University of Florida
College of Health and Human Performance
Department of Tourism, Recreation and Sport Management

Tourism and Recreation Management

LEI 6944
Practicum Guide

Department of Tourism, Recreation and Sport Management
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TRM Student Contract

All practicum requirements must be completed and approved prior to the start of the semester in which the practicum is completed. Please read the practicum guide and course syllabus to completely understand the requirements of the practicum. Non-thesis students are required to complete a practicum consisting of 1 to 6 maximum credit hours. These hours can be completed in the fall, spring, or summer semesters with faculty approval. Each credit hour requires the completion of 48 clock hours.

The registration process for the practicum begins:

1) Fall semester for Spring practicums,
2) Spring semester for Summer practicums, and
3) Summer A semester for Fall practicums.

Students are responsible for making practicum arrangements at approved sites relevant to their specialization. The faculty advisor must approve the practicum site and the Internship Coordinator verifies the eligibility of the practicum site through a letter of agreement with the organization.

1. During the semester prior to the practicum, students must meet with their faculty advisor overseeing the practicum to discuss the practicum requirements. The faculty advisor must approve the practicum site and proposal prior to students making commitments with eligible practicum sites.
2. The Internship Coordinator (FLG 300) must confirm all practicum sites are eligible for student placement, ensuring a letter of agreement between the agency and UF is on file in the TRSM Department.
3. All students pursuing international practicums must confirm the eligibility of the international practicum site with the UF International Center and TRSM. UFIC provides students with a copy of the approved letter of agreement. UFIC signatures are required on both the Graduate Contract and Practicum Proposal.
4. All international students seeking practicum credit must register for the UF Curricular Practical Training (CPT) through the International Center prior to the semester of the practicum. Please review the procedures online at: https://www.ufic.ufl.edu/iss/currentF1studentsCPT.html.
5. All students traveling abroad are required to complete the Online Travel Registration process through the UF International Center at http://www.ufic.ufl.edu/TravelStudents.html. Registration in the program allows UF to provide assistance to students in the event of an emergency. Please note this is NOT health insurance coverage.
6. All students traveling abroad are required to have health insurance that meets UF requirements. Students existing health insurance plans might not fully cover students abroad. Please check your health insurance policy to determine if you have international
coverage. To determine if your health insurance meets UF requirements, go to http://www.ufic.ufl.edu/TravelStudents.html. The TRSM Department requires students traveling abroad to complete the Healthcare Insurance form in Part IV of the Graduate Contract to verify International Health Insurance coverage.

7. UF and TRSM strongly recommends students obtain Student Educator Professional Liability Insurance during their practicum. All students must complete the Student Educator Professional Liability Disclaimer in Part V of the Graduate Contract.

8. Students traveling abroad should verify visa requirements for entry into other countries.

9. Once all of the above requirements are completed, students must meet with their faculty advisor again to present the Practicum Proposal and final project. The practicum proposal form is on page 13 of the course syllabus and it must be included in Part III of the Graduate Contract.

10. After the proposal is approved, students meet with their site supervisor to discuss the expectations associated with the practicum and final project.

11. Students meet with the faculty advisor again to verify the accuracy of the practicum documents and upon approval, the student hand deliver the documents to the Graduate Program Assistant (FLG 300).

12. Practicum hours may not commence until the student is registered for LEI 6944 and the semester of enrollment begins (i.e., first day of classes).

If you have questions, please contact the Graduate Program Assistant or your faculty advisor.

I have read and completely understand the terms of this practicum guide and know exactly what is required of me to complete the practicum.

Student Name: ____________________________ Date: ____________

Signature: ____________________________________________
TRM Graduate Contract

The completed and approved Student and Graduate Contracts for LEI 6944 (Practicum) must be on file with the TRSM Graduate Program Assistant (FLG 300) prior to the start of the semester in which the practicum is completed. The registration process for the practicum begins the 1) Fall semester for Spring practicums, 2) Spring semester for Summer practicums, and 3) Summer A semester for Fall practicums.

