The practicum student must complete a minimum total of 140 HOURS ON-SITE (or, if off-site, in conjunction with the site and site supervisor). This is completed during one academic semester, although the overall work schedule is up to the student and site supervisor. If the practicum cannot be completed in one semester, the student must enroll in at least one hour of practicum each term until the practicum is completed. At minimum, students MUST complete all administrative paperwork and have the permission of the Gerontology Director (see Step-by-Step Guidelines) BEFORE beginning any practicum hours.

Selecting a Practicum Site
Where to begin? Think about what sub-fields of gerontology that interest you the most and/or the areas in which you will pursue a gerontology career after graduation. This—not convenience—should dictate your practicum selection. The practicum faculty supervisor may help you locate potential sites and site supervisors, but it is up to you to arrange your practicum experience. You will contact organizations directly (with the exception of Memorial, St. Joseph’s/Candler, and most other hospitals). Make sure you seek a practicum site and site supervisor that is best for you.

But I already work in gerontology ... Students who already work in the gerontology arena often want to use their current job sites and employers as their practicum sites and site supervisors. This is allowed ONLY IF the practicum job duties and practicum hours are above and beyond the student’s current job expectations. Also, please note that, while convenient, this is not the most beneficial setup for the practicum student. It is best to gain skills, experience, and contacts in sub-fields, and with organizations beyond your current arena.

Make sure to meet deadlines! It is the responsibility of each individual student to identify, secure, and progress through an appropriate practicum by the deadline arranged in relation to the semester you register for the practicum.

Selecting a Practicum Site/Site Supervisor
The practicum experience requires that the student identify a practicum site and site supervisor (who also must be approved by the practicum faculty supervisor prior to the start of the practicum).
What should you discuss with a potential site supervisor?

- Your long-term goals in the field of gerontology.
  - For example, why have you chosen this organization as a potential practicum site? Why have you chosen this particular professional as a potential site supervisor?
  - It is a very good idea to have done your background research on your topic, the organization, and this professional to demonstrate that you come to them with some knowledge of what they do.
  - Also, provide the site supervisor with a current copy of your résumé.

- The site supervisor’s expectations.

- The organization’s policies regarding technical standards and professional and ethical conduct.
  - Students should understand that during the gerontology practicum experience, the site supervisor is, for all intents and purposes, akin to an “employer” and the student is an “employee,” with the understanding that the
    - (1) practicum student usually does not receive monetary compensation or other benefits as would an employee;
    - (2) practicum sites and site supervisors are hosting the practicum student intern voluntarily;
    - (3) practicum sites and site supervisors are under no obligations beyond the scope of this guidebook;
    - (4) practicum sites and site supervisors may “fire” or “terminate” the practicum student anytime during the practicum experience if the student fails to meet the organization’s technical, professional, and/or ethical standards.

- The primary and secondary means of contact (e.g., in-person, office phone, cell phone, e-mail, etc.) the practicum student will have with the site supervisor.

- The “Practicum Objectives” (including tasks, methods, goals, deadlines, etc.) and the “Work Schedule.” (See below.)

Discuss Objectives with Site Supervisor and Faculty Supervisor

Meet with the practicum site supervisor to discuss the proposed practicum and formulate learning and experiential objectives for the practicum. All gerontology students should provide their site supervisor with an updated copy of their professional résumé as well as a listing of ideas or areas of professional interest that could potentially be explored as part of a proposed practicum experience.
The practicum experience is, for the most part, **SELF-DIRECTED**. Thus, it is the practicum student’s responsibility to work with the site supervisor to outline the student’s “Practicum Objectives” and “Work Schedule” for the duration of the practicum experience.

**Practicum Objectives and Work Schedule**

Develop a list of practicum objectives and a work schedule with the help of the practicum site supervisor. The objectives and schedule must be approved by the practicum faculty supervisor before the student may begin logging practicum hours.

