Community Studies Practicum Handbook

A Guide for Supervisors and Students

Community Studies Program (CSP)
Certificate and AA

Sacramento City College

2019-2020

Credit for this handbook given to: City College of San Francisco, Community Health Worker Program
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Studies Program Overview</td>
<td>3</td>
</tr>
<tr>
<td>Brief Overview of the SCC CSP Practicum</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to the CSP Practicum</td>
<td>6</td>
</tr>
<tr>
<td>Key Responsibilities for</td>
<td></td>
</tr>
<tr>
<td>- The Practicum Supervisor</td>
<td>8</td>
</tr>
<tr>
<td>- The CSP Practicum Student</td>
<td>9</td>
</tr>
<tr>
<td>- The SCC Community Studies Faculty</td>
<td>11</td>
</tr>
<tr>
<td>Supervisor Guidelines for Practicum Orientation</td>
<td>12</td>
</tr>
<tr>
<td>Supervisor Tips for Supporting Student Success</td>
<td>14</td>
</tr>
<tr>
<td>Required Practicum Evaluation and Documentation</td>
<td>16</td>
</tr>
<tr>
<td>- Practicum Contract</td>
<td>18</td>
</tr>
<tr>
<td>- Practicum Learning Objectives</td>
<td>19</td>
</tr>
<tr>
<td>- Code of Ethics and Confidentiality Agreement</td>
<td>22</td>
</tr>
<tr>
<td>- Monthly Time Log</td>
<td>23</td>
</tr>
<tr>
<td>- Mid-term Practicum Evaluation Report</td>
<td>25</td>
</tr>
<tr>
<td>- Final Practicum Evaluation Report</td>
<td>26</td>
</tr>
</tbody>
</table>
Community Studies Program Overview

Community Studies at Sacramento City College is an applied sociology program that provides a foundation for students to explore social services, community development practices, and social justice efforts to address social inequities. Sociological theory and research principles guide critical academic exploration and development, which are applied to a hands-on practicum field experience under the supervision of faculty and professionals in the community.

The students who enroll in the program are representative of the communities most frequently served by community-based organizations. They are motivated by their own life experience, the desire to promote the health of their communities, and to advocate for social justice.

An essential component of the Community Studies Program is the requirement that all students complete a practicum with a local agency. The practicum complements classroom learning and provides a key opportunity to shadow, observe and practice key skills in a professional setting. In this sense, SCC partners with employers to train the next generation of community workers. **Students are ineligible to earn their Community Studies Certificate and/or AA if they do not receive a passing or satisfactory evaluation from their practicum supervisor.**

**Upon completion of this program, the student will be able to:**

- demonstrate an understanding of the evolution of social services, community development practice, and related public policy.
- identify, analyze, and help construct strategies for social change through participation in the social justice work of an organization.
- analyze how communities attempt to overcome problems associated with inequality, cultural stigma, prejudice, and discrimination.
- analyze social service and community development organizational structures and their functions.
- identify and evaluate the various roles of a community worker.
- assess, compare, and develop core interventions and community resources.
- integrate personal sensitivity and awareness of the cultural diversity of clients, professionals, and communities.
- assess and apply knowledge of existing professional codes of ethics and laws related to the social services and community development.

The degree and certificate in Community Studies are designed to prepare students to work in public, private, and nonprofit community service organizations such as social service, educational, correctional, mental health, community development and health agencies, and programs. The A.A. degree may also serve as the first level of education in a career ladder leading to a BA in social work, community development, or sociology and then on to advanced study in a variety of graduate programs leading to masters and doctoral degrees.
Brief Overview of the SCC CSP Practicum Program

What is it?

- A practicum with a local agency is required for students enrolled in the Community Studies Program. Students must successfully complete the practicum to earn their certificate and/or AA.
- Students must complete 60 hours of volunteer service or 75 hours of paid work per academic unit enrolled – for a total of 180 hours of volunteer service or 225 hours of paid work for program completion.
- The practicum complements classroom learning by providing the opportunity to shadow, observe and practice key skills in a professional setting.

What would a practicum look like?