Students are required to complete 48 clock hours for each credit hour and may register for 1 to 6 maximum credit hours. Students must discuss the number of hours that are expected to be completed with the faculty advisor and agency supervisor. If the number of hours completed exceeds or is less than the credit hour requirement for which you are registered, you CANNOT retroactively add or drop credit hours to/from the course.

PART I (a.) - Student Information

Student Name: ___________________________ UF ID#: ___________________________ Date: ________
Classification/College: ____________________ Major: __________________ Specialization: _______________
Semester and Year of Practicum: _____________________________________________________________
Local Address: ____________________________________________ City __________ State ___________ Zip ___________
Permanent Address: ____________________________________________
UF Email Address: _______________ Phone #: ____________________________
Faculty Advisor: ________________________________________________

PART I (b.) - Course Information

LEI 6944 Practicum in TRM (1-6 max credits) Letter grade

I would like to register for LEI 6944 Practicum for ___ credit hours during the:

___ Fall  ___ Spring  ___ Sum A  ___ Sum B  ___ Sum C  20___________

☐ I have completed the Online Travel Registration documentation through UFIC because I am traveling outside of the U.S. to complete the practicum.

☐ I have NOT completed the Online Travel Registration documentation through UFIC because I am NOT traveling outside of the U.S. to complete the practicum.

Student Signature: ___________________________ Date: ______________
Part II (a.) - Practicum Site Eligibility

Practicum Site: ___________________________ State: _____ Country: _______

Verification of Eligible Practicum Site: ___________________________

(Internship Coordinator Signature)

Verification of Eligible International Practicum Site: ___________________________

(This agreement must be attached to this document.)

(International Center Employee Signature)

Part II (b.) - Practicum Information

Practicum Site: ___________________________ State: _____ Country: _______

Practicum Supervisor: ___________________________ Title: ____________________

Address: _____________________________________________________________

City State Zip

Email Address: _________________________________________________________

Phone #: ___________________

NOTE: The undersigned hereby acknowledges awareness that both the University of Florida and Department of Tourism, Recreation and Sport Management strongly recommends students to obtain student educator professional liability insurance and may not be held responsible for any acts of negligence by these students.

Agency Supervisor Signature: __________________________________________

Date: ____________

Part III - Practicum Proposal

Students must present the practicum proposal to their faculty advisor and site supervisor for approval, the semester prior to the practicum. The proposal describes the purpose of the practicum, description of the agency, purpose for selecting the practicum site and how it fits with your degree plan, duties and responsibilities associated with the practicum, and a timeline of the work to be completed. The Practicum Proposal form is located on page 11 of the course syllabus and the completed form must be attached to this contract.

- I confirm the duties and responsibilities in the proposal are new experiences and are not representative of my daily responsibilities at my place of employment.
- I confirm both the faculty advisor and site supervisor approved the practicum proposal.
- I confirm that I understand what is expected of me to complete the practicum as presented in the Student Contract, Graduate Contract, and Course Syllabus.

Student Signature: __________________________________________

Date: ____________

Faculty Advisor’s Signature: _____________________________

Date: ____________

Site Supervisor’s Signature: _____________________________

Date: ____________
Part IV – International Healthcare Insurance

University of Florida
College of Health and Human Performance
Department of Tourism, Recreation and Sport Management

International Healthcare Insurance
(only for international practicums)

The University of Florida requires students completing practicums outside of the U.S. to have appropriate health insurance coverage. Refer to the Student Contract for additional information.