Examples of previous practicum objectives (and purpose):

1- **Purpose:**
XX Hospice serves individuals and families who are facing end of life limitations and/or an end of life crisis. The primary focus is on providing palliative care to those individuals. A large component now focuses on disease education for family and the community. I plan to learn and contribute to xx hospice services with the following objectives:

1. Be a core team member of the disease education program
2. Assist with tracking and trending of diseases that qualify a patient for hospice.
3. Identify family members that could be at-risk due to behavior implications.
4. Assist with creating and implementing educational tools for identified families.
5. Perform 10, 20, 30, 60, 90 day “checkups reports” at interdisciplinary team meeting.

2- **Purpose:**
The purpose of my practicum is to become familiar with xx retirement community and the duties and responsibilities of the activity directors. Later I will assist with daily activities of various client groups and with some of the activity director’s administrative tasks.

**Objectives:**

1. Observe the different systems of care and services in the assisted facility and retirement community.
2. Be physically involved in at least one activity of the residents each day; later lead at least one activity of residents each day.
3. Learn some of the administrative responsibilities of the Activity Directory through observations in meetings and 1:1 discussions.
4. Monitor the nutritional habits of various residents from the assisted living facility and retirement community; provide reports

5. Survey the level of satisfaction and contentment of a sample of the residents from assisted living facility and retirement community.

Work Schedule Requirements:

Work schedules differ by the site supervisor’s schedule, client needs and organizational demands. Students are expected to meet their supervisor’s work schedule requests and complete all 140 practicum hours during the academic semester. If the practicum cannot be completed in one semester, the student will receive a grade of “IP” and must register for one hour of practicum each following semester until the practicum is completed.

Professional Standards for a Practicum

There are core performance standards required for completion of the practicum. These standards are necessary to obtain employment in professional organizations and are required of all students enrolled in a practicum experience.

1. It is essential that the student must behave in a professional manner. The student must not, in any fashion, cause disruption to the department, faculty, fellow students or clients. Furthermore, the student must have the ability to behave in an ethical manner, have the ability to demonstrate good judgment, maturity, sensitivity, emotional stability, and establish effective harmonious relationships with faculty, fellow students and clients.

2. It is essential that the student have the sensitivity and interpersonal skills sufficient to interact with individuals, families, and groups. Students will be evaluated using tools such as classroom performance and practicum evaluations, utilized by site and faculty supervisors, on the basis of their ability to appropriately adapt their manner of interaction with clients from a variety of social, emotional, cultural and intellectual backgrounds.

3. It is essential that the student must have communication abilities sufficient for interaction with others in verbal and written form. It is essential that the students be able to appropriately adjust presentation/communication style to a level that is compatible with the communication abilities of colleagues and clients.

4. It is essential that students avoid behaviors which bring discredit or dishonor upon themselves or the university as an institution. Recognizing that trust is the cornerstone of all human relations, students will work to build and sustain the trust of their peers, the faculty and the administration by obeying both the letter and the spirit of the Honor Code and Code of Conduct. (See your GSU catalog)
NIH “Protecting Human Participants” Training Certificate

It is mandatory for ALL practicum students to complete the NIH “Protecting Human Participants” Training and provide a copy of the certificate as proof of completion. The training must have been completed within three years of the practicum start date. To complete the training or print a copy of your existing training certificate, please visit https://phrp.nihtraining.com/users/login.php.

IRB Application Information

As applicable (i.e., if you will be conducting research and/or publishing data, findings, or other results beyond the practicum executive summary and presentation), submit an IRB application—including a copy of your NIH “Protecting Human Research Participants” certificate and a signed letter on letterhead from the site where you will conduct this work—to your SITE SUPERVISOR and then GERONTOLOGY PRACTICUM FACULTY SUPERVISOR. The practicum coordinator will send your application, once approved, to the chair of Health Sciences, who will forward it to the dean of the College of Health Professions and, finally, Georgia Southern University’s IRB committee. The IRB committee will notify both you and the practicum coordinator once it has reached a decision.