- Requirements for practicums are kept to a minimum to ensure that each practicum is shaped and molded to fit the needs of both the student and the agency site supervisor.
- Each practicum will be different, depending upon the agency, the student’s experience, and the student’s skills and interests.
- Examples of projects past students have completed during their practicum include:
  - Conducting street outreach to link clients to services and provide risk reduction counseling
  - Designing a homeless drop-in center on campus
  - Organizing a housing clinic to help clients into permanent housing
  - Providing case management services to clients coming home from prison
  - Organizing and co-facilitating a monthly support group for young mothers

What do we need to do?

Students, with the help of the Community Studies faculty, will contact agencies to request a practicum. See page 8 for a checklist of agency practicum supervisor duties (as well as CSP practicum student and SCC Community Studies faculty duties).

Before the practicum

- Negotiate practicum Learning Objectives and key duties and services for practicum student. See page 19 for an explanation of learning objectives.
- Orient the CSP practicum student to the agency and program policies and procedures. Introduce practicum student to agency staff. Obtain any IDs, clearances or other needed documentation.
- Negotiate a written schedule with hours and locations.
• **See page 10 for tips on orienting CSP practicum students.**

**During the practicum**
- Provide meaningful learning opportunities for the CSP practicum student, such as shadowing, trainings, or in-services.
- Provide opportunities to interact directly with clients and assist in providing relevant services.
- Provide regular direct supervision or group supervision for the CSP practicum student.
- Conduct a mid-semester evaluation meeting with the CSP practicum student. Complete mid-term evaluation report.
- Communicate with the SCC Community Studies faculty if substantive challenges or concerns arise.
  - **See page 14 for tips on supporting practicum success.**

**After the practicum**
- Arrange for exit interview with the CSP practicum student to provide feedback regarding their performance.
- Complete final practicum evaluation report and submit to SCC Community Studies faculty.

**Paperwork**
- **All forms are included at the back of this booklet, starting on page 16.**
Introduction to the CSP Practicum

CSP students are encouraged to complete their practicum in their final semester of study (however, some students may start their practicum hours before their final semester). They should secure the practicum placement prior to the start of the semester. The purpose of the practicum is to solidify core competency skills through direct work experience in the field of community health. The practicum prepares the student for work in professional settings.

The practicum is designed to support learning in the following four broad areas:

1. **Skills.** Practicum students should have the opportunity to practice key skills for providing services such as outreach, education, case management, counseling, group facilitation, or community organizing. The practicum is also an opportunity to practice using technology and accurately documenting services provided.

2. **Knowledge.** Practicum students should have opportunities to gain knowledge related to the communities or populations served, about social and health issues, and services.

3. **Career awareness and development.** Ideally, the practicum will provide students with an opportunity to learn more about career options open to them, to build professional relationships and to gain confidence for advancing their careers.

4. **Personal and professional development.** Through the practicum, students will have opportunities to further reflect upon their own personal and professional strengths and areas for continued growth.

The CSP student must negotiate a Practicum Contract with the agency that will supervise their placement, along with a Learning Objectives Plan. The Learning Objectives Plan details what skills the practicum student will practice and enhance in their practicum, along with the duties and tasks that they will perform to increase their knowledge. *The practicum requirements are kept to a minimum to ensure that each practicum is shaped and molded to fit the needs of both the student and the practicum site supervisor.*

The Learning Objectives Plan should focus on 1 to 3 (but not too many) **key CSP competencies or skills such as the following:**

- Conduct outreach and risk reduction counseling
- Recruit clients into agency programs
- Conduct initial client interviews or assessments
- Develop an educational presentation or training
- Co-facilitate an educational presentation or educational or support group
- Provide client-centered education/awareness, action planning or case management
services

- Conduct home visits to check in with clients and monitor progress in meeting key wellness goals

Please note that all practicum students who provide **direct services to agency clients** should also increase their skills to:

- Provide client-centered referrals
- Take accurate client case notes

CSP students are responsible for completing either 1) **225 hours of paid practicum, OR 2) 180 hours of volunteer practicum** over one or more semester placements.

**The agency must designate a supervisor** who will orient and provide supervision and guidance to the CSP practicum student.