Section I - Student Information

Name: ___________________________________________  UF ID#: ________________
Major: ___________________________________________ Specialization: ______________________
Semester of Practicum: ______________________________
Email Address: ________________________________  Phone #: ____________________________
Address: ______________________________________  City ___________ State ________ Zip ______

Section II - Health Insurance Information (only for international practicums)

Provider Name: _________________________________  Policy #: ______________________
Date Coverage Begins: __________________________  Date Coverage Ends: __________
My signature verifies this information is true and accurate: ____________________________

Student Signature
Part V - Student Educator Professional Liability Insurance Disclaimer

University of Florida
College of Health and Human Performance
Department of Tourism, Recreation and Sport Management

Student Educator Professional Liability Insurance Disclaimer

UF and TRSM strongly recommend students to obtain Student Educator Professional Liability Insurance for their practicum, totaling $1 million in coverage. However, students are not required to have professional liability insurance for practicum approval. TRSM does require all students to complete this form to verify whether they have or have not opted to pursue student educator professional liability insurance.

Section I - Student Information

Name: ________________________________  UF ID#: __________________
Major: __________________________ Specialization: ___________________
Semester of Practicum: __________________________
Email Address: ______________________ Phone #: _______________________
Address: __________________________ City ___________________ State Zip

Please check the appropriate box:

☐ I have student educator liability insurance. (Complete Section II)
☐ I do NOT have student educator liability insurance. (Complete Section III)

Section II – Student Educator Liability Insurance Information

Insurance Provider: __________________________ Certificate #: __________________________
Date Coverage Begins: __________________________ Date Coverage Ends: __________________________

My signature verifies this information is true and accurate: __________________________
Student Signature

Section III - Uninsured Student Educator Liability Insurance Disclaimer

I __________________________ acknowledge awareness that both the University of Florida and Department of Tourism, Recreation and Sport Management strongly recommends students to obtain professional liability insurance and may not be held responsible for any acts of negligence by these students.

Student Signature: __________________________ Date: __________________________


LEI 6944 – PRACTICUM Syllabus
(Required for Non-Thesis Students)

Instructor:  
Office Location:  
Office Hours:  
Email:  
Phone:

COURSE DESCRIPTION AND PREREQUISITES:
The practicum provides students with an opportunity to engage in professional settings to enhance academic learning and further employment readiness upon graduation. Students gain experience and enhance skills through experiential learning. This opportunity helps students to bridge the gap between course materials and real-world settings, furthering both academic and applied/business skills. (Prerequisite: Students must complete 18 credit hours prior to the completion of the practicum.)

COURSE OBJECTIVES:
The objectives for the practicum enable students to:
1. Integrate the knowledge and skills attained in the academic setting to practical issues in the workplace.
2. Contribute significantly to the activities at the practicum site.
3. Complete a project under the direction of the practicum supervisor.
4. Gain awareness of organizational and administrative structures, strategies, and procedures.
5. Accept constructive feedback to improve performance.
6. Exhibit effective oral and written communication skills.
7. Demonstrate professional behavior and work successfully with site employees.

PRACTICUM REQUIREMENTS:
Students with fewer than 18 credit hours of graduate coursework may NOT register for LEI 6944 (Practicum). Students taking the practicum may register for 1 to 6 maximum credit hours upon approval from their faculty advisor. The registration process for the practicum begins the 1) Fall semester for Spring practicums, 2) Spring semester for Summer practicums, and 3) Summer A semester for Fall practicums. Students are required to complete 48 clock hours for each credit hour. The number of clock hours at the practicum site must be determined PRIOR to the semester of the practicum. If the number of hours completed exceeds or is less than the credit hour requirement for which you are registered, you CANNOT retroactively add or drop credit hours to/from the course. Practicum hours may not commence until the student is registered for LEI 6944 and the first day of the semester begins.

The approved Student and Graduate Contracts must be on file in the TRSM Graduate Program Assistant’s office (FLG 300) the semester prior to registering for the course.
QUALIFYING U.S. PRACTICUM SITES:
The eligibility for student placement at practicum sites must be verified by the TRSM Internship Coordinator. The Internship Coordinator must confirm the eligibility of the practicum site ensuring there is a letter of agreement between the department and practicum site. The Internship Coordinator’s signature is required on both the Graduate Contract and Practicum Proposal form.

