STUDENT INFORMATION PACKET
FOR EDC PRACTICUM (CVEN 5939)
2016-17 Academic Year
Revised: September 23, 2016

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Primary Program Contacts:
Dr. Rita Klees, Practicum Coordinator, rita.klees@colorado.edu, 703-307-2621
Robyn Sandekian, MCEDC Managing Director, sandekian@colorado.edu, 303-735-6708
Melanie Broman, Practicum Coordinator Assistant, melanie.broman@colorado.edu, 909-856-0367

The information contained within this packet is deemed correct as of the date of preparation of this material. However, program details may change on occasion and EDC students should verify with the Practicum Coordinator to ensure that they have the most up to date program requirements.
The sustainable community development field practicum course involves required activities before, during, and after the fieldwork component. Students are expected to complete the activities listed and participate in practicum cohort experiences such as the debriefing/reflection session and presentations to future practicum students.

Course Description

CVEN 5939: Sustainable Community Development Field Practicum (3 credits)
This intensive program provides an opportunity for students to gain insight into the field of international development, experience the reality of working in developing communities, and apply theoretical foundations of SCD classes to real world experiences. Field-based experiences are an important component of the EDC program. A true understanding of humanitarian engineering requires students to engage in a significant field-based experience in a developing community and/or fully engage with an organization’s business operations. The practicum encompasses humanitarian engineering fieldwork and analytical reporting.

Detailed Requirements

- **Timing and duration** – Typically, students will complete the fieldwork portion of their practicum during summer or winter break and they must register for credit during the academic semester in which they are completing their written report. In order to obtain credit, students must document at least 135 hours of work between the preparation, fieldwork, and analysis and synthesis activities. This should include at least three weeks in the field. Partner organizations may stipulate a minimum (longer) duration for specific assignments to justify their investment of resources. If an organization cannot accommodate a field placement of at least three weeks, the student must supplement the field experience by working with the organization in an office or consulting setting to make up the time difference.

- **Practicum selection** – Practicum activities can be proposed by the partner organization, students, faculty, or Mortenson Center staff but the intention is that the activity will be partner-driven—meaning that the proposed scope of work meets the partner’s needs primarily, rather than being initiated by an outside party (such as student or faculty). Regardless of the origin, all practicum scope of work agreements must be approved by the MCEDC Practicum Coordinator, Dr. Rita Klees, prior to student engagement. MCEDC will maintain a running list of potential assignments from partner organizations. Priority will be given to organizations that will make an in-kind or financial contribution to the student’s participation.

- **Student placement** – Selection of candidates for the practicum assignments will be through a formal, competitive process. Students will submit their resume and cover letter to the Practicum Coordinator and that information will be shared with partner organizations. Language proficiency, prior experience, and student availability are criteria that will be considered when determining placement. Students with less experience (either academic, development, or field-based) should recognize that they will be less competitive during the placement process and may have fewer options from which to choose. The Practicum Coordinator will approve all final placements.

- **Preparation** – In preparation for travel to the field, students must attend a travel orientation from the Study Abroad Program, purchase travel insurance through the Study Abroad Program (which may be funded by the Mortenson Center), and submit (online) all required documentation requested by the CU Study Abroad Program, including a liability waiver. Additional, mandatory pre-travel activities conducted by the Mortenson Center may be required during the semester prior to travel. Some scopes of work include advance preparation that should be completed prior to departure.
• **Conducting the practicum** – Students are obligated to complete their agreed-upon scope of work as originally approved or as modified in the field by the host agency. Students should recognize that international development is not a 9:00am to 5:00pm, Monday through Friday job. Field conditions may be harsh and the assignments that your partner organization can offer may not, in your opinion, fully utilize your range of skills. You will still be expected to perform to the best of your ability and complete the assigned (or modified) scope of work.

