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| Your Name: Email:  When will you do your practicum (semester or dates): Summary (In less than 40 words: What do you propose to do?): |
| Practicum advisor: Justin Latici (jlatici@mines.edu) Subject consultant (if applicable): ***Subject consultants*** *(typically HASS or McBride faculty) provide intellectual depth by identifying readings, topics, concepts, and issues for students to consider as they pursue their practicum projects. They also approve the bibliographies. The* ***practicum advisor*** *typically serves as the instructor of record who grades the students’ work and monitors completion.* |

 **HNRS 405: Practicum** is an independent, experiential learning program that seeks to develop student skills and broaden their understanding of the socio-cultural context in which scientists and engineers work. Students are expected to complete work (including academic exercises, laboratory research, internships, and/or experiential investigations) that is comparable to a three-credit Honors course.

The **Leadership and Innovation Pathway** is designed for highly-motivated, resourceful, and inventive students that take the initiative to begin their own projects outside the normal coursework or take on significant leadership roles. It focuses on developing exceptional leadership and innovation skills through practical experiences and self-directed projects that allow students to pursue their passions. This practicum combines elements from a traditional internship with significant independent and self-driven work by students. Students will sometimes work with an agency, non-profit organization, or other entity that interfaces with the public (in the U.S. or abroad), but may also create their own organization or ground-breaking, entrepreneurial project. Students will meet most of their credit requirements through their independent work, but additional academic preparation and reflection will enhance their understanding of their experience.

**Submit this contract** via an email to Justin Latici: jlatici@mines.edu.

This **Practicum Contract** establishes the requirements for completing HNRS 405 successfully. Students should develop this contract *in CLOSE concert with the McBride practicum advisor*, who will approve the pertinent deadlines and activities and submit the final grade. In some cases, students will work with a subject consultant: a faculty member (typically from HASS or McBride) with pertinent area expertise. Failure to meet deadlines or complete all the identified tasks will negatively affect the student’s grade. Submission of this contract constitutes your agreement to its terms.

**TIMELINE OF ACTIVITIES:**

In the right-hand column, enter the date by which you will complete each task. These are now your deadlines, which you are expected to meet. (Enter “complete” in right-hand column for applicable tasks.) **As you meet each deadline, submit all forms and assignments to Justin Latici (****jlatici@mines.edu****), who will track your timely completion.**

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| **BEFORE PRACTICUM** |  |
| **Task** | **Target Date** | **DEADLINE** (mm/dd/yyyy) |
| Submit this Practicum Contract, including preliminary bibliography\* (below) | Semester prior to practicum |  |
| Submit supervisor information, as part of this contract below, if applicable | Semester prior to practicum |  |
| Complete Honors Enrichment Scholarship and Workbook, if applicable | Consult McBride website |  |
| Apply for leadership position as appropriate | Requirements set by sponsoring organization  |  |
| Office of International Programs paperwork and approval (for practicums abroad)\* | Consult OIP |  |
| Register for **HNRS 405: Practicum** for \_\_\_\_\_\_\_\_\_\_\_\_\_ semester.  | CSM Registration period |  |
| Detailed practicum proposal and Background report\*  | One week prior to start of project |  |
| **DURING PRACTICUM** |  |  |
| **Task** | **Target Date** | **DEADLINE** |
| Keep a detailed “field log” of your activities and reflections | What dates are you working on this pathway? |  |
| **AFTER PRACTICUM** |  |  |
| **Task** | **Target Date** | **DEADLINE**  |
| Submit field log and final analytical essay\* | Two weeks before the end of the semester |  |
| Exit interview or presentation | Coordinate with McBride Director | TBA |
|  |  |  |

**\* See additional instructions below.**

**ADDITIONAL INSTRUCTIONS:**

Paperwork:

* *For travel abroad*: Work with the Office of International Programs (OIP) to complete the required paperwork, immunizations, health insurance verification, ISIC card, etc. For additional information, see: <http://oip.mines.edu/Individual-International-Travel>

Practicum Proposal:

* After having your project initially approved by the practicum advisor, submit a detailed proposal of your innovative project and/or significant leadership role that outlines what work you propose to do that is equivalent to a 3-credit Honors course.

Bibliography and Background Report:

* In concert with your practicum advisor, internship supervisor, and/or subject consultant, select ~100 pages of readings that can enhance your understanding of the pathway you will pursue (e.g. issues, controversies, or challenges facing people in similar leadership positions). These readings can include periodical/news sources, journal articles, or books. The goal of this assignment is to develop your understanding of the work you are involved in and the challenges it faces so you are a broadly informed participant during your practicum.
* You should include the bibliography for your background report with this contract below. Develop your bibliography with the advice and consent of your subject consultant**.**
* Write a report (~600-800 words, double-spaced) examining a topic arising from these readings. Use APA style and attach a bibliography.
* Submit your practicum proposal and background report prior to beginning your practicum.

Field Log:

During your practicum experience, keep a detailed field log of your activities. For example, you should include: challenges, successes, and failures related to your practicum; a log of meetings and contacts; reflections on your work, role, accomplishments, and/or setbacks. The field log should be detailed enough that you could use it to write a short memoir of your practicum experience.

Analytical Essay:

* Write an analytical essay (1000-1500 words) that explores a significant issue or issues you encountered, observed, or worked on during your practicum. You should explain the issue(s), identify what steps were taken to address it, assess the progress made, and discuss your role. You should enhance your experiential knowledge with supplemental research, which you should cite in APA format. Did your supplemental research transform, challenge or reinforce your understanding of the issue?
* Submit your field log and analytical essay to the Practicum Advisor no later than two weeks before the end of the semester in which you are enrolled in HNRS 405.

**Sponsoring Organization and Supervisor**

**Provide all the information below:**

Name of Sponsoring Organization:

Brief Description of organization or sponsor:

Supervisor Name:

Supervisor Title:

Supervisor **Complete** Street Address (including city, state & zip):

Supervisor Telephone:

Supervisor Email:

Organization website:

**PRELIMINARY BIBLIORAPHY:**

Using APA style, list below the preliminary bibliography for your research project:

**[Insert bibliography here!]**