

Applied English Programme

PRACTICUM MANUAL

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Practicum Manual

This manual is designed to provide an overview of the practicum experience in the Applied Linguistics program. The following sections outline the purpose, requirements and responsibilities of all parties involved with the practicum experience.

1. Purpose, Objectives and Definitions

The practicum provides practical experience in an approved, student-selected voluntary setting. This 3-credit course includes 150 hours of supervised practical experience in an approved Linguistic setting. Students usually take this course in their last year.

The practicum is a structured and supervised, work experience that is voluntary, and takes place at a variety of public, private, semi-private setting which involves language. It involves a three-way partnership agreement between the supervisor, an approved site, and the student.

During the practicum, the student receives professional preparation coordinated by a faculty supervisor in addition to direction from a qualified site supervisor. The practicum provides industry specific opportunities for student participation, organization, and administration.

By the end of the practicum students should be able to:

1. Describe and analyze language problems related to their practicum site.
2. Demonstrate skills and competencies in the field (e.g. language teaching, language planning, translation, language assessments).
3. Set career objectives and focusing on the practical applications of language studies.

2. Benefits

Students benefit from the practicum experience by having the opportunity to apply their classroom knowledge to real world settings. This experiential learning allows students to be better prepared and more marketable for the current job market demands. They have support from their internship coordinator, faculty and site supervisors to learn how to negotiate the challenges faced by young professionals. This experience affords students the opportunity to evaluate their strengths and weaknesses and assess their future employment aspirations.

Sites that provide practicum opportunities benefit from the partnership to develop our future professionals. These students can integrate with professional staff to promote the overall learning experience as students bring a different set of skills, knowledge base, and perspective to the job. It also provides site personnel the opportunity to evaluate the effectiveness of their in-house training programs or other services based on feedback from students. Students become familiar with an organization's culture and work, and establish close

working relationships with current employees. This makes them ideal candidates for any future job vacancies.

3. Expectations of Practicum Experience

Students are required to complete 150 hours of professional practice over a period of 16 weeks in a given semester. Due to the shortened length of the summer semester, summer practicums will be completed within a 10-week time period and will cover 100 training hours. By the end of their practicum experience students should have a better understanding and appreciation of the role, duties, and responsibilities of a professional in their chosen field.

The student is expected to assume a wide range of responsibilities:

- **Participation** – A student should be given the opportunity to observe the intricacies of the internal and external working relationships of the site. In addition, student should be allowed to participate in site committee meetings, conferences, and workshops to gain a better understanding of their chosen concentration.
- **Organization** – The student should participate in any appropriate experiences relevant to the site; such as organizing events, evaluation of programs, and analysis of data.
- **Administration** – The site should provide the student with practical experience employing routine administrative skills, techniques and practices. The student should gain experience in a variety of site operations.

4. Student Eligibility

Start and End Dates

The practicum begins on the first day of classes of each semester and **must be completed** by the End Date (the last possible date to complete the practicum) provided by the faculty supervisor.

Students will be notified of the **deadline for paperwork submission** by their Faculty Supervisor. Paperwork submission deadlines are also provided during the online orientation session.

Students who do not submit their initial paperwork by the deadline for paperwork submission will not be able to complete their practicum in the applicable semester.

All summer practicums should start on the first day of classes and must be completed within 10 weeks or as determined by your Faculty Supervisor.

***Students must complete all 150 hours during the first and second semesters and 100 hours during the summer semester.

5. Site Selection

Although the faculty supervisor and/or internship coordinator may offer advice, guidance or placement suggestions, students are responsible for seeking out their own practicum positions. Students should begin searching for possible practicum sites several months prior to their chosen practicum semester. This allows ample time for the application/interview process and a thoughtful selection.

The site typically relates to the field, such as:

- Translation centers
- Schools
- Embassies
- Language centers
- Tour guides

The site selection process typically entails:

- Obtaining the faculty supervisor's approval to apply if student previously worked at the site. The student must justify in writing how this site can provide further learning opportunities beyond what has already been experienced.
- Submitting official job descriptions from all prospective sites for approval by the faculty supervisor, before any offer is accepted by student.

Official Job Description

An official job description needs to be submitted to the faculty supervisor for approval **before** any practicum offer is accepted, AND **before** any paperwork will be accepted by the faculty supervisor. Information on what **must be** included in the official job description can be found at the following link.