• **Post-travel**

  *Debriefing/Reflection* – Students must participate in a group debriefing/reflection session in which they share their experiences with other practicum students returning from the field. This debriefing session will be organized by MCEDC in the first month of the fall semester. The purpose of this session is to help students process their lived experience during the practicum and integrate back into the academic environment. This session will be confidential, without MCEDC faculty or staff present, but a facilitator will take notes so that any program concerns or suggestions can be forwarded for action.

  *Online Survey* – Students must complete the online practicum survey by the deadline stated on the email link to the survey. The link for the survey will be sent out to the student’s CU email address shortly after the beginning of the fall semester. The purpose of this survey is to collect initial data regarding the student’s experience in an efficient manner, and obtain the correct contact name and email for the person who should complete the practicum host’s survey of student performance.

  *Report for partner organization* – A partner organization may require its practicum student(s) to prepare a separate report or presentation in a different format from that required by MCEDC. Details of that assignment are at the discretion of the partner organization. Students should ensure that they have a clear understanding of the expectations of deliverables with their partner agency contact as early as possible during their engagement and ensure that they meet stated deadlines as shown in their scope of work. The report submitted to the partner is not the same as the required practicum report submitted for a grade.

  *Practicum Report* – Students must complete and submit a practicum report by the stated deadline during the semester in which they have registered for practicum credit. **For students enrolled in the course during fall 2017, the deadline for final report submission will be September 29, 2017.** The practicum report should be 15-25 pages in length, and must evaluate the fieldwork experience as it related to principles learned in SCD 1 and SCD 2. A suggested outline is included in this document. In an effort to encourage honest feedback about the experience, these reports will not be shared publically (online or elsewhere) outside of the MCEDC. They will be graded for adherence to the report outlines and stated content expectations. An executive summary (explained below) will be the only document shared online.

  *Executive Summary* – The executive summary (ES) is a 1-2 page (double-spaced) brief overview of the practicum report. It summarizes the specific sections of the practicum report. This summary document should not include technical details. Rather, students should highlight their results, conclusions, and recommendations. The ES will be posted on the EDC website.

  *Presentation* – Students must produce and present a summary of their work, to be shared with other students during the semester following completion of their practicum assignment. The exact venue for presentation will be determined by Practicum Coordinator but will typically involve presenting to the next year’s practicum students within a class setting.

• **Supervision and grading** – Students must have close contact with a representative from the partner organization in the field, and may also have access to remote support by the Practicum Coordinator while on assignment, technology permitting. The partner organization will provide feedback on the student’s performance and this input will be integrated into the student’s grade. Students may have additional faculty input for technical content advising, as appropriate. The
Practicum Coordinator is responsible for generating and submitting the student’s final grade. Course grades will be based on this rubric:

| Final report                                                                 | Submitted to Practicum Coordinator via method designated (D2L or otherwise), on-time, and using the prescribed template | 70% |
|                                                                             | Demonstrates completion of the SOW as originally approved or modified, to the satisfaction of the host agency. |     |
|                                                                             | Incorporation of key principles of SCD1 and SCD 2 |     |
| Partner Supervisor Input                                                    | Based on partner survey responses regarding effectiveness/professionalism of student | 20% |
| Attendance at pre- and post-practicum related sessions                      | These will include the activities listed above | 10% |

- **Feedback** - MCEDC continually seeks to improve the student field experience. For this reason, both students and partner organizations will be required to provide feedback about the practicum experience via a survey to be completed at the end of the student’s work assignment. This information will be used to tailor project/organization selection and scope definition in subsequent years.

- **Funding** - MCEDC has limited funding available to sponsor student participation in practicum activities. Financial support opportunities vary based on the availability of funds restricted for activities in a specific region or with a specific organization, and funds will be allocated only after the student prepares a detailed estimated budget. The Mortenson Center Managing Director will make funding allocation decisions. The funds allocated by MCEDC may not cover all the student’s expenses, in which case, the student will be responsible for covering the difference. Practicum funds are paid directly to the student’s Bursar’s Office (tuition and fee) account and may affect other financial aid. It is the student’s responsibility to verify financial aid changes with an advisor from the Office of Financial Aid. Travel funding is rarely available before April of the year in which the student will travel.