Make sure to submit this application far enough in advance to complete all practicum hours. Practicum hours CANNOT be logged until IRB approval is obtained. Information about Georgia Southern University’s IRB, its meeting schedule, and application forms may be located at: https://research.georgiasouthern.edu/researchintegrity/institutional-review-board/
Practicum Guidelines
Practicum Step-by-Step Checklist

1. **About the Practicum** Review this handbook and make a practicum appointment with the practicum coordinator, Dr. Williams, no later than midterm of the prior semester.
   - **FIRST STEP:** Make a practicum appointment with Dr. Williams
   - **SECOND STEP:** Begin to identify potential site locations

2. **Selecting a Practicum** If you already have a practicum site selected, skip to item three on this checklist and begin preparing for your practicum. If you do not have a site selected, or are having difficulty identifying a practicum site, please inform Dr. Williams as soon as possible and she will work with you to identify an appropriate preceptor. In the selection process, it is imperative that you choose a practicum site and site supervisor that will provide you with hands-on public health experience in your area of interest.

3. **Preparing for the Practicum** You should begin preparing for your practicum no later than midterm of the prior semester. Complete the following and obtain the appropriate signatures:
   - Liability Insurance
   - Health Insurance or Waiver
   - Background Check/Drug Screening (if required)
   - NIH “Protecting Human Research Participants” Training Certificate
   - Medical Report
   - Protocol, Forms, and Orientation for Hospital Practica (if applicable)
   - IRB Application Information (if applicable)
   - Memorandum of Understanding (MOU) Status
   - Practicum Student, Site Supervisor, and Faculty Adviser Responsibilities
   - Practicum Site and Site Supervisor Information
   - Practicum Objectives and Work Schedule
   - Ethical Guidelines Contract

4. **Recording Hours** Only once ALL of the above administrative documents listed above are completed, turned in, and approved by the Practicum Faculty Supervisor, may you begin the practicum and logging official hours. Any work and hours undertaken before this time will not count toward the practicum.
   - See Administrative Documents: Practicum Checklist I

5. **Beginning the Practicum** After you have received approval to begin your practicum, log your contact hours on the included timesheet to efficiently document 140 contact hours by the end of your practicum.
   - Practicum Timesheet

6. **Preparing to Conclude the Practicum** Near the end of your practicum, discuss the conclusion of your work and your accomplishments with the practicum faculty supervisor and send letters of appreciation to your site supervisor and the site.
7. Near the end of your practicum, provide your site supervisor with a copy of the **Site Supervisor Evaluation of the Practicum Student Form**, along with a stamped envelope addressed to:

Dr. TimMarie Williams  
Gerontology Program Coordinator  
Department of Health Sciences & Kinesiology  
Georgia Southern University  
11935 Abercorn Street  
Savannah, GA 31419-1997

8. **Concluding the Practicum** Complete all practicum requirements and turn in all **paperwork** via hard-copy to the Practicum Faculty Advisor on the day of presentations. To be considered for full credit, the executive summary should be four pages in length and include the following information:

- Title Page (not included in four page limit)
- Approval Page (not included in four page limit)
- Introduction (one short paragraph stating why you chose this practicum)
- List of Objectives & Competencies
- Results for each objective
- Discussion/Conclusion
- References if applicable (not included in four page limit)
- Appendix (optional) (not included in four page limit)

9. Complete the letters of appreciation and the following evaluation and turn them in on the day of the Gerontology Certificate practicum presentation session to the Gerontology Practicum Faculty Advisor.

- Copies of Letters of Appreciation
- Practicum Student Evaluation of the Site/Site Supervisor

10. **Presenting the Practicum** Present your practicum experience during the Gerontology Certificate Oral Practicum Presentation Session. This presentation session will be held only once during the semester. It is your responsibility to ensure you can attend this presentation session.

11. The entire Health Sciences faculty will grade the oral presentation & the Gerontology Practicum Coordinator will grade all other final practicum materials using the following grading rubrics:

- Practicum Executive Summary
- Practicum Oral Presentation
- Practicum Site Supervisor Evaluation
- Gerontology Practicum Final Grade
PRACTICUM DETAILS

LIABILITY INSURANCE

It is mandatory for ALL practicum students to provide a proof of purchase for liability insurance. To purchase liability insurance, go to the link below, https://touchnet.georgiasouthern.edu/C20795_ustores/web/classic/store_main.jsp?STOREID=125&SINGLESTORE=true

PROOF OF HEALTH INSURANCE OR WAIVER

All Institutions of The University of System of Georgia are required to participate in the Student Health Insurance Program (USG SHIP). Rates are set by the University System of Georgia.