Each practicum will be different, depending upon the nature of services provided by the employer as well as the student’s experience, skills and interests. The following are **examples of student projects**:

- Conducting street outreach to link clients to services and provide risk reduction counseling
- Designing a homeless drop-in center on campus
- Organizing a housing clinic (to help clients into permanent housing)
- Providing case management services to clients coming home from prison
- Organizing and co-facilitating a monthly support group for young moms

**Students may complete their practicum with their current employer, under the condition that they take on different or added responsibilities from their usual employment responsibilities.** In other words, the purpose of the practicum will be to learn **new CSP-related skills.**
Responsibilities of the Practicum Supervisor

Before practicum

- Negotiate Practicum Learning Objectives that clearly describe the key concepts and skills that the practicum student will work on as well as the key duties and services that they may provide.
- As referenced on pages 12-13, provide the CSP practicum student with an orientation to the agency and program policies and procedures, including policies related to confidentiality, chain of command or supervision, dress code and other relevant issues.
- Negotiate a written schedule for the practicum highlighting the locations and hours of work, including orientations, trainings sessions or staff meetings, and protocols for calling in sick.

During Practicum

- Provide the student with meaningful learning opportunities including opportunities, as appropriate, for shadowing or observing staff as they provide direct services, and opportunities to interact directly with clients and to assist in providing relevant services.
- Provide regular direct supervision or group supervision to the student practicum student. The student should have a contact person to ask if s/he has any questions.
- Arrange a mid-term practicum evaluation meeting with the practicum student and provide clear constructive feedback about what they are doing well, and what they can do to improve the quality of their performance. Complete mid-term practicum evaluation report.
- Communicate directly with the SCC Community Studies faculty if substantive challenges or concerns arise, and as needed.

After practicum

- Arrange for a final exit interview with the student in order to provide the student with feedback regarding his/her over performance during the practicum.
- Complete the final practicum evaluation report and submit it directly by email, fax or mail to the SCC Community Studies faculty.
## Responsibilities of the CSP Practicum Student

### Before practicum
- Review practicum sites on Community Studies website: [https://www.scc.losrios.edu/communitystudies/internships/](https://www.scc.losrios.edu/communitystudies/internships/) and contact potential practicum sites. Interview with site if required.
- Work with Community Studies faculty to set up practicum experience.
- Negotiate practicum Learning Objectives that clearly highlight the key concepts and skills that the practicum student will work on as well as the key duties and services that they may provide.
- Enroll in SOC 385 course at Sacramento City College.

### During practicum
- Complete the online SOC 385 weekly course requirements on Canvas.
- Arrive to the practicum site on time and dressed appropriately (in accordance with agency standards).
- Sign in at the practicum site, as required, and document all hours accurately using the monthly practicum timesheets. Sign monthly time sheets and submit to supervisor for their signature.
- Uphold agency and program standards for professional conduct, including ethical duties to maintain confidentiality and to work within your negotiated scope of practice.
- Follow agency procedures for calling in sick or requesting time off.
- Attend all required practicum site meetings and trainings, as assigned.
- Communicate with their direct supervisor – or another staff person as appropriate – if they have questions or concerns related to work duties, policies or procedures, or require agency forms or other resources.
- Receive constructive feedback in a respectful and professional manner and take action to make changes and improve the quality of their work.
- Communicate in a timely fashion with their practicum supervisor if they are facing challenges or have concerns related to their work.
- Communicate with the SCC Community Studies faculty immediately if they face significant challenges to completing their practicum commitment.
- Complete at least 180 hours of volunteer work or 225 hours of paid work at the practicum and fulfill all key agreements as negotiated in the practicum contract.
- Schedule an exit interview or final meeting with their practicum supervisor. During this meeting, confirm that all practicum requirements have been met.

**After practicum**

- Submit a final practicum evaluation report to the SCC Community Studies.
Responsibilities of the SCC Community Studies Faculty

Before practicum

- Negotiate practicum placement opportunities with a diverse range of local employers.
- Provide students with listings of available practicum sites and contacts.
- Provide students with individual assistance with site placement when needed.
- Provide a Practicum Handbook to each participating site supervisor and student summarizing responsibilities, procedures and required documentation.