- **Travel warnings** – MCEDC will not support travel to countries for which the State Department has issued travel warnings (shown at [http://travel.state.gov](http://travel.state.gov)) without explicit written approval from the CU International Risk Committee. The Mortenson Center’s Managing Director will work directly with the student to complete the required travel appeal form that must be submitted to, and reviewed by, the campus’ International Risk Advisory Group. **The decision of the authorities listed in the University of Colorado’s International Travel and Programs Policy is final.** See the latest revision of the International Travel and Programs Policy for CU Boulder at [http://www.colorado.edu/oie/global-cu/international-travel-and-programs-policy-cu-boulder](http://www.colorado.edu/oie/global-cu/international-travel-and-programs-policy-cu-boulder). Students should note that significant changes were made to the international travel and programs policy in September 2016. Hence, students should be cautious about basing travel expectations on the experiences of previous students.

- **Exemption** – Exemption from the field portion of the practicum requirement (due to prior experience or extenuating circumstances) may be granted on a case-by-case basis at the discretion of the Practicum Coordinator with the concurrence of the Mortenson Center’s Leadership Team. However, students with prior experience are still required to complete the practicum reporting requirements and enroll for CVEN 5939 to earn credit for the course.
2017 Practicum Timeline and Steps

Year round
- MCEDC identifies practicum opportunities with partner organizations

October 2016
- MCEDC receives and reviews partner agency and student surveys to determine if the agency and the EDC student had a satisfactory experience in 2016 and if the agency is interested in recruiting another student in the future
- Students expecting to engage in a practicum during summer 2017 are encouraged to seek out competitive internship opportunities with development agencies (such as Water for People, Bridges to Prosperity, Millennium Challenge Corporation, Asian Development Bank, etc.) and apply to those of interest in lieu of waiting for Mortenson Center identified opportunities. Students should consult with the Practicum Coordinator prior to application (when possible) to ensure that internship would count as the equivalent of a practicum.
- A subset of the 2016 practicum participants will discuss their experiences during a session of Sustainable Community Development 1.

November – December 2016
- MCEDC staff confirms which students will complete a practicum during the following calendar year
- Practicum Coordinator and Mortenson Center Managing Director send out requests to partner agency contacts to identify possible placements for summer 2017
- MCEDC staff will list available practicum assignments (including agencies whose representatives have agreed to participate and, as available, early versions of a proposed scope of work) on the practicum website, https://mcedc.colorado.edu/education/cven-5939-sustainable-community-development-field-practicum

January - February 2017
- Practicum Coordinator reviews available assignments and requirements with students in an early session of the CVEN 5929 Sustainable Community Development 2 course. Students who are not currently enrolled in CVEN 5929 are responsible for obtaining this information by attending the presentation or contacting the Practicum Coordinator personally.
- Initial deadline for partner organizations to submit first draft of scope of work. (However, students should know that agencies frequently miss this deadline due to individual organizational circumstances.)

February 2017
- Students apply for assignments by submitting a cover letter and CV to the Practicum Coordinator by the stated deadline
- The Practicum Coordinator screens applicants and, if desired/required by partner or if more than one qualified student demonstrates interest in assignment, forwards student applicants’ CVs for review
  — Partners may contact referred students to set up interviews (as needed)
  — Partners request preferred students for assignments
  — Practicum Coordinator proposes student/partner organization matches

Late February-March 2017
- Once assigned to a placement, students begin background research on practicum topic and organization. This work is likely to continue until departure.
- Students refine scope of work with partner organization contact and Practicum Coordinator
- Students participate in required OIE Travel Orientation, typically held during a class period in CVEN 5929 Sustainable Community Development 2. Students not enrolled in the course during the semester prior to their practicum should make arrangements to attend this session.

