EPH 678 PRACTICUM WRITE-UP FORMAT
Must be double-spaced, size 12 font with proper grammar.

TITLE PAGE
- Name of the student
- Name of the agency or organization where the Practicum was completed; and
- The semester the Practicum was completed (month/year)

AGENCY BACKGROUND AND ADMINISTRATION (2 – 3 pages)
- Agency mission and goals
- Organizational chart of agency or organization (if available)
- Description of agency budget and resources
- Target audience the agency serves
- Programs and services offered
- Method in which your Community Partner supervised your experience

SUMMARY OF PRACTICUM (2 – 3 pages)
- Provide a brief description of your activities and assigned project(s)
- List your learning objectives and describe the degree to which each objective was met
- Describe the contributions you made to the agency or organization
- Relate the project activities to your academic coursework
- Explain how the Practicum contributed to your professional growth
- Describe what new skills, knowledge and insights were acquired during the placement
- Summarize how you met and demonstrated mastery of each specified program competency using chart below
- Evaluate the experience; a brief reflection on your experiences both positive and negative

APPENDICES
- Documentation of 25 contact hours (time logs)
- Chart addressing how you met selected competencies with final products (see below)

Practice-Based Products to Demonstrate Competency Achievement	
Competencies Selected	Specific Portfolio Products Demonstrating Application or Practice

TWO PRACTICE-BASED WORK PRODUCTS (Practicum Deliverables)
Include at least two practice-based work products that you completed during your practicum. These products should demonstrate how you applied or practiced competencies listed in your Practicum Proposal and in the competency chart above. The products must be included in your Practicum Final Report as an Appendix. The practicum write-up report cannot be cited as one of the two practice-based work products.

Examples of Work Products:
- PowerPoint presentation
- Data analysis results or output
- Multi-media presentations (e.g., videos, podcasts, website content you designed)
- Survey or data collection tool
- Fact sheet, infographic, brochure, or poster (if requested by community partner)
- Standard operating procedures document
- Literature review or key informant interview if requested by community partner

IMPORTANT:
- Submit the FIRST DRAFT of the final report as an editable WORD document to your Faculty Advisor so the advisor can incorporate comments and feedback.
- Must be submitted to the advisor by the deadline *(see Capstone Timeline).*
- Must be double-spaced, size 12 font with proper grammar