6. Requirements and Grading

The faculty supervisor assigns grades based on the student meeting the following requirements:

- a. Attending any required pre-experience informational session, provided by their faculty supervisor;
- b. Submitting **all** properly filled out and signed paperwork to him/her in a timely fashion, and by the paperwork submission deadline;
- c. Working at an **approved** practicum site for a minimum of 150 hours of professional practice - for between 10 hours/week and 20 hours/week, depending on when the practicum begins
- d. Completing and submitting the **Practicum Weekly Reports based on reflective essays** each Monday for the week prior;
- e. Completing and submitting the **Practicum Midpoint Report (Presentation)** after completion of 60 hours (**20 marks**);
- f. Completing and submitting the **Practicum Portfolio (50 marks)**.;
- g. Submitting the **Final Practicum Performance Assessment Form** completed by site supervisors (**20 marks**).;
- h. Completing and submitting the Practicum **final reflective essay (10 marks)**.

Meeting all other requirements outlined in the Syllabus, Practicum Manual, and all communication from faculty supervisors and the fieldwork coordinator.

6.1. Reflective essay rubric

This is a grading rubric an instructor uses to assess students' work on this type of assignment. It is a sample rubric that needs to be edited to reflect the specifics of a particular assignment. Students can self-assess using the rubric as a checklist before submitting their assignment. This sample rubric can also be found under the Turnitin tool in Blackboard to facilitate online grading.

The following demonstrates the criteria of the reflective essay rubric:

Criteria	Excellent	Meets Expectations	Approaches Expectations	Needs Improvement
Completeness	Clearly and completely answers the assignment prompt. Adheres to required length.	Almost completely answers the assignment prompt.	Partially addresses the assignment prompt. Adheres to required length.	Does not address the assignment prompt.
Analysis	Rich, detailed description of the case, conflict, challenge, or issue of concern.	Full description of the case, conflict, challenge, or issue of concern.	Partial description of the case, conflict, challenge, or issue of concern.	No description of the case, conflict, challenge, or issue of concern.
Evidence	Clear attempt to integrate relevant facts, relationships, and the student's self. Includes conclusions based on synthesis of the description.	Clear attempt to integrate relevant facts, relationships, and the student's self.	Slight or unclear attempt to integrate relevant facts, relationships, and the student's self.	No attempt to integrate relevant facts, relationships, and the student's self.
Writing	Impressions plus critical reflection (i.e. exploration and critique of assumptions, values, beliefs, and/or biases; multiple perspectives; alternatives; and the consequences of actions). Includes discussion of how behavior may change based on new insights.	Impressions plus reflection (i.e. attempting to understand or question the case).	Impressions without reflection.	No impressions, reflection or introspection.

6.2. Presentation rubric

Category	Scoring Criteria	Total Points	Score
Organization (2 points)	Information is presented in a logical sequence.	2	
Content (8 points)	Introduction is attention-getting, lays out the topic well, and establishes a framework for the rest of the presentation.	2	
	Technical terms are well-defined in language appropriate for the target audience.	2	
	There is an obvious conclusion summarizing the presentation.	4	
Presentation (10 points)	Speaker uses a clear and audible voice.	2	
	Delivery is poised, controlled, and smooth.	2	
	Good language skills and pronunciation are used.	2	
	Visual aids are well prepared, informative, effective, and not distracting.	2	
	Length of presentation is within the assigned time limits.	2	
	Total Points	20	
Score			

7. Academic Policies on Registration and Withdrawing

Students must comply with University *Academic Policies* for registering, attending, dropping or withdrawing from a course as outlined in the University Catalog.

8. Student Responsibilities during the practicum

During the practicum, which involves a minimum of 150 hours, the student must meet certain responsibilities and obligations to the site and/or site supervisor, as well as to the university to fulfill their requirements. These include:

1. Reporting directly to the site supervisor for instructions. The student is responsible for fulfilling their duties as stipulated by their supervisor, and for meeting their scheduled training commitments and arrangements;
2. Participating in orientation sessions with their site supervisor;
3. Learning and abiding by all the rules, regulations, policies and procedures of the site applicable to their conduct while in the site's employment;
4. Becoming an integral and participating member of the site's staff;
5. Visiting, observing, and participating in, as appropriate, various levels of the site's operations, including meeting, programs, projects and training sessions. This enables the student to strive toward higher levels of personal and professional growth and fulfillment;

6. Meeting with the site supervisor and the faculty supervisor during an on-site visit, *if such a meeting is deemed necessary*; otherwise, the faculty supervisor will contact the site supervisor by phone or e-mail for feedback regarding the student's performance if needed;
7. Notify the site supervisor in advance when it is necessary to be absent from work;
8. Participating in post-activity discussion with their site supervisor, and
9. Sharing the following site supervisor responsibilities with their supervisor.