QUALIFYING INTERNATIONAL PRACTICUM SITES REQUIREMENTS:

1. Eligible International Sites: All students pursuing international practicums must confirm the eligibility of the international site with the UF International Center and TRSM. UFIC provides students with a copy of the approved letter of agreement and signatures from both UFIC and TRSM are required on both the Graduate Contract and Practicum Proposal form.

2. CPT Registration: All international students and students seeking practicum credit with F-1 status must register for Curricular Practical Training (CPT) through the International Center prior to the semester of the practicum. Please review the procedures at https://www.ufic.ufl.edu/iss/currentF1studentsCPT.html. There are two CPT options: full-time (over 20 hours) and part-time (20 hours or fewer). Full-time CPT of one year (365 days) or more makes the student ineligible for Optional Practical Training (OPT); part-time CPT does not affect OPT eligibility.

3. CPT Eligibility Requirements:
   Students must have been enrolled full-time for at least one full academic year (fall and spring semesters). Employment must be integral or relevant to your established curriculum. Register for appropriate credits before applying for CPT; if you cannot receive course/research credits for the work experience, you cannot be authorized for CPT. If engaging in part-time CPT in the fall and spring semesters, you must register for a full course load. If engaging in full-time CPT in the fall and spring semesters, you are limited to a maximum number of credits. Refer to the credit requirements table on the UFIC website: https://www.ufic.ufl.edu/iss/currentF1studentsCPT.html. The International Student Advisor (ISA) processes the application for CPT. If approved, the student is issued a new I-20 that shows the CPT employment authorization on the third page. The CPT is authorized for a specific employer, location, and length of time. You may only work on CPT for the employer and length of time authorized on your I-20.

4. Student Travel Registration: The UF International Center requires all students traveling aboard to complete the Online Travel Registration process. Registration in the program allows UF to provide assistance to students in the event of an emergency. Please note this is NOT health insurance coverage. Refer to the UF International Center’s webpage: (http://www.ufic.ufl.edu/TravelStudents.html).

5. International Health Insurance: All students traveling abroad are required to have health insurance that meets UF requirements. Students existing healthcare insurance plans might not fully cover students abroad. Please check your health insurance policy to determine if you have international coverage. To determine if your health insurance
meets UF requirements, go to http://www.ufic.ufl.edu/TravelStudents.html. Complete the Health Insurance form in Part IV of the Graduate Contract to verify International Health Insurance coverage.

6. **Student Educator Professional Liability Insurance**: UF and TRSM strongly recommends students obtain Student Educator Professional Liability Insurance during their practicum. All students are required to complete the Professional Liability Disclaimer in Part V of the Graduate Contract, indicating if the student has elected to pursue or not pursue Student Educator Professional Liability Insurance coverage. Refer to the Student Educator Professional Liability Insurance Requirements below.

7. **Visa Requirements**: All Students traveling abroad should verify visa requirements for entry into other countries.

**STUDENT EDUCATOR PROFESSIONAL LIABILITY INSURANCE REQUIREMENTS:**
The University of Florida and Department of Tourism, Recreation and Sport Management strongly recommends students obtain Student Educator Professional Liability Insurance, totaling $1 million in coverage during the practicum. Regardless of coverage, all students must complete the Student Educator Professional Liability Insurance Disclaimer form in Part V of the Graduate Contract, verifying if the student has elected to pursue or not pursue Student Educator Professional Liability Insurance.

Students electing to pursue Student Educator Professional Liability Insurance might consider Forrest T. Jones (FTJ) because it tends to be a more affordable option for students. To secure FTJ insurance, follow the instructions below:

