

**REQUEST FOR APPROVAL OF PRACTICUM
HIGHER EDUCATION PROGRAM**

Students should submit signed form, written proposal and current resume to hepadmin@gmu.edu.

Deadlines: Summer: March 1/ Fall: July 1/ Spring: November 1

Student Name Student G# Proposed Semester/Term

Proposed Practicum/Internship Site

Site Address

Practicum Site Supervisor (Name/Title)

Credentials (Degrees/Length of time at site)

Phone Number/Email

Attach to this form a formal written proposal that includes the following:

1. A statement of purpose and rationale;
2. List of learning outcomes
3. A description of workplace responsibilities;
4. A description of how the purpose of the practicum or internship will be accomplished;
5. A rubric laying out criteria against which the supervisor/mentor will evaluate the practicum or internship; and
6. A plan of work (minimum of 150 hours)

Required Signatures:

Student Signature Date

Advisor Signature Date

Supervisor Signature *(I understand that I'm required to provide 1 hour of supervision per week)* Date

Practicum Instructor Signature Date