

## PRACTICUM (LITS 7200) GUIDELINES

**SUPERVISING PROFESSOR:** Dr. Amy M. Elleman  
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Office Hours: By appointment only

**PURPOSE:** Practicum experiences are designed to provide students with appropriate experiences related to their areas of concentration. For example, a student concentrating in Literacy Instruction and Staff Development might work with a district curriculum supervisor and gain hands-on experience in the evaluation of curriculum materials and/or providing support and in-service training to teachers. A student concentrating in Reading Disabilities/Dyslexia might be placed in a Title-I or Special Education program to gain hands-on experience diagnosing reading disabilities and providing support and in-service training to the teachers who provide remedial instruction. A student concentrating in Literacy Measurement and Analysis might work with the Tennessee Department of Education or any data-producing agents to gain hands-on experience in data analysis and further advanced psychometrics.

**PREREQUISITE:** In order to engage in the practicum project, students should have taken **at least 21 credit hours** from the Required Core and **six (6) credit hours** in the Concentration.

**PROCEDURE:** The first thing students need to do is **to search and secure a practicum site**. **The practicum project cannot be part of the student's job**, and the site supervisor should agree to supervise the student. Once the practicum site is secured, students should work on the practicum contract form from the program website ([Practicum Course Contract](#)). Make a hard copy of the form, and **before the site supervisor signs the form** students should consult with the Program Director (supervising professor) for the practicum goals. The practicum goals should be stated as measurable outcomes. If the goals are not measurable, no evaluation can be done. When the practicum contract is approved, students can start practicum at the practicum site and submit a practicum log at the end of every 20 hours. A total of four logs should be submitted to the Program Director. At the end of the practicum experience, the evaluation form should be submitted to the Program Director along with the signatures of the student and the practicum site supervisor.

**GRADING:** Practicum grading has three components: practicum contract (25 points), four logs (15 points each, 60 points total), and practicum evaluation (15 points).

1. Practicum Contract (25 points): If the contract has three clearly stated goals with measurable outcomes, students will receive 25 points.
2. Practicum logs (15 points each and a total of 60 points): Practicum will consist of a total of 80 clock hours. At the end of every 20 hours, students should submit a log with detailed descriptions for the activities and reflections to the Program Director. The final log should contain reflections for the whole practicum. Each log should be written **single-spaced and no more than two pages** in length. Each log should be turned in within one week after each 20 hours. After that, a 2-point deduction will be automatically applied.
3. Evaluation Form (15 points): At the end of practicum, students should submit the evaluation form with signatures of the student and the site supervisor. [Practicum Evaluation Form](#)

**QUESTIONS:** If students have any questions or concerns, they should immediately report to the Program Director at (615) 898-5688 or email amy.elleman@mtsu.edu.