

Practicum Faculty Advisor Request

Student Script

Some faculty may have never heard of the [Practicum Program](#) or have participated in a faculty advisor role for the practicum. To properly communicate the merits of the program and to potentially get support for your participation, use this information when having an initial discussion with faculty who you wish to serve as your advisor.

We **HIGHLY** suggest you not just email this message, but get comfortable having a discussion with them about what you are looking to do and when, while sharing with them the opportunity you have secured.

Script

Professor [Name],

I am looking to participate in the Practicum program this semester and would like you to consider serving as my faculty advisor for the experience. The Practicum is an official, full-time or part-time internship program at CWRU coordinated by Post Graduate Planning and Experiential Education that supports students to engage in one semester of experiential learning.

The program is a structured course that will allow me to gain experience in my course of study, gaining insight and experience as I plan for post-graduation. Although I will not receive any academic credit, I believe it's a great opportunity.

As my faculty advisor, your role would be to:

- Evaluate and approve my learning objectives at the beginning of my assignment
- Review my midterm/final self-evaluations, and final reflection paper (2-4 pages)
- Participate (if available) in a brief conference call (15 mins) with my on-site supervisor
- Provide support, as needed, during my experience; and
- Enter a grade of Pass/No Pass in SIS upon completion of my program.

I have attached a [Faculty/Staff Overview and Key Responsibilities document for your review](#). If you agree to serve in this role, [Brian Matthews](#), Assistant Director of Experiential Education, will be in touch with additional information.

Thank you in advance.