Site Supervisor responsibilities during the practicum

The site supervisor plays a pivotal role in the lives of students at the personal and professional career level by offering advice, instruction and supervision that furthers a student's professional competence. By providing a challenging and stimulating work experience, students are allowed to discover their own strengths and weaknesses in their chosen professional career. Thus, the site supervisor is expected to assume responsibilities and obligations to the student and the faculty supervisor, as summarized below:

1. Providing the student with a structured and supervised on-site learning experience;
2. Preparing the site or institution staff for the arrival of the student, and orienting the student to the site's history (including organizational chart), philosophy, policies regulations, administration, programs and facilities in order to allow the student to function effectively in the practicum setting;
3. Providing timely and fair evaluative summaries of the student's work, including filling in a written *Final Practicum Performance Assessment Form*, which is sent to and discussed with the student;
4. Immediately notifying the practicum faculty supervisor of any emerging condition that significantly affects the student's ability to succeed or complete the agreed upon practicum tasks;

Faculty Supervisor responsibilities during the practicum

1. Assisting the student to develop or acquire resources or skills necessary for the successful completion of assigned tasks;
2. Facilitating resolution of problems that may occur during the practicum between the student and the site;
3. Soliciting evaluative commentary and reports from the student and the site supervisor;
4. Receiving, reviewing and evaluating required submissions from the student and site supervisor;
5. Advising and assisting the site on matters pertaining to enrichment of the educational experience in the practicum.

9. Removal or Dismissal of Student

Every effort should be made by the faculty supervisor and the site supervisor to support the practicum learning process, but on occasion, it may be necessary to either a) remove an student from one site for reassignment to another site, or 2) dismiss a student from his/her practicum. Because of differing site guidelines and stipulations within the university, each student case must be considered separately. However, the following paragraphs discuss general guidelines for removal or dismissal.

Removal of a Student by Faculty Supervisor from a Site

Circumstances may arise where it is necessary for the faculty supervisor to remove a student from a particular site, and relocate him/her to another site without academic penalty. These circumstances can include significant violations of terms of engagement on the part of the site, intimations or conflicts between site supervisor/personnel and the student intern, sexual or other harassments, unsafe working environment, labor- related disruptions, and site bankruptcy or financial exigency. Any of these circumstances may require immediate intervention and/or removal of the student from the practicum.

If a student is unable to carry out practicum duties due to personal reasons (e.g. medical, emotional), all parties will be notified and any appropriate interventions will be employed. This might necessitate removal of the student from the site placement prior to completion of the 120 hour requirement. The faculty supervisor will convene with the site

supervisor to determine a mutually agreed upon course of action that benefits the student's practicum experience while also meeting the site's and university's expectations. These situations are rare and shall be assessed on a case by case basis.

Student Request for Removal from a Site

Circumstances may arise where a student feels compelled to request removal from a site. The student cannot initiate any change in practicum assignment until the following procedure has been followed:

1. The student must provide the faculty supervisor a written statement outlining reason(s) for removal from the site as soon as possible. The student must meet or phone conference with faculty supervisor to discuss and confirm removal reasons.
2. Removal decisions rest with the faculty supervisor and the fieldwork coordinator who should share removal consideration with the site supervisor before making a final decision. If removal is deemed necessary, typically, a two-week resignation notice should be given by the student to the site.
3. Because the practicum is meant to be a long-term experience with one site, the student will restart his/her hours at the new site.

Dismissal of student intern by site supervisor

Termination of a student's practicum by a site supervisor is a serious matter and as such, the university expects the site supervisor to make immediate contact with the faculty supervisor if circumstances arise that could eventually lead to the dismissal of a student.

****If you have any questions please contact your faculty supervisor immediately****