- Students must become a member of **Shape America** prior to obtaining FTJ insurance. The cost is $79 per year and the link to register is http://www.shapeamerica.org/about/membership/.
- Click "Join Online" and follow the membership application from there.
- Students are NOT required to submit a confirmation page from Shape America for the Graduate Contract.
- After securing the Shape America membership, go to [www.ftj.com](http://www.ftj.com) to obtain your student educator professional liability insurance for a cost of $25.
- On the FTJ site, under Association Members, select "Education" from the drop-down menu under Select Profession; select "Shape America" from the drop-down menu and under Select Association; enter your zip code; and click Go.
- Under the Professional Liability Insurance tab, click "Student Educator Professional Liability Plan."
- Click "Enroll Now" and follow the prompts from there to obtain insurance.
- Complete the enrollment process online rather than by mail when given the option because you will have immediate access to printing or downloading the documentation.
• You will receive several confirmation pages once you obtain the insurance. If the practicum site requires liability insurance, print and submit the page that says “Certificate of Insurance” for both the faculty advisor and practicum supervisor.

PRACTICUM SITE REQUIREMENTS:
Students are responsible to make arrangements at approved practicum sites relative to their specialization and are required to agree upon the:

a) duties and responsibilities associated with practicum,
b) requirement for students to work physically on site,
c) supervisor that works closely with the student through the duration of the practicum,
d) accomplishment of the student’s 10 goals,
e) work schedule and total number of hours of work,
f) student cc’ing the site supervisor on every biweekly log,
g) necessity of student educator professional liability insurance,
h) completion of mid-term and final evaluations, and
i) expectations associated with the final project.

GRADING:
Student performance is evaluated as a letter grade derived from the student’s practicum proposal, bi-weekly logs, supervisor mid-term and final evaluations, and the instructor’s assessment of the final project.

<table>
<thead>
<tr>
<th>Practicum Proposal</th>
<th>10%</th>
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</thead>
<tbody>
<tr>
<td>Bi-Weekly Logs</td>
<td>15%</td>
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<tr>
<td>Project Report</td>
<td>25%</td>
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<tr>
<td>Supervisor Mid-Term Evaluation</td>
<td>25%</td>
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<tr>
<td>Supervisor Final Evaluation</td>
<td>25%</td>
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<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

COURSE REQUIREMENTS:

Practicum Proposal
Students are required to complete the Practicum Proposal form on page 13 and present the information to the faculty advisor overseeing the internship prior to registering for the practicum or making arrangements with the site supervisor. If you are conducting the practicum at your place of business, you must perform duties and responsibilities outside of your job description.

• During the semester prior to the practicum, students meet with their faculty advisor overseeing the practicum to discuss potential practicum sites and course requirements. The faculty advisor must approve the practicum site prior to students making commitments with eligible practicum site.

• After the faculty advisor approves the practicum site, the student meets with the TRSM Internship Coordinator (FLG 300) to verify the eligibility of the practicum site for student placement. The Internship Coordinator ensures a letter of agreement is on file between the agency and UF and confirms this by signing Part II (a) of the Graduate Contract and Section B of the Practicum Proposal Form.
Once the eligibility of the practicum site is confirmed, students meet with their faculty advisor again to present the Practicum Proposal and final project. The Practicum Proposal form is located on page 13 of the course syllabus and it must be included in Part III of the Graduate Contract.

The proposal must be presented in accordance with Section C of the Practicum Proposal Form located in the course syllabus.

After the faculty advisor approves the Proposal, students meet with their site supervisor to discuss the expectations associated with the practicum and final project.

Students meet with the faculty advisor again to verify the accuracy of the practicum documents and upon approval, the student hand delivers the documents to the Graduate Program Assistant (FLG 300).

Practicum hours may not commence until the student is registered for LEI 6944 and the semester of enrollment begins (i.e., first day of classes).

All students are required to complete the Student Contract, Graduate Contract, International Health Insurance form (if applicable), Student Educator Professional Liability Disclaimer form, proof of Professional Liability Insurance (1 million) (if applicable), and the CPT application (if you are an international student).

**Bi-Weekly Logs (~250 words)**
Students are expected to inform the faculty advisor about the duties and responsibilities experienced at the practicum site and how these experiences are assisting the student with the progression toward achieving their 10 goals outlined in Section C of the Practicum Proposal. Students are to email the bi-weekly logs to the faculty advisor every other Friday, beginning with the first Friday of the practicum. The format for the logs includes: the student’s name, date, name of the practicum site, name of the site supervisor, number of hours worked that week, and total hours worked at the site. The student discusses the responsibilities and activities experienced during the two-week period, with the exception of the first week of the practicum.