Early April 2017
- Finalized scope of work (signed by representative from partner organization, Practicum Coordinator, and student), work plan, budget, and liability waiver submitted to MCEDC Managing Director
- Completion of online documentation required by the Study Abroad Program
• Students interested in receiving MCEDC funding submit an application to the MCEDC Managing Director
• Students register for SCD practicum course (CVEN5939) for summer or fall semester, depending on when they intend to complete written assignment and earn a grade

**Late-April 2017**
• MCEDC Managing Director notifies students of practicum funding amounts
• The MCEDC Managing Director will ensure that practicum funds are transferred to student’s tuition and fee bill account prior to the last day of the spring semester (March 5, 2017). Disbursement is based on Bursar’s Office refund policies and calendar

**Summertime 2017**
• Students complete all tasks stated in agreed-upon scope of work
• Students submit report or other required deliverable to partner organization by agreed upon deadline

**September 2017**
• Students complete practicum partner evaluation via online survey
• Partner organization representative (preferably the student’s direct supervisor) completes evaluation of student via online survey
• Students participate in practicum debriefing/reflection session (September)
• Practicum Coordinator provides advice and support while students write their reports
• Students write practicum report and submit to Practicum Coordinator by Friday, September 29, 2017.

**October 2017**
• Practicum Coordinator evaluates reports
• Summer 2017 practicum participants discuss their experiences during a session of Sustainable Community Development 1 course (Date TBD)

**December 2017**
• Practicum Coordinator submits grades via faculty portal (mid- to late-December)
• MCEDC staff compiles survey results and issues a program report

* A student’s scope of work may have to be modified during the course of the assignment, but that must be documented and approved by partner representative and Practicum Coordinator

† Students need to recognize that it is difficult, or impossible, for most organizations to identify exact duties that students will need to perform 6+ months in advance of their arrival. At this point, the MCEDC simply asks partner organizations to provide a general overview of the types of tasks that could be assigned.
## Roles and Responsibilities

### Students
- If a student has an existing connection with a possible partner organization, forward the contact information to the MCEDC Managing Director and the Practicum Coordinator for screening
- Apply for practicum assignments that fit technical skills and interest
- Respond to partner organization request for interviews (if applicable)
- Once assigned, prepare budget, work plan, and collaborate on final scope of work
- Attend travel orientation program partnered by the Office of International Education / Study Abroad and complete documentation necessary to enroll in mandatory health and evacuation insurance
- Apply for MCEDC funding by stated deadline
- Sign and submit liability waiver prior to traveling
- Complete scope of work activities that are noted as “to be completed before arrival” prior to traveling, but preferably prior to the end of the spring semester so that they can take advantage of needed support structures on campus (such as specialists in survey development, the Practicum Coordinator, or technical faculty advising)
- Complete fieldwork per final, approved scope of work
- Evaluate partner organization (via electronic survey during fall semester)
- Register for CVEN 5939 during semester in which student intends to complete course requirements and earn a grade (typically the semester after fieldwork is completed)
- Attend practicum reflection/debrief session in September 2017
- Submit required reports and presentations by stated deadlines (detailed in Practicum Process Map/Calendar)

### Faculty Coordinator of Practicum Program
- Help identify and screen potential partner organizations
- Review and approve practicum scopes of work
- Screen student application material and forward to partner organization
- Act as point of contact for partner organization during their student selection process (if applicable)
- Coordinate initial communications between assigned student and partner organization
- Serve as faculty advisor for preparation and fieldwork
  - Engage topic specialist if deemed necessary to properly advise student
- Grade practicum reports
- Submit grades online by university grading deadline

### Mortenson Center Managing Director
- Help identify and screen potential partner organizations
- Seek additional funding for student practicum activities
- Assist Practicum Coordinator with administrative aspects of program as requested
- Maintain database of students and assignments
- Develop and manage program evaluation surveys, summarize results, and distribute
- Review funding applications, allocate, and distribute funding to students

