



## Master in Higher Education Administration Practicum Outline & Agreement

**Instructions:** Provide all information requested immediately below. Then, work with your site supervisor in developing goals and objectives that will guide you through the practicum experience. Print, ensure you and your site supervisor have signed the Agreement, and email the signed copy to the MC Practicum Coordinator, Dr. Kyle Brantley ([brantley@mc.edu](mailto:brantley@mc.edu)).

**Semester/Year:** Fall 2021

**HED 6587** or HED 6588

**Student Name:** John Doe

**700#:** 700123456

**Student Phone:** 555.123.4567

**MC Email:** Jdoe@mc.edu

**Administrative Site:** Athletics

**College/University:** Practicum X University (PXU)

**Practicum Supervisor:** Mrs. Jane Jones

**Supervisor Title:** NCAA Compliance Officer

**Supervisor Phone:** 555.987.6543

**Supervisor Email:** Jjones@pu.edu

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### Practicum Goals & Objectives

**Instructions:** Share this document with your supervisor and collaborate on what will be covered in your 60 hours. The purpose is for this experience to be a “guided” practicum. We want this to be a proactive learning experience where you are purposefully guided in your experience and observation rather than passively watching from the sidelines as things occur. Ask your supervisor to think about his/her area(s) of responsibility or scope of influence, and to break those apart into tangible goals and objectives to be “covered” during the practicum experience.

**Goal #1: To gain specific knowledge of the Academic Advising portion of the supervisor's job including the purpose, goals, and objectives.**

Objective #1: The practicum student will observe the student tracking systems and organization used to track student progress.

Objective #2: The supervisor will review in detail the evaluation of student athletes' progress to ensure compliance with the institution, the Gulf South Conference, and the NCAA.

Objective #3: The supervisor will review the purpose, development, and goals that pertain to creating progress reports for student athletes to communicate with the appropriate campus constituents.

**Goal #2: To gain specific knowledge of the Compliance Officer portion of the supervisor's job, including the purpose, goals, and objectives.**

Objective #1: The practicum student will observe the NCAA, Gulf State Conference, and PXU rules and regulations and the interpretation and implication of them.

Objective #2: The supervisor will review her approach to monitoring efforts of recruitment, practice, and playing season, and financial aid for athletes.

Objective #3: The supervisor will review the process of preparing and executing the educational newsletters and workshops of the rules and regulations.

**Goal #3: Observe and review best practices for interacting with student athletes.**

Objective #1: The practicum student will observe the supervisor's approach to the challenges athletes face, which may lead to academic struggles.

Objective #2: The practicum student will observe the supervisor's advising and scheduling to help students create a balanced schedule that considers the special constraints of student athletes.

Objective #3: The supervisor will review the process of developing workshops and assessing the needs of students to determine what workshops are needed to support student progress.

**Goal #4: The practicum student will develop an understanding of the level of departmental interaction and support needed for the supervisor to successfully guide the student's academic progress.**

Objective #1: The practicum student will observe the interaction with the supervisor and the Registrar's Office to confirm and track students' academic progress.

Objective #2: The supervisor will review the collaboration with professors and faculty to discuss student concerns and necessary interventions.

Objective #3: The supervisor will review the interaction and support with department chairs to discuss transfer credits and subforms.

Objective #4: The practicum student will observe how the supervisor works with coaches to foster student athlete support and success.

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### Student Agreement:

I agree to work with the Practicum Site Supervisor in planning this 60-hour Practicum experience. I agree to actively engage with the supervisor and other professionals to meet the stated goals of the Practicum and the agreed upon goals and objectives outlined below. I agree to always conduct myself professionally, to adhere to the agreed upon schedule between myself and the supervisor, and to meet all requirements stated in the **Practicum Guidelines**. If I am exposed to confidential and/or sensitive information, I understand the legal and ethical issues of inappropriately divulging such information, and I agree to keep such information confidential.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Supervisor Agreement:

I agree to work with the student and expose him/her to administrative operations, meetings, functions, activities, opportunities, etc., that will assist him/her in developing experience, insight, and understanding related to my field of work. I acknowledge that the overall purpose of these activities is to meet the agreed upon goals, as well as meet the general practicum goals articulated in the **Practicum Guidelines**. I understand my role to meet regularly with the student and to provide insight and feedback; to maintain a general awareness of the student's clock/contact hours and to ensure they receive the 60 clock hours required during the semester; and to offer interaction with other professionals that will provide further experience, insight, and understanding into the field. I acknowledge that I will provide a fair evaluation of the student at the end of his/her 60 hours. I further understand that *clerical work* is not considered practicum experience.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_