The USG SHIP for mandatory (with hard waiver) participation includes the following USG recognized student categories:

- All undergraduate and graduate students receiving a Full Tuition Waiver as part of their graduate assistantship toward as determined by Georgia Southern University.
- All undergraduate and graduate and ESL international students holding F or J visas.
- All practicum students enrolled in programs that require proof of health insurance as determined by Georgia Southern University.
- All undergraduate and graduate students receiving fellowships that fully fund their tuition as determined by Georgia Southern University.

Gerontology Certificate Practicum students must show proof of health insurance coverage (waiver) or purchase University of Georgia Sponsored Health Insurance.

To access the United Health Care (UHC) - Georgia Southern University portal to enroll, verify enrollment, or to execute a waiver option, please go to the following website:
https://auxiliary.georgiasouthern.edu/healthservices/insurance/

Medical Report: Each student must submit a completed College of Health Professions Medical Report for Faculty and Students. This form may be completed by any qualified health care provider.

Ethical Guidelines Contract: Everyone taking part in a practicum opportunity is expected to adhere to certain guidelines for ethical, responsible conduct and to adhere to federal and state laws and regulations. This is necessary for your own benefit and protection, as well as for the clients, the placement agency, your faculty instructor/adviser, your site, and your academic institution. Students are required to read and sign the ethical guidelines document.

Being Fired/Terminated
Please note the following related to termination of the practicum student:

1. Site Supervisors are allowed to terminate practicum students during the course of the practicum.
   a. Site supervisors who wish to do so should follow their organization’s firing procedures.
2. Students who are fired **MAY NOT** count hours logged at the firing site toward the practicum.
3. Fired students may or may not be allowed to continue at a second site depending upon the infraction(s).

**Switching Sites**

Switching practicum sites is not encouraged, but allowed in cases involving good cause. Please note the following related to switching practicum sites:

1. Switching practicum sites will be approved only in cases involving **GOOD CAUSE**.
   a. What is good cause? E.g., the site closes down, the site supervisor leaves his/her position, the site becomes dangerous to the student.
   b. The evaluation of good cause will be left up to the discretion of the Gerontology Program Coordinator.
2. Hours will carry over from the first to the second practicum site **ONLY IF** the switch was not the student’s fault.

Students may switch sites only **ONCE** during the Gerontology practicum sequence.

**A Memorandum of Understanding (MOU) MUST** be in place between the student’s selected practicum site and Georgia Southern University before any student can log hours for a practicum experience. This is a mandatory legal document.

To determine whether your selected site currently has an MOU with GSU, please check this list: [http://publichealthmedia.com/profiles/MOUlistcurrent.pdf](http://publichealthmedia.com/profiles/MOUlistcurrent.pdf). The MOU must specifically include the Department of Health Sciences & Kinesiology. If there is no MOU between your selected site and GSU-WCOHP-Department of Health Sciences & Kinesiology, you must fill out an “MOU Request Form” and submit it to **DR. STREATHER OR YOUR PRACTICUM FACULTY SUPERVISOR**, who will then forward it to the College of Health Professions. Please note that establishing a new MOU can take two (2) months or longer to complete. Please plan your practicum accordingly.

**Specific Facility Requirements:** Clinical agencies, as well as practicum and internship sites utilized by GSU may require criminal background checks and/or drug testing prior to acceptance of the student into the practicum/internship site.

The use of criminal background checks and/or drug testing is up to the individual sites. GSU’s Department of Health Sciences & Kinesiology does not conduct background checks and/or drug testing. Moreover, if an agency requires criminal background checks and/or drug testing, complete this paperwork with the agency. **DO NOT** provide the Department of Health Sciences & Kinesiology copies of or any information related to the criminal background check and/or drug testing.
Students who do not pass the criminal background check and/or drug test may be unable to access the practicum/internship site and, therefore, may be unable to complete their program of study. All fees or costs associated with required background checks and/or drug testing are the responsibility of the student. To initiate a background check, go to the following website:

www.psibackgroundcheck.com

LETTERS OF APPRECIATION:

It is mandatory to send your site supervisor and the site each a letter of appreciation.