### Mortenson Center Leadership Team
- Help identify and screen potential partner organizations
- Review suggested student/partner matches
- Forward information about known potential funding opportunities to MCEDC co-Directors and Managing Director for potential action

### Partner Organization
- Identify organizational needs and assist in the development of the scope of work
- Commit available resources to the assignment
- Support and supervise students’ work in the field
- Provide feedback to the student both during their practicum and again afterwards through completion of the online student evaluation survey
Field Practicum Report Outline
Expectation is that this report will be 15-25 pages, double-spaced. This does not include annexes.

1. Description of the Partner Organization (1 page)

2. Detailed Description of the Community/Region (2 -3 pages)

Location(s) where you participated in activities (include name of community/town/city, country)
— Relevant statistics and/or observations related to:
  o Poverty levels
  o Health
  o Education
  o Employment/ livelihood
  o Access to water (from improved source or not) and sanitation
— Include a picture or two to set the context
— Mention existing background/research on topic

3. Description of the Practicum Scope of Work and Analysis of Current Situation (3-4 pages)
— What was your scope of work? (What, specifically, were you asked to do?)
— Why was this work necessary/desired?

4. How Did you Accomplish your Scope of Work? (5-8 pages)
— Activities
  o Timing and duration of the practicum
  o Key partners/support in field and at home
  o Detailed description of activities conducted & methodologies used
  o Explanation of field methods and development framework(s) used
  o Deliverables (mention if deliverables/objectives changed over time and include copies as attachments, if possible)

5. Key Findings (4-6 pages)
Don’t include your raw data – that belongs in annexes. Tables, figures, maps, and photos are encouraged.
— Lessons learned for the organization – relate back to the scope of work
— Lessons the student learned. Relate your experiences back to your coursework in SC1 and SCD 2.
Includes technical as well as development-related lessons. This is a key section of the report.

6. Next steps – What happens now? (1-2 pages)
— What, if anything, changed because of your work?
— What do you plan to do next (i.e., Will you continue working with this organization or not?)
— What will the organization do next, based on your/their findings?
— What will the community do next?

7. Pass-on information – What does the Mortenson Center need to know about the organization or your work? (1-2 pages)
— For example, did you sign a non-disclosure agreement? If so, please include a copy of the document here!

8. Conclusion
Scope of Work Template

2017 Practicum Partner Organization Contact

Organization name: ________________________________
Website: ________________________________
Address: ________________________________
Telephone: ________________________________
Contact Name: ________________________________
Contact Person’s Title: ________________________________
Contact Person’s Telephone: ________________________________
Fax: ________________________________
Cell: ________________________________
Skype: ________________________________
Email: ________________________________

Partner Organization Profile:
<Provide basic information about the purpose of the organization here>

Number of students requested:

Requested student profile:
<List necessary skills, language abilities, education, and/or experience desired>

Project Background:

Communities to be assisted
1. ________________________________
2. ________________________________
3. ________________________________

Timing, Duration and Dates of Assignment:
Estimated travel departure and return dates:
Duration of assignment: _______ week/months (circle one)

Objectives of the assignment:
With this assignment, <organization> expects to accomplish the following objectives:

Tasks to be performed:
<Include a detailed work plan/timeline with key activities and milestones for before, during, and after trip>
1. ________________________________
2. ________________________________
3. ________________________________

Deliverables:
<Indicate format, required reporting language (English and/or other language), content and estimated due date for each deliverable. We suggest that deliverables are due at, or shortly after, the end of the student’s placement>
1. ________________________________
2. ________________________________
Assignment Supervisor
Name: ________________________________
Title: ________________________________
Telephone: ____________________________
Fax: _________________________________
Cell: _________________________________
Email: _______________________________

Coworkers, roles, and responsibilities
The following people will also be working on the assignment and will be responsible for the below activities in support of the project:
- Name, role/responsibility

Compensation for students
<Organization> will provide students with the following support for this assignment (check all that apply).

