

DEPARTMENT OF FOLKLORE AND ETHNOMUSICOLOGY

X477/X476/F803/F806 Contract Form

X477 F803 Practicum/Internship
X476 F806 Museum Practicum

Student's Name _____

ID# _____ Email: _____

Semester _____ No. of Hours _____

GUIDELINES, PROCEDURES, AND EXPECTATIONS:

Pre-enrollment

- 1. Identify the faculty from the Department of Folklore and Ethnomusicology that will serve as the faculty of record, and secure their agreement to serve in this capacity. Describe the qualifications of the individual that will supervise your practicum (e.g. musical study, internship, production and other creative projects, etc) if different from the faculty of record.
2. Discuss your plans for the practicum with the faculty of record, and then meet with the practicum supervisor to establish the terms for the course (number of hours/meeting times, goals, assignment, and other specifics).
The course agreement should be outlined in the box provided below, or printed out and attached to this form.
3. Both the faculty of record and the practicum supervisor must approve the project prior to enrolling in X477, X476, F803 or F806. The faculty of record will confer with the practicum supervisor regarding the planned project and the departmental procedures to be followed.
4. The faculty of record, in conjunction with the student will decide on the appropriate number of credit hours the student will earn for the practicum. The number of hours devoted to the actual practicum experience should follow the guidelines indicated on the reverse side.
5. Return the completed form with signatures and course agreement to the departmental Student Services Associate, who will authorize your enrollment in the course.

Completion Process

- 6. Upon completion of the practicum project, students must submit a 1-2 page minimum typewritten report that describes the experience and accomplishments. This report must be submitted to both the faculty of record and the practicum supervisor one week prior to the end of the 16-week semester or three days prior to the end of an 8-week semester or summer session. The student must review the report with the faculty of record.
7. The faculty of record will confer with the practicum supervisor regarding the student's final grade.
8. The faculty of record will sign and submit a grade on this form (w/ attached report) to the Department of Folklore and Ethnomusicology at the end of the semester or summer session.

COURSE AGREEMENT

Description and specifics of the project (see points raised in #2 above)

Contractual Signatures for Course Approval:

Student's Signature and Date

Faculty of Record's Signature and Date

Practicum Supervisor's Signature and Date

Contractual Signature for Course Completion:

Final Grade

Faculty of Record's Signature and Date

Practicum Details:

Please write a description of the work you will be doing.

Credit Hours	Fall/Spring/Summer Full Term	Summer 6 week	Total
1	3 hours per week for 15 weeks	7.5 hours per week for 6 weeks	45 hours per semester
2	6 hours per week for 15 weeks	15 hours per week for 6 weeks	90 hours per semester
3	9 hours per week for 15 weeks	22.5 hours per week for 6 weeks	135 hours per semester