**Final Project**
Students are required to develop a final project for the practicum site and faculty advisor that assists students in furthering their academic learning and professional development. The final project might include but is not limited to: a needs assessment, analysis of existing programs and/or events, planning and/or implementation of a program or event, creation of a promotion campaign, collection and analysis of data, or creation of a manual. The final project report must include why the project was selected, purpose of the project, goals of the project, summary of the project, project results, accomplishment of the goals associated with the project, and what you learned from the project. The faculty advisor and site supervisor must approve the final project before the student registers for LEI 6944 (Practicum). The final project is due after required practicum hours are completed.
University of Florida  
College of Health and Human Performance  
Department of Tourism, Recreation and Sport Management

Practicum Proposal Form

Section A – Student Information

Student Name: ___________________________  UF ID#: _______________  Date: ______

Classification/College: ___________  Major: _______________  Specialization: ___________

Semester and Year of Practicum: _________________________________________________

Local Address: _________________________________________________________________

Permanent Address: _____________________________________________________________

UF Email Address: _______________________________________________________________

Faculty Advisor: ________________________________________________________________

Section B – Practicum Information

Practicum Site: __________________________________________________________________

Practicum Supervisor: ___________________________  Job Title: _______________________

Years in Current Position: _______________  Years of Prior Experience: _____________

Address: _________________________________________________________________________

Email Address: _________________________________________________________________

Phone #: _________________________________

Verification of Eligible Practicum Site: ___________________________  (Internship Coordinator’s Signature)

Verification of Eligible International Practicum Site from UFIC: _____________________________

The agreement must be attached to this document.  (International Center Employee Signature)

Section C – Practicum Proposal (minimum of 2 pages)

1. Discuss the purpose of the practicum and how it supplements your degree plan.
2. Describe the agency you plan to work with to complete the practicum.
3. Create 10 goals related to the practicum experience.
4. Explain how working at the practicum site will assist you in achieving your goals.
5. Describe the duties and responsibilities associated with the practicum.
6. Provide a detailed timeline reflecting the hour requirements for the practicum, deadlines, and completion of the final project.
7. Explain the practicum project:
   a) Discuss the issue or problem you are solving and why it is important to solve.
   b) Explain the purpose of the project and how it relates to the professional and academic literature.
   c) Determine the resources necessary to plan and complete the project.

Faculty Advisor Signature: ___________________________  Date: ____________
Section D – Practicum Supervisor

Please have the practicum supervisor complete the following questions regarding work hours:

1. How many total hours is the student expected to work? ____________________________
2. What percentage of the work will require physical labor? __________________________
3. What percentage of the student’s work hours will be non-traditional? ________________
4. What hours/days might the student work: □ early morning □ late evening □ weekends □ holidays

Please complete the table below and circle the best answer:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The practicum supervisor agrees to inform the student of any known risk or safety issues surrounding his or her work environment.</td>
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<tr>
<td>2. The practicum supervisor has reviewed the student’s practicum goals and will assist the student in attaining these goals.</td>
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<tr>
<td>3. The practicum supervisor will work with the student to develop a plan that meets the needs of the practicum site.</td>
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<tr>
<td>4. The practicum supervisor and the student have agreed on the total hours of work, responsibilities, and expectations of this practicum agreement.</td>
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<tr>
<td>5. The practicum supervisor agrees with the Practicum Proposal.</td>
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</tbody>
</table>

Comments: _______________________________________________________________________

Practicum Supervisor Signature: ____________________________ Date: __________

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Mid-Term Evaluation:
Practicum supervisors are required to complete the mid-term evaluation and discuss the results with the student midway through the completion of the practicum hours. The student is responsible for submitting the completed evaluation to the faculty advisor. Practicum supervisors can use the Mid-Term Evaluation Form on page 15 or downloaded it at: [http://trsm.hhp.ufl.edu/index.php/graduate/current-students/forms/](http://trsm.hhp.ufl.edu/index.php/graduate/current-students/forms/).