During practicum

- Maintain open communication with both student practicum students and site supervisors to address any issues or questions that might arise.
- Provide site supervisors with all current contact information.
- Notify each supervisor of the due date for the Mid-Term Evaluation report and Final Evaluation report.
- Monitor practicum student’s progress by reviewing reports from students and faculty, and through discussions with practicum site supervisors and practicum students as necessary.
- Provide support, as necessary, to site supervisors, or to practicum students, to help promote a successful practicum experience for both students and employer partners.
- Evaluate the practicum student’s progress throughout the program with participation from the site supervisor, student, and instructor.
**Supervisor Guidelines for Practicum Orientation**

**Before practicum**

- Create a clearly defined description of services the practicum student will provide and performance expectations for the practicum student.
- Arrange for adequate work space for the practicum student, including a desk, phone, and place to store belongings, if applicable.
- Inform staff that the practicum student will be starting at the site and let them know what the practicum student’s service duties will be.
- Arrange for any site requirements for the practicum student, such as setting a time for taking pictures for ID badges, creating a staff email address, fingerprinting, etc.
- Review the practicum student’s learning objectives. Plan for how you will orient and support them to learn about your agency and to assume their key duties and responsibilities.
- Prepare a packet with pertinent information such as contact numbers, agency procedures and guidelines, brochure of the agency, safety procedures and anything else you feel necessary or would provide for a new employee.

**On the first day when the CSP practicum student arrives at your agency**

- Provide the practicum student with a clearly defined practicum/work assignment and schedule. Make sure that the practicum student understands when and where they must report to work, and what key duties and tasks they have been assigned to complete. Ask questions to clarify these expectations.
- Review supervisory guidelines and the chain of command. Make sure that the practicum student knows who their supervisor is as well as whom to report to or consult if their supervisor is not available.
- Schedule ongoing supervisory meetings to clarify agency expectations and policies, to check in on the practicum student’s progress and to provide feedback, guidance and support.
- Provide the practicum student with an orientation to the agency, the program they will be working with, and key agency policies and protocols. Carefully review and explain the populations or communities served by the agency, and the types of services provided.
- Provide the practicum student with the packet of key agency information you have prepared. Review office or agency dress codes and policies for calling in sick or reporting late.
- Review the final copy of the learning objectives form and other required key documents.
• Make sure that all agency requirements have been fulfilled for participating in the practicum, such as taking pictures for ID badges, any required health exams, fingerprinting, etc.

• Introduce the practicum student to other practicum students, volunteers and staff members at the agency.
CSP practicum students have a lot of knowledge about their potential roles and how to work with clients, but some have not yet had the opportunity to work or volunteer in the field. You may identify key differences or gaps between what practicum students have learned in the classroom, and what they need to learn to excel in their work with your agency. CSP practicum students will look to you for guidance, support and additional training. We encourage you to keep these suggestions in mind to support the career advancement of CSP students:

- **Anticipate that practicum students will face challenges along the way.** They may need time to fully grasp agency protocols and guidelines and may make mistakes as they begin to practice new skills. Try to remember your own first days and weeks in a new job. Strive to meet the practicum student with patience and empathy as you offer clear guidance about their key tasks and duties.

- **Provide practicum students with a variety of professional experiences.** Students will benefit from observing (or participating in, as appropriate) a wide range of agency programs, events, meetings, trainings and services. This may include participating in staff meetings, case conferences and trainings; shadowing or sitting in to observe agency staff; and opportunities to interact with or provide services to diverse clients.

- **Support students with “code switching”** or adapting to your agency’s professional standards and code of conduct. This may include providing guidance about dress codes, time management, team work, providing and accepting feedback, and how best to document their work.

- **Provide them with clear, timely and constructive feedback** about what they do well, any mistakes they may make, and how they can improve their performance. Provide them with as much detail as possible about what you want them to do differently, and check in with them to make sure that they fully understand the feedback and the directions you provide.

- **Remember that praise or positive feedback** about what practicum students do well is also important for reinforcing and deepening essential concepts and skills. Provide them with specific details about what you observed or what they accomplished, so that they can remember and repeat this skill in the future.

- **Provide opportunities for the practicum student to reflect upon their performance, ask questions and raise concerns.** Talking with you about their practicum experience and the field more broadly can be significant to their professional development.

- **Arrange for a mid-practicum progress evaluation and a final exit interview with your practicum student.** The exit interview is a time to review the entire practicum experience, provide general feedback, and offer guidance for how the practicum
student may best advance their career. If you would be agreeable to providing the practicum student with a future employment reference or letter, please let them know. You should also review the forms requiring your signature, and make sure the practicum student has them all.
In order to evaluate the performance of SCC CSP students in their practicum placements, all practicum placement sites are required to complete the following documents. These forms require the signature of the practicum supervisor or other agency representative, and should be mailed or emailed to the Community Studies Faculty, Nicholas Miller, at MillerN@scc.losrios.edu or c/o Sacramento City College, 3835 Freeport Blvd., Sacramento CA 95822. Please keep a copy of all practicum forms.

