

Guidelines for Completing an Administrative Practicum Experience for the Master of Science in Administration Program MSA 681

General Purpose: To provide either internal (completed at CMU) or external (completed in settings outside of CMU) experiences for students in a practical, work-related environment while under the supervision of a skilled professional.

Nature of the Experience: Students who complete a practicum through our department have considerable latitude in selection of practicum sites. Consult with the administrative practicum instructor about placement opportunities.

Registration Procedures: MSA 681 requires the student to obtain a “drop/add correction card” from the MSA office. To obtain a card, the “Administrative Practicum Agreement” form must be completed and all required signatures in place. A minimum of 65 clock hours is necessary for each credit hour of MSA 681.

Specific Requirements for Completion: The following are required before an administrative practicum experience will be evaluated, and a grade of CR earned:

1. A detailed, TYPED daily journal must be kept which documents each day that you work in your practicum experience. For each day enter the following:
 - a. Date
 - b. Specific time worked (example: 2:15 to 5:30 pm)
 - c. Total cumulative hours to date (example 48.50 hours)
 - d. A review of what specific experiences you had each day
 - e. Specifically state what you learned as a result of your experiences each day
 - f. Specifically evaluate your daily experience as to:
 - i. What went well
 - ii. What needs to be improved
2. A TYPED two to three page reflective summary of your administrative practicum must be submitted with the journal.
3. The person(s) who supervises your administrative practicum must complete an “Evaluation Sheet for MSA Administrative Practicum.” This sheet can be submitted with your journal or sent separately to the MSA 681 instructor.

EVALUATION SHEET
MSA 681, ADMINISTRATIVE PRACTICUM

Student Name	
Student ID#	
Semester/credits	<input type="checkbox"/> 1 credit <input type="checkbox"/> 2 credits <input type="checkbox"/> 3 credits

Supervisors: please evaluate this student at the end of the semester and return this form to the MSA office, Rowe 222.

1) Outstanding 2) above average 3) average 4) below average 5) unsatisfactory

Check on column after each trait	1	2	3	4	5
PERSONAL CHARACTERISTICS					
Appearance					
Enthusiasm					
Self-confidence					
Dependability					
Cooperativeness					
Adjusts emotionally					
General scholarships					
Profits from suggestions					
PROFESSIONAL READINESS					
Speech and usage of English					
Mastery of specific subject matter					
Originality and resourcefulness					
PROFESSIONAL TECHNIQUES					
Planning					
Presentation of materials					
Ability to organize					
Understanding of individuals					
Adaptability					
PROFESSIONAL GROWTH (improvements)					
Personal characteristics					
Professional readiness					

OTHER CHARACTERISTICS (Identify)

1. _____
2. _____
3. _____

On the back of the sheet:

1. List a few of the major activities of the student while working with you
2. Summarize your impression of the student's work; identify any especially strong or weak areas you have noted.

Administrative Practicum Supervisor _____
Signature
Date