

APPENDIX D

Final Practicum Report

Final Practicum Report must include the followings:

1. Cover Page
 - Course title / Instructor(s)
 - Name
 - Date
 - Agency Name
 - Contact Information

2. Information on agency/practicum site
 - Mission statement
 - Population served
 - Eligibility criteria
 - Organization philosophy
 - Organizational structure (must include a flow chart)
 - Data collection
 - 1) What kind of data is collected at your site
 - 2) How is this data used

3. Evaluation and analyses of work experience
 - Discuss overall experience at site
 - Include strengths and concerns
 - Discuss “lessons learned”
 - Share recommendations for future interns

Additional Notes:

- Report should be between approx. 5 pages in length
- All paper must be typed in narrative format. You may separate the paper into the aforementioned sections but you must use complete sentences
- Please see your instructor for additional questions