WHAT TO INCLUDE

There is no set form for these letters. The intent is for you to send a concluding letter to your site and your site supervisor, thanking him or her for the opportunity to work at his/her facility.

LETTER TO SITE SUPERVISOR

You should point out how working with him or her increased your professional knowledge and enabled you to acquire and/or refine your public health skills. It is best to discuss these in as much detail as possible.

You also should use this letter to “keep the door open” so you may maintain professional contact with your site supervisor. Your site supervisor may not only continue to be a mentor but also a reference as you apply for jobs, fellowships, doctoral programs, etc.

LETTER TO SITE

In addition, send a letter of appreciation to the site itself (addressed to the site’s CEO or director, if different from your site supervisor, or the office manager). Thank the organization/facility and its employees for enabling your hands-on, practical experience in public health.

Describe, in as much detail as possible, how the organization/facility and its employees increased your professional knowledge and enabled you to acquire and/or refine your public health skills.

You also might want to mention any positive aspects of the organization/facility and how these have influenced you as a public health professional.

FINAL LETTERS

Send final drafts of these letters via BOTH U.S. mail and e-mail upon completion of your practicum.

COPIES OF LETTERS

Also submit copies of your letters of appreciation to your practicum faculty supervisor with your final practicum materials.
REQUIREMENTS & GRADING

Course Requirements:
After the practicum has been approved by Dr. Williams, the student must receive written or oral permission to go “on-site” in the facility for the scheduled time during the practicum (see approval forms). The student will spend a minimum of ten hours a week for a total of 140 hours within the semester at the practicum site. A weekly log will be kept of the experience with reflections on each site visit. Also a weekly time sheet will be kept and signed by the site supervisor. It should be turned in at the oral presentation.

Graded Components:
30 points: Site supervisor’s evaluation: attendance, meeting deadlines, professionalism, responsibility, progression as required by source requirements.

30 points: Executive Summary

30 points: Oral Presentation

10 points: Practicum documents – all on time and complete

Penalty points: Weekly journal: 5 pts/ week
                Site Supervisor’s Evaluation.
                Any required documents: 5 pts./day

In the event the student fails to meet the requirements stated above, the student may be required to complete and/or repeat the practicum the following semester. The student must fulfill all of the requirements of the course to receive a grade for the course.

Executive Summary

1. The Executive Summary document (no longer than four pages) should include:
   - [ ] Title Page (not included in four page limit)
   - [ ] Approval Page (not included in four page limit)
   - [ ] Introduction (one paragraph stating your purpose, organization and site supervisor)
   - [ ] List of Objectives
   - [ ] Actions and Results for each objective
   - [ ] Discussion/Conclusion
   - [ ] References if applicable (not included in four page limit)
   - [ ] Appendix (optional) (not included in four page limit)

Oral Practicum Presentation – see rubric

At the end of the practicum experience, students MUST present their practicum at the Gerontology oral presentation session. Students are required to attend the session, which
will be held on the GSU campus near the end of every semester. The Gerontology
director will send out a notice about the session’s date, time, and location at the semester.

Students who fail to attend this session will be required to sign up for practicum hours the
following semester and attend the next available session.

In order to present a practicum experience at this session, students **MUST** have completed
all of their practicum requirements by the appropriate deadlines and submitted an
executive summary electronically to the Gerontology director. Also, prior to presenting,
the PPT slides should be emailed to the Gerontology director.

The oral presentation session is open to all interested students and faculty. You are
welcome to invite your site supervisor(s), professional colleagues, other GSU classmates,
family, and friends, etc. The dress code is business professional.