Please note that practicum students will also be required to complete several evaluations of their practicum placement including, most importantly, a self-assessment of their own performance.

Before practicum
These forms are due to the Community Studies Faculty before the practicum begins (typically in December, May or August).

- **Practicum Contract.** The Practicum Contract summarizes the commitment the student has to the agency where they will complete their practicum, as well as the commitment that the agency makes to the student practicum student. Both the student and agency sign the contract.

- **Learning Objectives.** The CSP student and the practicum supervisor work together to develop and sign the Practicum Learning Objectives Form. These forms provide details about the key CSP concepts and skills that the practicum student will practice and learn during their field placement, and the tasks and duties they will engage in to build their knowledge.

- **Code of Ethics and Confidentiality Agreement.** This form documents the CSP student practicum student’s commitment to uphold and enforce a code of ethics, including confidentiality, and any ethical guidelines provided by the practicum agency.

During practicum

- **Time Log.** These forms are to be used to document the CSP practicum student’s hours. All hours of service should be documented, and the forms should be signed and submitted to the SCC Community Studies Faculty at the end of the semester.

- **Mid-term Practicum Evaluation Report.** We ask all practicum supervisors to complete a midterm assessment of the practicum student’s performance with their agency. The SCC Community Studies Faculty will notify each supervisor of the due date for this form. It is essential to document any key challenges that the practicum student is facing that may interfere with their ability to satisfactorily complete the practicum placement. If substantial challenges arise earlier in the
practicum, please call Nicholas Miller at 916-558-2237.

- **Final Practicum Evaluation Report.** At the beginning of the term, the SCC Community Studies Faculty will notify you of the due date for the Final Practicum Evaluation. Please provide an honest assessment of how well the SCC CSP student completed their practicum, noting both strengths and weaknesses. Rate the practicum student’s performance as either unsatisfactory, satisfactory, or excellent.
PRACTICUM CONTRACT BETWEEN SCC STUDENT AND AGENCY

Name of the Agency: __________________________________________

Agency Commitment to the Practicum Student

• Provide practicum students a setting in which to gain experience and learning opportunities in the CSP competency areas documented in the Practicum Learning Objectives form.
• Provide a structured and supportive learning environment, including a clear orientation to agency policies and protocols and any necessary additional training related to assigned tasks and duties.
• Provide the practicum student with exposure to a variety of agency programs and services.
• Provide the practicum student with an opportunity to complete at least 60 hours of unpaid service or 75 hours of paid work before the end of the practicum semester.
• Provide an opportunity each week for the practicum student to talk about their experience, address questions and challenges, and to receive constructive feedback and guidance.
• Communicate directly with the practicum student in a timely manner about any substantial concerns about their performance, offering specific guidance about what the practicum student needs to do in order to address these concerns.
• Complete required practicum forms, including time sheets and the mid-term and final evaluation in a timely manner.

Student Commitment to the Agency

• Commit to completing 60 hours of volunteer service or 75 hours of paid work per unit before the end of the practicum semester.
• Arrive to the practicum on time and prepared to work and to learn.
• Follow and enforce all agency policies and procedures and codes of ethics and maintain the confidentiality of all client information.
• Be open to direction and constructive feedback, and strive to learn, to enhance skills and improve performance.
• Work cooperatively and respectfully with co-workers and agency clients and partners.
• Meet with supervisor to discuss events, troubleshoot problems, assist in class assignment, etc.
• Ask for assistance from supervisor when a problem or concern arises.
• Demonstrate knowledge of services provided by agency.
• Be responsible for the timely completion and return of all practicum forms including timesheets and the evaluation report.

Student signature: __________________________________________ Date: ____________

Practicum Supervisor signature: ________________________________ Date: ____________
The Practicum Learning Objectives provide all parties -- the CSP practicum student, the practicum supervisor and the SCC Community Studies Program faculty -- with a clear understanding of which CHW competencies the student will be learning on their practicum, and which tasks and duties they will perform.