- International travel
- Domestic travel
- Local transportation to communities
- Logistical support
- Lodging
- Meals
- Office space with needed work materials
- Other (specify) _____________

Partner organization representative: Please provide an estimated dollar value (in US dollars or other specified currency) for costs that will be assumed by your organization or that you expect to be assumed by the student. The assignment will incur the following costs:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DETAIL</th>
<th>STUDENT</th>
<th>PARTNER</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>International airfare</td>
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<tr>
<td>Domestic airfare</td>
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<tr>
<td>OIE travel insurance and pre-departure materials</td>
<td>$35/month</td>
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<td>Lodging</td>
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<td>Laundry</td>
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<tr>
<td>Meals</td>
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<tr>
<td>Equipment</td>
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<td>Cell phone/communications</td>
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<td>Local transportation</td>
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<td>Translator, logistics, etc.</td>
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<tr>
<td>Other</td>
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</table>

Equipment and materials needed:
<Indicate any equipment and material needs for assignment and who will provide them (laptop, etc.) >

Working/Living Conditions:
<Please describe the typical conditions students should prepare for regarding things such as work day, dress code, logistics, lodging, meals, laundry, vaccination, temperature, altitude, insects, medical support, security, cultural and other relevant information.>

Prior to official assignment and travel, the Practicum Coordinator, student and partner organization representative must send an email to mcedc@colorado.edu stating that they have read and agree with the terms of the SOW.
**Student Survey (Evaluation of Partner/Practicum)**
Example of Survey to be Completed After Practicum

Student's name
Student's email address
Partner organization's name
Contact person who can evaluate your performance within partner organization
Contact person / supervisor's email address

Please select the best answer to each question below

<table>
<thead>
<tr>
<th>Question</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
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<tbody>
<tr>
<td>There were practicum opportunities available that fit my goals.</td>
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<td>There were practicum opportunities available that fit my skills</td>
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<td>(language, technical, etc.).</td>
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<td>Overall, the types of opportunities available met my expectations.</td>
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<tr>
<td>Overall, the number of opportunities available met my expectations.</td>
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<td>The scope of work expectations (activities and deliverables) were</td>
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<td>clearly defined before I arrived.</td>
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<td>The time spent on specific activities during my practicum met my</td>
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<td>expectations based on the agreed-upon scope of work.</td>
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<td>I was adequately prepared to perform the duties in this assignment.</td>
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<td>My work was important to the partner organization / community.</td>
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<td>I had the opportunity to apply theory learned in the classroom to real</td>
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<td>world situations.</td>
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<td>The experience provided me with career insight into the field of</td>
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<td>development / humanitarian assistance.</td>
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<td>The work was challenging and stimulating.</td>
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<td>The practicum was a learning experience.</td>
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<td>Overall, the experience met my expectations.</td>
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Open-ended questions include:
- If you wish to elaborate on any of your responses to the above questions, please do so here (and include the question to which you are adding additional/clarifying information).
What skills were useful (or would have been useful) for you during your practicum?
What deliverable(s) did you complete for the organization, if any? (Examples might include a report, data set, video, or other.)
Do you still owe the organization any deliverables? If so, what is/are your deadline(s)? (Include specific date if appropriate.)
Please write a few sentences about what you gained from your practicum experience
If you have additional comments regarding your practicum that were not covered previously, please share them here.

The following information is confidential within the MCEDC and will not be shared with the partner agency or the general public.

Would you recommend that this agency host EDC practicum students in the future? Yes / No / Maybe
Please explain your response regarding whether or not the agency should host EDC practicum students in the future. (This information is confidential within the EDC program and will not be shared with the partner agency or the general public.)

If you know of other development organizations that might be appropriate partners for future practicums, please list them here. If you have a personal connection (and would be willing to make an introduction to the organization), please note that too.