You will have approximately 8 - 10 minutes to present your practicum (see Dr. Williams
for exact time allowance). The presentation, with audio-visuals (PowerPoint
recommended and saved on a travel drive), should follow the following format:

1. Introduction (explain why this topic is important to you and your future
career).

2. Description of Organization & Your Purpose/ Programs

3. Objectives.

4. Actions and Results.

5. Discussion/Conclusion.

**Rubrics**

(Rubrics start on next page)
### Executive Summary Grading Rubric

<table>
<thead>
<tr>
<th>Grading Rubric</th>
<th>1.25 Poor</th>
<th>Unsatisfactory: poor effort, disorganization, missing information, misinformation.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.50 Fair</td>
<td>Minimum effort, in need of significant improvement.</td>
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<tr>
<td></td>
<td>1.75 Average</td>
<td>Satisfactory, but in need of improvement.</td>
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<tr>
<td></td>
<td>2.00 Good</td>
<td>Expected minimum quality of college/graduate students.</td>
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<tr>
<td></td>
<td>2.25 Very Good</td>
<td>Satisfactory quality of college/graduate students.</td>
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<tr>
<td></td>
<td>2.50 Excellent</td>
<td>Exceeds expected quality of college/graduate students.</td>
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<th>Rubric Item</th>
<th><strong>50</strong></th>
<th><strong>60</strong></th>
<th><strong>70</strong></th>
<th><strong>80</strong></th>
<th><strong>90</strong></th>
<th><strong>100</strong></th>
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<th><strong>Points</strong></th>
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<tbody>
<tr>
<td>1. Comprehensiveness/Overall Quality</td>
<td>1.25</td>
<td>1.5</td>
<td>1.75</td>
<td>2.0</td>
<td>2.25</td>
<td>2.5</td>
<td><strong>x 2</strong></td>
<td>= 5</td>
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<tr>
<td>Completeness and professionalism of the overall executive summary (e.g., all items are included, all items are in order, demonstrates professional standards, free from grammatical and spelling errors, etc.).</td>
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<td>2. Introduction</td>
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<td>1.75</td>
<td>2.0</td>
<td>2.25</td>
<td>2.5</td>
<td><strong>x 3</strong></td>
<td>= 7.5</td>
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<tr>
<td>Quality of the introduction and stated purpose of practicum; description of the facility, staff and clients. Brief academic background on topic (2-3 references)</td>
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<td>3. Objectives</td>
<td>1.25</td>
<td>1.5</td>
<td>1.75</td>
<td>2.0</td>
<td>2.25</td>
<td>2.5</td>
<td><strong>x 1</strong></td>
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<td>Quality and appropriateness of the practicum objectives</td>
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<td>4. Actions &amp; Results of Each Objective</td>
<td>1.25</td>
<td>1.5</td>
<td>1.75</td>
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<td>2.5</td>
<td><strong>x 3</strong></td>
<td>= 7.5</td>
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<td>Quality of each objective’s actions and outcomes. Are findings logical?</td>
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<td>5. Discussion/Conclusions &amp; Recommendations</td>
<td>1.25</td>
<td>1.5</td>
<td>1.75</td>
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<td>2.25</td>
<td>2.5</td>
<td><strong>x 2</strong></td>
<td>= 5</td>
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<tr>
<td>Depth of reflection on experience and recommendations for future students</td>
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<td>6. Professional Letters (letters mailed and copies submitted in addition to executive summary)</td>
<td>1.25</td>
<td>1.5</td>
<td>1.75</td>
<td>2.0</td>
<td>2.25</td>
<td>2.5</td>
<td><strong>x 1</strong></td>
<td>= 2.5</td>
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<td>Quality of letters of appreciation (e.g., specific and detailed, written in a professional manner, demonstrates honesty and integrity, etc.).</td>
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<td><strong>TOTAL SCORE (OUT OF 30)</strong></td>
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**Oral Presentation**

