GUIDELINES FOR FINAL REPORT OF PRACTICUM (PA-579) OFF CAMPUS

On completing a practicum off campus, the student must promptly submit a final report to one of the GCSRM Co-Directors. This report will be used in assigning a final grade for the practicum. A final grade will not be recorded for PA-579 until the student submits a final report that contains each of the following components.

1. A copy of the approved form: Proposal for Practicum (PA-579) Off Campus.

2. The original completed form: Student’s Evaluation of Practicum (PA-579) Off Campus.

3. The original completed form: Preceptor’s Evaluation of Practicum (PA-579) Off Campus.
   This form must be submitted in a sealed envelope with the preceptor’s signature across the seal.

4. A narrative that includes the following aspects of the practicum experience:
   a. An overview of the activities in which the student was engaged and a description of how these activities met (1) the overall learning goal regarding aspects of survey research methodology, and (2) the specific learning objectives and activities, as described in the approved Proposal for Practicum (PA-579) Off Campus.
   b. A description of and explanation for any substantial deviations (additions, deletions, or modifications) from the approved practicum proposal.
   c. A description of any product(s) produced, such as a questionnaire, field report, or codebook. Submit a copy, as appropriate.