Please send, via email, any photos that represent the work done during your practicum to sandekian@colorado.edu for use in program publicity materials.
**Partner Survey (Evaluation of Student’s Work)**

Student's Name  
Partner Organization's Name  
Respondent's Name  
Respondent's Email Address

Please select the best answer to each question for student listed above. If you enlisted more than one of our students, please complete a survey for each student with whom you worked. Thank you.

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<tr>
<th></th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
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<tr>
<td>The student communicated effectively with staff and community representatives.</td>
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<td>The student demonstrated the necessary knowledge and skills to perform the assigned tasks.</td>
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<td>The student's behavior on the job was professional.</td>
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<tr>
<td>The quality of the student's work was professional.</td>
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<tr>
<td>The student had a clearly defined scope of work, prior to arrival on site.</td>
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<tr>
<td>The student completed the assigned activities/deliverables by the stipulated deadline.</td>
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<tr>
<td>The student's work was important to us.</td>
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<tr>
<td>Overall, we were satisfied with the student's work.</td>
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<tr>
<td>Based on our experience, we would like to work with other EDC students.</td>
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</tbody>
</table>

Please add any additional comments regarding this student.
Liability Waiver (Example)

University of Colorado
Release from Responsibility, Assumption of Risk and Waiver

Name __________________________________________________________________________
Activity____________________________________________________Date______________________
Address __________________________________________________________________________
Phone Number (_____)______________________ Fax Number (______)___________________________

I exercise my own free choice to participate in the Sustainable Community Field Practicum. I understand and assume all associated risks including the risks of bodily injury (including death), and damage to, loss, or destruction of any personal property occurring in connection with or arising out of participation in a Sustainable Community Field Practicum partnered by _______________________________________________ in _________________________.

(Organizational Partner Name) (Country)

I hereby release and discharge, indemnify and hold harmless the Regents of the University of Colorado, and their member officers, agents, employees and any other persons or entities acting on their behalf, and the successors and assigns for any and all of the aforementioned persons and entities, against all claims, demands, costs and expenses, and causes of action whatsoever, either in law or equity, arising out of or in any way connected with any loss and/or bodily injury and/or disability, arising from my participation in the Activity.

I have had sufficient time to review and seek explanation of the provisions contained above, have carefully read them, understand them fully, and agree to be bound by them. After careful deliberation, I voluntarily give my consent and agree to this Release, Assumption of Risk and Waiver.

Travel Orientation Program

The Office of International Education requires individual who travel internationally to complete a Global Experience Program Questionnaire, attend a pre-travel orientation session, and enroll in a standardized travel health and evacuation policy. Find policy information and claim forms at:
http://studyabroad.colorado.edu/?go=insurance.
Practicum Process Map with Calendar
**Practicum Process Map / Calendar: 2017 Summer Practicum**

**Ongoing during fall semester until mid-January**
- MCECD solicits requests from partner organizations & verifies students who will complete practicum in 2016
- Partner submits proposed scope of work to MCECD
- Coordinator evaluates:
  - Partner
  - Draft SOW
- If approved by coordinator, MCECD staff publishes opportunities on website
- Students apply for practicum assignments

**March**
- With input from Partner, Coordinator matches students with assignments
- Coordinator & MCECD staff provide feedback on SOW

**Mar-Apr**
- Students prepare for fieldwork (training, lit review, pre-travel assignments etc.)
- Coordinator & MCECD staff provide support to students & partner contacts as needed
- Student and Partner revise SOW and re-submit to Coordinator until approved

**Late Apr**
- MCECD allocates and distributes practicum funding

**May - Aug**
- Students conduct fieldwork & start drafting report(s)

**Mid-to-late Feb**
- Students complete web survey evaluation of partner/experience

**Early Sept**
- Facilitator conducts student debriefing session
- MCECD sends survey (web link) to students

**September**
- Students conduct fieldwork & start drafting report(s)
- MCECD sends survey (web link) to partner orgs
- Students completes web survey evaluation of partner/experience