Each student must negotiate clear learning objectives with their practicum supervisor. This brief written plan must detail the core skills or competencies that the practicum student will learn, and the key tasks and duties they will provide to enhance their skills. This written plan may address up to 3 learning objectives depending upon the requirements of the agency, the time necessary to complete each learning objective or task, and the interests of the student practicum student.

**SAMPLE LEARNING OBJECTIVE:** To enhance skills in facilitating support groups.

**SAMPLE KEY ACTIVITIES:**

1. Participate in an orientation, training session and/or supervisory meetings to better understand the nature of the support groups offered by the agency, their purpose, and the agency’s approach to facilitation.
2. Shadow and observe one or more support group sessions. Meet with facilitators and/or supervisor afterwards to share your observations, questions and concerns.
3. Plan for co-facilitating part of a support group session. The plan should detail issues such as learning outcomes, activities or discussion points, and the roles of each co-facilitator.
4. Co-facilitate all or part of a support group meeting.
5. Meet with co-facilitator to receive constructive feedback about the session including what the practicum student did well, and areas for improvement.
6. Meet with supervisor to discuss the facilitation experience and to received additional feedback, guidance and support.
7. Co-facilitate an additional support group activity, discussion or session, as appropriate.
8. Continue to meet with co-facilitator and to receive on-going supervision related to role as group facilitator.
LEARNING OBJECTIVE #1:

ACTIVITIES:
1. 
2. 
3. 

LEARNING OBJECTIVE #2:

ACTIVITIES:
1. 
2. 
3. 
LEARNING OBJECTIVE #3:

ACTIVITIES:

1.

2.

3.

Both student and practicum supervisor have worked on developing the above learning objectives and activities. Both agree that the objectives and activities will be completed within the **required practicum hours**. If any problems arise, it is the responsibility of the student to notify the SCC practicum faculty.

**Signatures:**

Practicum student: ________________________________ Date: __________

Agency practicum supervisor: __________________________ Date: __________

SCC practicum Instructor: ___________________________ Date: __________
CODE OF ETHICS AND CONFIDENTIALITY AGREEMENT

All CSP Practicum students must uphold and enforce professional ethics, including the legal responsibility to protect confidentiality.

As a CSP practicum student, I understand that I am subject to a code of ethics similar to that which binds the professionals in the field in which I am a practicum student. I agree to abide by the Code of Ethics (see attachment) and any additional ethical guidelines required by the employer as I complete my CSP practicum. I promise to seek guidance in a timely manner from a designated supervisor if I face an ethical challenge or dilemma and am uncertain about how to respond.

As part of my ethical responsibilities, I agree to maintain and protect the confidentiality of clients and other parties receiving services from the agency in which I serve as a CSP practicum student. I understand that:

1. Legally any violation of the confidentiality of client information is subject to punishment by a court of law.
2. The professional code of ethics stipulates that maintaining confidentiality of client information is part of professional responsibility and integrity.

Because of these legal and ethical considerations, any student enrolled in the Community Studies Program who reveals contents of a client’s file or record (except as it relates to the educational process in the classroom or at the practicum site) is subject to immediate expulsion from their practicum and the SCC Community Studies Program.

I (CSP Practicum student’s name)______________________________, do hereby agree to follow the CSP Code of Ethics and to maintain the confidentiality of all client information during my practicum, including while in classes at SCC.

Practicum student signature: _______________________________ Date: __________
Practicum supervisor signature: ____________________________ Date: __________

Practicum site/address: __________________________________________________________
Phone number: ______________________ Email: ________________________________
SCC CSP students must accurately document the number of practicum hours that they complete each month. Practicum hours include time spent in orientation and training sessions, staff or team meetings, shadowing or observing agency staff and providing assigned practicum duties and tasks.

Use the timesheet form on the next page to document your hours. Print this form, fill it out at the end of the semester, sign it and submit it to your supervisor to complete. Make copies for you and your employer’s records; return the original to the instructor. **All time sheets are due at the end of the semester to your CSP faculty.**

---

**SACRAMENTO CITY COLLEGE**  
**COORDERATIVE WORK EXPERIENCE TIME SHEET**

Student Name: ___________________________ Class: ____________________ Time: _____________ Day: ___________

Instructor: ________________________________________ Employer’s Name: __________________

Credits in this course will only be granted when the record of total hours worked during the semester is filled with the instructor. Course credit will be earned at the rate of 75 hours paid or 60 hours of volunteer work per unit. Note: Make copies for you and your employer’s records; return the original to the instructor.