Final Evaluation:
Practicum supervisors are required to complete the final evaluation and discuss the results with the student during the last week of the practicum. The student is responsible for submitting the completed evaluation to the faculty advisor. Practicum supervisors can use the Final Evaluation Form on page 17 or downloaded it at: [http://trsm.hhp.ufl.edu/index.php/graduate/current-students/forms/](http://trsm.hhp.ufl.edu/index.php/graduate/current-students/forms/). The final evaluation must be submitted to the faculty advisor during the corresponding semesters: Fall - Prior to the last Monday of the semester, Spring - Prior to the last Monday of the semester, Summer - Prior to the last Monday of the semester, or Summer B/C - Prior to the last Monday of the semester.

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University of Florida
College of Health and Human Performance
LEI 6944 – Graduate Practicum

**Mid-Term Evaluation Form**

**Student Name:**

**UFID:**

**Semester:**

- Fall
- Spring
- Sum A
- Sum B
- Sum C
- 20

**UF Faculty Advisor:**

**Practicum Supervisor:**

Please rate the student on a 1-5 scale with 1 = poor and 5 = excellent (N/A = not applicable)

<table>
<thead>
<tr>
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<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
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<tbody>
<tr>
<td>1. Appearance (appropriate grooming and choice of clothing)</td>
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<td>2. Personality (character, behavior)</td>
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<td>3. Communication</td>
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<td>4. Enthusiasm (professional interest, growth, motivation)</td>
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<td>5. Willingness to accept responsibility (initiative)</td>
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<td>6. Skill (prior knowledge, adaptability)</td>
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<td>7. Ability to work with others</td>
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<td>8. Leadership (ability to organize, implement new ideas)</td>
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<td>9. Flexibility (adaptability to new ideas)</td>
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<td>10. Originality (creativity, resourcefulness)</td>
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<td>11. Administrative duties (accuracy, timeliness)</td>
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<td>12. Reliability (attendance, punctuality, meeting commitments)</td>
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<td>13. Participation (willingness to join in)</td>
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<td>14. Care of equipment and job related items</td>
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<td>15. Planning and preparation for assignments</td>
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<td>16. Empathy (sympathetic of and interest in customers)</td>
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<td>17. Ability to motivate others</td>
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<td>18. Responsiveness to supervision (ability to accept criticism)</td>
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<td>19. Professional promise</td>
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**Comments:**

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Please complete the next page of the mid-term evaluation.
1. How frequently did you observe the student? ______________________________________________________

2. When and where did you meet and discuss this evaluation?

____________________________________________________

3. How did the student respond to your ratings and comments?

____________________________________________________

4. What were the student’s major tasks during this period?

____________________________________________________

5. What skills did the student demonstrate that show mastery of critical skills needed in the planning and delivery of program and events in your agency?

____________________________________________________

6. In terms of specific skills, areas for improvement include: ________________________________

____________________________________________________

7. Other comments/reactions: ____________________________________________________________

____________________________________________________

Based upon my evaluation, the student is performing: □ Satisfactorily □ Unsatisfactorily

Recommended Grade out of 100%: _____%

Evaluator Signature: ____________________________ Date: ______________

Student Signature: ____________________________ Date: ______________

Please mail/fax/email this form to: UF Faculty Advisor: ____________________________
Department of Tourism, Recreation and Sport Management
University of Florida
Room 300 FLG
PO Box 118208
Gainesville, FL 32611
Final Evaluation Form

Student Name: ___________________________________________ UFID: ________________
Semester: ______Fall ______Spring ______ Sum A ______ Sum B ______ Sum C 20_____
UF Faculty Advisor: __________________________________________
Practicum Supervisor: ___________________________________________

