

Post-Graduate Planning & Experiential Education - Practicum Enrollment Checklist

Search for opportunity

At least one semester prior to planned experience

- Make appointment with Post-Graduate Planning & Experiential Education to develop search strategy [Handshake](#)
- Complete Practicum workshop (if applicable) to understand enrollment process
- Visit Office of Financial Aid, Housing, and ISS (if applicable) to review logistics of participating in program
- Meet with academic advisor to discuss how Practicum may impact graduation timeline

Receive an offer

4-5 Weeks Before Start Date

- Identify a Faculty member to serve as your advisor to help you create appropriate learning objectives
- Fill out Practicum application in Handshake (Experience > Request Experience), upload offer letter [Handshake](#)
- Write SMART learning objectives (in Handshake Experience) and obtain approval from:
 Faculty Advisor Onsite supervisor (if known) Practicum Coordinator [Handshake](#)
- International students:** Complete CPT workshop [Online workshop](#)

2-3 Weeks Before Start Date

- Register for non-credit Practicum course and receive class permission from Practicum Coordinator [SIS](#)
- International students:** Complete CPT application with Practicum Coordinator and bring to ISS [CPT application](#)

Start your Practicum

1st Week

- If you haven't yet, share your learning objectives with your supervisor
- Show up early, dressed appropriately and ready to learn
- Ask questions
- Get to know the office and your team

During and at end of Practicum

Midpoint

- Complete midpoint student evaluation [Handshake](#)
- Discuss the possibility of an on-site visit with Practicum Coordinator

End

- Complete final student evaluation [Handshake](#)
- Write reflection paper and upload to Handshake Experience [Handshake](#)
- Update resume with new experience and upload to Handshake [Handshake](#)
- Consider sharing experience and thanking employer on your LinkedIn profile
- Consider asking employer to serve as reference for future opportunities