

Standards and Guidelines for Graduate Student Practica

Purpose

Practicums are an option for students in the Liberal Arts Master of Arts program to gain practical experience using historical skills. Working under the supervision of faculty member in the field, on a project, or in the classroom gives students experience and the opportunity to apply their training. Through practicums, students produce substantive material for a portfolio or resume, and become professionalized into the discipline.

Procedures for Finding Practicums

- Graduate students are responsible for finding an appropriate practicum. Students should consult with their primary advisor for help identifying appropriate possibilities.
- Graduate students can be paid for their work during a practicum on a project or by a unit. Practicums must be approved by primary advisors.
- Graduate students can complete a practicum during any semester, including over the summer. One hour of academic credit requires 60 hours of practicum work. Academic elements required by the practicum course require additional hours to complete.
- Together, students and primary advisors will complete a draft MOA, which practicum supervisors will review and sign.
- A completed Special Studies form and signed MOA must be submitted to and approved by the department chair prior to practicum work commencing.

Requirements for Graduate Practicums

- To receive 1 credit, graduate students must work 60 hours of practicum work.
- Practicum should center on practicing applying a set of specified skills.
- Grades will be determined as specified in the MOA and must include at least one evaluative report from the faculty supervisor (preferably a midterm and final evaluative report). Other requirements include:
 - A daily or weekly log of activities. Activity logs are meant to help students learn how long it takes to complete various types of tasks and practice project and time management skills.
 - Regular contact with faculty supervisor. Regular communications help students to identify and resolve any issues and provide resources to students as needed.
 - A portfolio of work completed, and final project as specified in the MOA.

Guidelines for Successful Practicums

- Diversity or Experience: We encourage students to explore opportunities in a variety of experiences and opportunities within CSU and build professional portfolios.
- Mentoring Relationship: When undertaking a practicum student are participating in a mentoring relationship with their faculty supervisor. The student gives their time and labor, the faculty supervisors give students training and direction, the faculty supervisor gives students support and academic credit for successful practicums. In resolving problems in a practicum, students should

- Professionalism: Students are expected to conduct themselves as professionals during their practicums. Students represent CSU's program on projects and in classrooms, and their behavior and work habits reflect on the institution and department's credibility. Therefore, CSU expects the following conduct:
 - Adherence to the highest and most professional moral and ethical standards as expressed in the [American Historical Association's Standards of Professional Conduct](#)
 - Reliable attendance and prompt arrivals
 - Appropriate professional attire
 - Professional, courteous behavior and direct and respectful approach to problems and receiving criticism
 - Consistent and meaningful communication with practicum faculty supervisors
 - Refrain from discussions of practicum work on all social media and online forums, and copying or posting online pictures, links, or any documents and other materials produced within the practicum without the express permission of the institution
- Ethics: Students should familiarize themselves with the following Codes of Ethics as appropriate to their practicums:
 - Organization of American Historians, [Statement on Honesty and Integrity \(OAH endorses the AHA standards and adds this statement as a supplement\)](#)
 - Oral History Association, [Principles for Oral History and Best Practices for Oral History](#)
 - American Association for State and Local History, [Statement of Professional Standards and Ethics](#)
 - National Council on Public History, [NCPH Code of Ethics and Professional Conduct](#)
 - Society for History in the Federal [Government, Standards, Best Practices, and Documents](#) (includes standards for federal history programs and museum exhibits)
 - Archaeological Institute of America, [Policies](#) (includes Code of Ethics and Code of Professional Standards)
 - Society of American Archivists, [SAA Core Values Statement and Code of Ethics](#)