Please rate the student on a 1-5 scale with 1 = poor and 5 = excellent (N/A - not applicable)

1. Appearance (appropriate grooming and choice of clothing) 1 2 3 4 5 N/A
2. Personality (character, behavior) 1 2 3 4 5 N/A
3. Communication 1 2 3 4 5 N/A
4. Enthusiasm (professional interest, growth, motivation) 1 2 3 4 5 N/A
5. Willingness to accept responsibility (initiative) 1 2 3 4 5 N/A
6. Skill (prior knowledge, adaptability) 1 2 3 4 5 N/A
7. Ability to work with others 1 2 3 4 5 N/A
8. Leadership (ability to organize, implement new ideas) 1 2 3 4 5 N/A
9. Flexibility (adaptability to new ideas) 1 2 3 4 5 N/A
10. Originality (creativity, resourcefulness) 1 2 3 4 5 N/A
11. Administrative duties (accuracy, timeliness) 1 2 3 4 5 N/A
12. Reliability (attendance, punctuality, meeting commitments) 1 2 3 4 5 N/A
13. Participation (willingness to join in) 1 2 3 4 5 N/A
14. Care of equipment and job related items 1 2 3 4 5 N/A
15. Planning and preparation for assignments 1 2 3 4 5 N/A
16. Empathy (sympathetic of and interest in customers) 1 2 3 4 5 N/A
17. Ability to motivate others 1 2 3 4 5 N/A
18. Responsiveness to supervision (ability to accept criticism) 1 2 3 4 5 N/A
19. Professional promise 1 2 3 4 5 N/A

Comments: _____________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Please complete the next page of the final evaluation.
1. How frequently did you observe the student? ______________________________________
____________________________________________________________________________

2. When and where did you meet and discuss this evaluation? 
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

3. How did the student respond to your ratings and comments? 
____________________________________________________________________________
____________________________________________________________________________

4. What were the student’s major tasks during this period? 
____________________________________________________________________________
____________________________________________________________________________
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5. What skills did the student demonstrate that show mastery of critical skills needed in the planning and delivery of program and events in your agency? 
____________________________________________________________________________
____________________________________________________________________________

6. In terms of specific skills, areas for improvement include: ________________________
____________________________________________________________________________

7. Other comments/reactions: ____________________________________________________
____________________________________________________________________________

Based upon my evaluation, the student is performing: □ Satisfactorily □ Unsatisfactorily

Recommended Grade out of 100%: ______%

Evaluator Signature: ___________________________ Date: ______________

Student Signature: ___________________________ Date: ______________

Please mail/fax/email this form to: UF Faculty Advisor: ___________________________
Department of Tourism, Recreation and Sport Management
University of Florida
Room 300 FLG
PO Box 118208
Gainesville, FL 32611
COURSE POLICIES:
1. Students are expected to:
   - Behave professionally throughout the duration of the practicum.
   - Notify the practicum supervisor if they plan to miss scheduled work because of an illness or other unavoidable situations.
   - Arrive to the practicum site on time, dress appropriately, and refrain from using personal technology.
   - Request and read the site’s employee handbook or manual, covering the agency’s policies.
   - Immediately contact your faculty advisor should problems arise.

2. Accommodations
   - “Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter that must be presented to the instructor when requesting accommodations. Students with disabilities should follow this procedure as early as possible in the semester,” (Jim Gorske, Disability Resource Center).

3. The UF Counseling and Wellness Center
   - Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

4. Honor Pledge:
   - University of Florida students are required to abide by the Honor Code pledge: “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.” You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." It is assumed all students will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams, etc.). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code.
• **Violations of the Honor Code at the University of Florida will not be tolerated.** Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, refer to http://www.dso.ufl.edu/SCCR/honorcodes/honorcode.php.” As per the University’s Students Rights and Responsibilities (www.dso.ufl/STG), any student found cheating, plagiarizing a written assignment, or falsifying a course requirement will receive a failing grade for the course or be referred for University disciplinary action.