**Practicum at Place of Employment FORM**

*Practicum projects occurring at the student’s place of employment must have a scope of work that is “above and beyond” the student’s normal job duties.*

**Student/Practicum Information**

|  |  |
| --- | --- |
| Student’s Name |  |
| Practicum Title |  |

**Preceptor/Site Information**

|  |  |
| --- | --- |
| Name of Site |  |
| Site Address |  |
| Preceptor Name |  | Phone |  |
| Preceptor Title |  | Email |  |

**Employment Information**

|  |  |
| --- | --- |
| Job Title |  |
| Supervisor |  |
| Job Description and principal duties\* |  |

 \* You may attach a hard-copy of this information, if available

**Differences Between Practicum and Job Duties**

*Provide a justification for how the proposed practicum project is “above and beyond” the student’s normal job duties.*

|  |
| --- |
|  |

**Signatures**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Student |  | Date |  | Preceptor |  | Date |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Supervisor |  | Date |  | Coordinator |  | Date |  |
|  |  |  |  |  |  |  |  |