



School of Education
UNIVERSITY OF COLORADO **BOULDER**

**Master of Arts
In Higher Education
(MAHE)**

Practicum Manual

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GENERAL PRACTICUM CALENDAR & OVERVIEW

Purpose and Design of Practica

Practicum experiences are a valuable and required part of the MAHE professional degree program. Practica give students the opportunity to translate the theoretical knowledge learned in their traditional coursework to hands-on, functional applications in different areas of the university campus. Practica should be completed in higher education and student affairs departments. Practicum participants are afforded the opportunity to enhance and hone skills, to work in different campus settings, and to make professional connections within their field.

There are two required practicum experiences in the MAHE program: a one-semester practicum and a year-long practicum (known as the “apprenticeship”). The specific guidelines and projects are determined at each practicum site, where students will spend on average three hours per week during each two-credit practicum course. Specifics of the experience differ by practicum site, and the variety of different sites give students the opportunity to explore potential careers in higher education.

Learning Outcomes

- Gain experience in specific areas of higher education by collaborating with peers and experts in the field.
- Translate theoretical knowledge into meaningful practices of the profession: e.g., advising, instruction, supervision, program design and implementation, administration, and research.
- Develop multicultural competence and justice perspectives to engage with diverse student and staff with sensitivity, effectiveness, and confidence.
- Perform the functions of the program assessment, design, implementation, and evaluation as appropriate for individuals, student services offices, and administration.
- Develop professional relationships within the university and with peers.

Sample Two-Year Calendar

1 st Fall	Meet prospective practica supervisors and submit requests
1 st Spring	Complete semester-long practicum
2 nd Fall	Start year-long practicum
2 nd Spring	Finish year-long practicum



INFORMATION FOR THE STUDENT

Academic Credit

EDUC 6919: Practicum in Educational Foundations, Policy and Practice

Students in the MAHE program will complete two practica; one semester-long practicum and one year-long practicum (known as the “apprenticeship”).

Because the MAHE program is housed within the School of Education’s larger *Educational Foundations, Policy and Practice* program area, the practicum experiences will appear on the transcript as a two-credit course, *EDUC 6919: Practicum in Educational Foundations, Policy and Practice*.

You are required to take two types of practicum: a one-semester practicum and a consecutive two-semester practicum. For the first practicum, request to register for EDUC 6919 for one semester (two credit hours). For the second practicum (two consecutive semesters), you must request to register for two credit hours of EDUC 6919 each semester (four total credit hours). Ultimately, you are required to earn six credit hours of practicum for the degree.

Students must complete both practicum prior to graduating. Refer to the Sample Two-Year Calendar on page three for the suggested semester for which to apply and complete practicum requirements.

ESTABLISHING A PRACTICUM

Procedure for Selecting a Practicum and Developing a Contract

The process for selecting a practicum is a collaborative process between MAHE faculty, students, and practicum site supervisors.

Prior to each semester of practicum, students will identify a potential practicum site and supervisor. Once these have been identified, students will meet with the Program Director, who will provide a “Student Request for Practica and Learning Contract” form (see page seven).

This form lists the practica the student believes most closely align with their goals and current professional skills. Furthermore, this form contains space for student and supervisor to document desired learning outcomes, and to establish student responsibilities. This form must



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be signed by student and site supervisor before submitting to the Program Director. The Program Director will offer final approval and facilitate registration.

Please note: students may not complete both required practica at the same practicum site.

Designing Your Own Practicum Experience

If a student is already working full-time on the University of Colorado Boulder's campus in a higher education role, they may design one practicum experience at their work site – in collaboration with the MAHE Program Director or Faculty Advisor. This practicum must contain work/projects outside the range of normal campus-job duties.

Students designing their own practicum are still required to complete a “Student Request for Practica and Learning Contract” and expand upon ways in which their MAHE coursework will influence the practicum work within their current position. Prior to submitting the “Student Request for Practica and Learning Contract,” details must be discussed with the MAHE Program Director or Faculty Advisor.

Students may not use their CU Boulder campus job to satisfy the requirements for both the semester-long practicum and the year-long practica.

At the start of the degree, students may request specific departments on campus for their practica if they are not already included in the practicum site booklet. Success of these requests will depend on the campus department as well as the requirements of the MAHE program. Details must be discussed with the MAHE Program Director or Faculty Advisor.

Students may request to participate in practicum sites outside of the University of Colorado Boulder campus. However, participation at these sites will not be facilitated by MAHE faculty and will require the student to complete the work of arranging participation at the site. Such off-site practica need to be discussed and approved by the MAHE Program Director or Faculty Advisor.



SUPERVISION

Role of the Site Supervisor

Units on campus may host a MAHE student in a semester-long practicum or in a year-long practicum. Students engaged in the practicum spend the equivalent of three hours per week working for the practicum site. This may include prep time, hours at the actual site, program or event assistance, or shadowing. Students need not work exactly three hours each week; if larger events necessitate longer hours during one period, the student may work fewer hours during other parts of the semester to compensate.

If units are interested in hiring students for more than three hours per week, sites may host MAHE students as graduate assistants either as a 25% or 50% graduate assistantship, or at the graduate student hourly pay rate. If this option is desired by the unit, supervisors should contact the MAHE Program Director to begin the process of setting this up.

Before accepting students from the MAHE program, interested sites must complete a “Request to Become a Practicum Site” form (*see page seven*).

Role of the Program Director

The Program Director is responsible for facilitating student, program, and site supervisor requests.

After students submit a “Student Request for Practica and Learning Contract” form, the Program Director will approve request, sign form, and forward for registration.

Observation

Midway through each practicum experience, the Program Director or Faculty Advisor will connect with you on your practicum progress, including a brief observation. Providing support, resources, and feedback may constitute part of this observation.



RESOURCES

Request to Become a Practicum Site Form

Completed by campus units interested in becoming a practicum site. Will include proposed responsibilities for MAHE students completing their practicum at this site. Must be completed prior to becoming available as a practicum site. This form may be found on the MAHE program website.

Student Request for Practica and Learning Contract Form

Received after meeting with the MAHE Program Director. Establishes reasons for selecting site and documents learning objectives. Must submit during the previous semester to receive practicum placement. This form is available upon request from the MAHE Program Director.

Site Supervisor Evaluation Form

Completed by the site supervisor after meeting with the student to discuss progress, assess strengths, and specify areas for improvement. This form may be found on the MAHE program website.

Practicum Learning Evaluation Survey

Student will critically reflect on practicum experience. Survey to be submitted after completion of the two-credit and four-credit practica. This survey may be found on the MAHE program website.