**Early September**
- MCECD sends survey (web link) to students

**Sept 30**
- Student submits final practicum report to Coordinator

**Oct - Dec**
- Coordinator grades practicum report and assigns final grade
- MCECD compiles survey results & issues program report

**Key: Responsible Party for this Action**
- MCECD
- Student
- Partner
- Practicum Coordinator

*(shapes are combined if action requires multiple actors)*

*See evaluation criteria on page 2*
*Partner Organization Selection Criteria:
- MCEDC affiliates do not have a personal stake in the organization
- Practicums must be hosted by an existing organization (not an individual)
- Organization has requested EDC assistance in specific area in which EDC students are competent
- Organization views on development are aligned with MCEDC
- Organization is willing to contribute its own resources to the initiative (for example, covering student’s in-country costs and ensuring on-site supervision)
- Organization does not use its projects as a platform for religious evangelizing or political motives. Faith Based Organizations are allowable as long as the practicum student isn’t required to evangelize as part of the assignment
- Organization has a proven track record in sustainable community development/post-disaster recovery with documented results
- Organization staff has willingness and capacity to engage with EDC students
- Organization can provide a reasonably safe and hygienic environment for EDC students
- Organization is committed to honesty, transparency, and ethical standards of conduct

**Practicum Course Grading Criteria**
Students earn credit based on the quality of the practicum report that they submit, their participation in pre- and post-travel program activities, and the feedback from their partner organization regarding their professionalism and timely completion of assigned deliverables.

The practicum course grade includes these weighted values:

1. **Final Report Per Outline Stated in Guidelines (70%)**
   - Demonstrates completion of scope of work
   - Incorporation of key principles of SCD, including:
     - Consideration of technical and non-technical factors
     - Integrated approach
     - Demonstrated understanding of development framework(s)

2. **Partner input regarding effectiveness/professionalism of student (20%)**

3. **Participation in required pre- and post-travel activities (10%)**

**Practicum Report Outline (15-25 pages + appendices)**
- Description of the Partner Organization (1 page)
- Detailed Description of the Community/Region (2 - 3 pages)
- Description of the Scope of Work and Analysis of Current Situation (3-4 pages)
- How Did You Accomplish your Scope of Work? (5-8 pages)
- Key Findings (4-6 pages)
- Next steps – What happens now? (1-2 pages)
- Pass-on information – What does the MCEDC need to know about the organization or your work? (1-2 pages)
- Conclusion

Examples of the executive summaries of past reports can be found on the MCEDC website:  [http://mecd.colorado.edu/education](http://mecd.colorado.edu/education)

Revisions to this draft of process map:

**September 2015:**
1. Preference for projects with opportunities to collaborate with local universities/students

**October 2015**
1. Course grading criteria changed
2. Report deadline changed from October 31 to September 30 (for 2016)
3. Practicum report is no longer shared with partner agency.

**February 2015**
1. Course grading criteria changed to 75% technical & SCD combined content / 25% partner input (from 50% technical / 25% SCD / 25% partner).
2. MCEDC Executive Committee no longer approves scopes of work or assignments, but may provide input to coordinator & MCEDC Director/Managing Director regarding decisions

**January 2014**
1. “Faculty coordinator” now manages the practicum process and deliverables. Academic advisor comments are sought as necessary.
2. MCEDC Executive Committee approves scopes of work and proposed student assignments, in conjunction with faculty coordinator.
3. Students no longer submit draft version(s) of their practicum report. The only submission is the final (to-be-graded) copy.
4. Grading criteria.
5. Due to the changes in the practicum process during 2013-14, deadlines in spring 2014 are slightly later than expected for future academic years.
6. Student registers for CVEN 5939 during the semester after they have completed their practicum field experience.