



Tourism, Hospitality and Event Management

LEI 6944 Practicum Guide

Department of Tourism, Hospitality and
Event Management
Graduate Program Assistant
P.O. Box 118208
FLG 240
Gainesville, FL 32611-8208
(352) 294-1661

THEM Graduate 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 THEM Department.
3. All students pursuing international practicums must confirm the eligibility of the international practicum site with the UF International Center and THEM. 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 THEM 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 THEM 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 240).
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: _____

University of Florida
College of Health and Human Performance
Department of Tourism, Hospitality and Event Management
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 24 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 24 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 Contract and Registration Form must be on file in the THEM Graduate Program Assistant's office (FLG 240) 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 THEM 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 THEM. UFIC provides students with a copy of the approved letter of agreement and signatures from both UFIC and THEM 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 abroad 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 THEM 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, Hospitality and Event 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 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.

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.

Practicum Proposal	10%
Bi-Weekly Logs	15%
Project Report	25%
Supervisor Mid-Term Evaluation	25%
Supervisor Final Evaluation	<u>25%</u>
	100%

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 an eligible practicum site.
- 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 Practicum 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 240).
- 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 or proof of Professional Liability Insurance, 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, Hospitality and Event Management
THEM 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: _____ Phone #: _____
Faculty Advisor: _____

Section B – Practicum Site Information

Practicum Site: _____
Practicum Supervisor: _____ Job Title: _____
Years in Current Position: _____ Years of Prior Experience: _____
Address: _____
Email Address: _____ Phone #: _____

Section C – Practicum Proposal (minimum of 2 pages)

Students must present the practicum proposal to their faculty advisor and site supervisor for approval during 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 must be attached to this contract.

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.

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:

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

Comments: _____

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.

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. 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.

NOTE: The undersigned hereby acknowledges awareness that both the University of Florida and Department of Tourism, Hospitality and Event 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.

Practicum Supervisor Signature: _____ Date: _____

University of Florida
College of Health and Human Performance
Department of Tourism, Hospitality and Event Management

LEI 6944 Practicum Registration Form

A completed and approved Student Contract (page 3) and Practicum Proposal (page 9-10) for LEI 6944 (Practicum) must be on file with the THEM Graduate Program Assistant (FLG 240) **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.

LEI 6944—Practicum in THEM (1-6 credits; max: 6 credits) Prereq: completion of 18 credit hours of course work applicable to degree; permission of advisor, written proposal and site approval. Letter grade.

PART I - Student Information

Student Name: _____ UF ID#: _____

Classification/College: _____ Advisor: _____

UF Email: _____ Phone#: _____

I am requesting to be registered for **LEI 6944 Practicum** for ____ credit hours during:

____ Fall ____ Spring ____ Sum A ____ Sum B ____ Sum C 20____

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 that I understand what is expected of me to complete the practicum as presented in the Student Contract, Practicum Proposal Form, and Course Syllabus.

I have cleared any registration holds.

Faculty Advisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

PART II – International Healthcare Insurance

University of Florida
College of Health and Human Performance
Department of Tourism, Hospitality and Event 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 III - Student Educator Professional Liability Insurance Disclaimer

University of Florida
College of Health and Human Performance
Department of Tourism, Hospitality and Event Management

Student Educator Professional Liability Insurance Disclaimer

UF and THEM 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. THEM 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, Hospitality and Event 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: _____

Graduate Practicum and Internship Midterm Evaluation Form

Student's Name: _____ **UFID:** _____

Course: LEI 6944

Semester: Fall _____ Spring _____ SumA _____ SumB _____ SumC _____ **20** _____

Please rate student on a 1-5 scale with 1 = poor and 5 = excellent (N/A = Not Applicable or Don't Know)

1. Appearance (appropriate grooming and choice of clothing)	1	2	3	4	5	N/A
2. Personality (character, deportment)	1	2	3	4	5	N/A
3. Speech (use of English)	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, etc.)	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, clients, etc.)	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
20. Other	1	2	3	4	5	N/A

Comments: _____

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, this student has earned a:

LEI 6944

Satisfactory or Unsatisfactory grade (Please circle your response)

Recommended Grade out of 100%: _____ %

Evaluator Signature: _____

Please mail/fax this form to: **UF Graduate Advisor:** _____
Department of Tourism, Hospitality and Event
Management University of Florida
Room 240 FLG
PO Box 118209
Gainesville, FL 32611

You may also scan and email this form to the student's UF Advisor

Graduate Practicum and Internship Final Evaluation Form

Student's Name: _____ **UFID:** _____

Course (please circle): LEI 6944

Semester: Fall _____ Spring _____ SumA _____ SumB _____ SumC _____ **20** _____

Please rate student on a 1-5 scale with 1 = poor and 5 = excellent (N/A = Not Applicable or Don't Know)

1. Appearance (appropriate grooming and choice of clothing)	1	2	3	4	5	N/A
2. Personality (character, deportment)	1	2	3	4	5	N/A
3. Speech (use of English)	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, etc.)	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, clients, etc.)	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
20. Other	1	2	3	4	5	N/A

Comments: _____

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, this student has earned a:

LEI 6944

Satisfactory or Unsatisfactory grade (Please circle your response)

Recommended Grade out of 100%: _____ %

Evaluator Signature: _____

Please mail/fax this form to: UF Graduate Advisor: _____

Department of Tourism, Hospitality and Event Management
University of Florida
Room 240 FLG
PO Box 118209
Gainesville, FL 32611

You may also scan and email this form to the student's UF Advisor

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.edu/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.*