**Grading Rubric**

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.25</td>
<td>Poor: Unsatisfactory; poor effort, disorganization, missing information, misinformation.</td>
</tr>
<tr>
<td>1.50</td>
<td>Fair: Minimum effort, in need of significant improvement.</td>
</tr>
<tr>
<td>1.75</td>
<td>Average: Satisfactory, but in need of improvement.</td>
</tr>
<tr>
<td>2.00</td>
<td>Good: Expected minimum quality of college/graduate students.</td>
</tr>
<tr>
<td>2.25</td>
<td>Very Good: Satisfactory quality of college/graduate students.</td>
</tr>
<tr>
<td>2.50</td>
<td>Excellent: Exceeds expected quality of college/graduate students.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rubric Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Introduction and Objectives</strong></td>
<td></td>
</tr>
<tr>
<td>Was the practicum topic/project appropriately introduced? Was an overview of the practicum site provided? Was a sufficient academic background of the practicum topic discussed? Were references used when appropriate? Were the objectives clearly stated?</td>
<td>1.25 1.5 1.75 2.0 2.25 2.5 x 2 = 5</td>
</tr>
<tr>
<td><strong>2. Content and Knowledge</strong></td>
<td></td>
</tr>
<tr>
<td>Was there a thorough but succinct presentation of each objective’s actions and outcomes?</td>
<td>1.25 1.5 1.75 2.0 2.25 2.5 x 2 = 5</td>
</tr>
<tr>
<td><strong>3. Discussion and Recommendations</strong></td>
<td></td>
</tr>
<tr>
<td>Was logical analysis of findings, results, and/or conclusions offered? Were strengths/successes, obstacles, weaknesses, and/or areas of improvement discussed?</td>
<td>1.25 1.5 1.75 2.0 2.25 2.5 x 3 = 7.5</td>
</tr>
<tr>
<td><strong>4. Visuals – Quality, clarity, attractiveness</strong></td>
<td></td>
</tr>
<tr>
<td><strong>5. Presentation Organization</strong></td>
<td></td>
</tr>
<tr>
<td>Did the presentation flow in a logical, easy-to-follow manner?</td>
<td>1.25 1.5 1.75 2.0 2.25 2.5 x 1 = 2.5</td>
</tr>
<tr>
<td><strong>6. Presentation Skills</strong></td>
<td></td>
</tr>
<tr>
<td>Was the presenter engaging, clear, and audible? Did the presenter simply read the slides? Did the presenter sufficiently answer questions?</td>
<td>1.25 1.5 1.75 2.0 2.25 2.5 x 1 = 2.5</td>
</tr>
<tr>
<td><strong>7. Overall Quality</strong></td>
<td></td>
</tr>
<tr>
<td>Did it employ an appropriate design and timely presentation?</td>
<td>1.25 1.5 1.75 2.0 2.25 2.5 x 1 = 2.5</td>
</tr>
</tbody>
</table>

**Total Score (out of 30)**
**Final Grade Rubric**

Gerontology Students must pass the practicum with a minimum of 80% on their practicum site supervisor evaluation, as well as 80% on the weekly reflections to receive a passing grade. The final course components follow:

<table>
<thead>
<tr>
<th>Rubric Item</th>
<th>Actual Grade</th>
<th>x</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Practicum Documents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All practicum documents were completed appropriately and turned in by related deadlines.</td>
<td></td>
<td>.10</td>
<td>10</td>
</tr>
<tr>
<td>2. Executive Summary</td>
<td></td>
<td>.30</td>
<td>30</td>
</tr>
<tr>
<td>See related rubric outlining weights for specific components</td>
<td></td>
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<tr>
<td>3. Oral Presentation</td>
<td></td>
<td>.30</td>
<td>30</td>
</tr>
<tr>
<td>See related rubric outlining weights for specific components of the final Oral GERONTOLOGY Practicum Presentation.</td>
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<tr>
<td>4. Site Supervisor Evaluation of Practicum Student</td>
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<tr>
<td>Students must earn a minimum grade of 80% on all evaluations.</td>
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<tr>
<td>5. Penalty Points</td>
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<tr>
<td>Late 5 points per day</td>
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<tr>
<td>Site Supervisor Evaluation</td>
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<tr>
<td>Time Log</td>
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<td></td>
<td></td>
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<tr>
<td>Student site evaluation</td>
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<tr>
<td>Weekly Journal Reflections – 5 points/week</td>
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<td></td>
<td></td>
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<tr>
<td>6. Total Points (out of 100)</td>
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</tbody>
</table>