

Practicum Assignment Checklist

Please fill in a projected date for each item in the “Date Due” column. Then make a copy and submit to your Practicum Advisor along with your Practicum application.

Student’s Name

Practicum Advisor

Anticipated Timeframe	Papers Due	Date Due	Completed
First third of Practicum	Report of initial meeting with supervisor, including confirmation of supervisor’s approval of guidelines in Appendix—Submit to onsite supervisor and Practicum Advisor.		
	First evaluation report—Submit to onsite supervisor and Practicum Advisor.		
	First reflection paper—Submit to Practicum Advisor.		
Second third of Practicum	Second evaluation report—Submit to onsite supervisor and Practicum Advisor.		
	Second reflection paper—Submit to Practicum Advisor.		
At the end of Practicum	Final evaluation report—Submit to onsite supervisor and Practicum Advisor.		
After completion of Practicum	Written document in preparation for Capstone Presentation – give to Practicum Advisor prior to capstone presentation		
	Capstone Presentation—Presentation to CJP community. Set date with Practicum Coordinator!		
	Abstract form of Practicum activities – give to Practicum Advisor and copy to Practicum Coordinator.		
	Final student assessment—Submit written assessment of overall CJP experience to Academic AND Practicum Advisor and copy to Practicum Coordinator		
Before submission of final grade	Final meeting with Practicum advisor—meet with Practicum advisor after Capstone Presentation to review presentation.		