1. Month of

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>6</th>
<th>11</th>
<th>16</th>
<th>21</th>
<th>26</th>
<th>31</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>7</td>
<td>12</td>
<td>17</td>
<td>22</td>
<td>27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>8</td>
<td>13</td>
<td>18</td>
<td>23</td>
<td>28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>9</td>
<td>14</td>
<td>19</td>
<td>24</td>
<td>29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>10</td>
<td>15</td>
<td>20</td>
<td>25</td>
<td>30</td>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

2. Month of

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>6</th>
<th>11</th>
<th>16</th>
<th>21</th>
<th>26</th>
<th>31</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>7</td>
<td>12</td>
<td>17</td>
<td>22</td>
<td>27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>8</td>
<td>13</td>
<td>18</td>
<td>23</td>
<td>28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>9</td>
<td>14</td>
<td>19</td>
<td>24</td>
<td>29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>10</td>
<td>15</td>
<td>20</td>
<td>25</td>
<td>30</td>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

3. Month of

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>6</th>
<th>11</th>
<th>16</th>
<th>21</th>
<th>26</th>
<th>31</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>7</td>
<td>12</td>
<td>17</td>
<td>22</td>
<td>27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>8</td>
<td>13</td>
<td>18</td>
<td>23</td>
<td>28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>9</td>
<td>14</td>
<td>19</td>
<td>24</td>
<td>29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>10</td>
<td>15</td>
<td>20</td>
<td>25</td>
<td>30</td>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
4. Month of

<table>
<thead>
<tr>
<th></th>
<th>6</th>
<th>11</th>
<th>16</th>
<th>21</th>
<th>26</th>
<th>31</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Month of

<table>
<thead>
<tr>
<th></th>
<th>6</th>
<th>11</th>
<th>16</th>
<th>21</th>
<th>26</th>
<th>31</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL SEMESTER HOURS: ________________

Employment Supervisor’s Signature

Student’s Signature

Instructor/Coordinator Signature
This initial report is to be submitted to Sacramento City College by ________. Please email or mail this report directly to the SCC Practicum Faculty: MillerN@scc.losrios.edu OR Nicholas Miller at Sacramento City College, 3835 Freeport Blvd., Sacramento CA 95822.

Name of SCC practicum student:
Agency:
Practicum student supervisor name:

1. Does the practicum student show up for their practicum as scheduled and on time?

2. What are the practicum student’s primary tasks and duties?

3. What are the practicum student’s main strengths and accomplishments so far?

4. Please highlight any significant challenges, including challenges related to performance and conduct, that the practicum student has experienced so far. How have you worked together to address any challenges?

5. How well has the practicum student accepted and followed guidance and supervision?

6. Please note any outstanding needs for consultation with the SCC faculty.

Practicum supervisor signature: ________________________________
Student signature: ________________________________
Date: ________________________________

SCC CSP Practicum Program – Supervisor Handbook
This Final Report is due by_______________________________. Please email or mail this report directly to the SCC Practicum Faculty: MillerN@scc.losrios.edu OR Nicholas Miller at Sacramento City College, 3835 Freeport Blvd., Sacramento CA 95822.

Name of SCC practicum student:
Agency:
Practicum student supervisor name:

1. Please describe the practicum student’s key responsibilities with your agency/program.

2. Did the practicum student show up for their practicum on time and prepared to complete assigned tasks and duties?

3. How well did the practicum student meet their learning objectives?

4. How much guidance and supervision did the practicum student require?

5. What are the practicum student’s primary strengths?
6. Please highlight areas in which the practicum student may have faced professional challenges or made mistakes. If the agency needed to provide correction and constructive feedback to the practicum student, how well did they respond? Did their performance improve over time?

7. What additional skills or competencies would have helped this practicum student excel in this position?

8. If you had a position opening in this field, would you hire this practicum student?

9. How would you rate the practicum student’s overall performance? Please check one of the three options below and provide additional comments/explanation.

___ Unsatisfactory
___ Satisfactory
___ Excellent

Other feedback/comments:

Practicum supervisor signature: ____________________________________________

Student signature: _________________________________________________________

Date: ______________________

SCC CSP Practicum Program – Supervisor Handbook