

A GUIDE TO THE MSMC PRACTICUM PROJECT

December 2021



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PRACTICUM PROJECT OVERVIEW

The Practicum Project (AMST 857/ANTH 857/HIST 811/INST 728I) is an independent research and creative project designed to allow students to work with UMD faculty and professionals in the field on a project that relates to the student's interests. Projects vary, but might include researching artifacts, interpreting historic sites/tours, designing or critiquing exhibitions (or parts of them), evaluating visitor experiences, developing educational programming, recommending best practices, among many other topics. The practicum project generally consists of three components: **the practicum product or deliverable, research summary, and a short reflection essay**. The product might be a walking tour script for an historic landscape with an accompanying 15-page essay summarizing the primary and secondary source research that informed the route of the script and the tour stops. Frequently **the product and research are combined into an extended paper**. For example, when a student studies an artifact or collection and reports their research to a curator. Over the years, this practicum project has taken many forms; please see pages 3 & 4 for more examples.

Students develop and carry out the practicum project using collections or resources at a host organization on or off campus, such as the Performing Arts Library, SCUA, MITH, or the Driskell Center on campus, a Smithsonian museum, The Phillips Collection, the Greenbelt Museum, the Library of Congress, or one of the historic sites supervised by Prince George's County Parks & Recreation. While MSMC maintains a database of locations and opportunities, students may find an entity or professional to work with on their own.

We have deliberately designed the practicum project to offer a flexible range of options and opportunities. We encourage students to choose a project that interests them, supports work they are doing for their degree program, and/or enhances their career credentials. Alumni have found the flexibility of the practicum project valuable and recommend that students regard topic selection as an opportunity. Many alumni include their practicum projects in the portfolio of materials they share with potential employers.

Over the course of the practicum project, students work with an MSMC faculty project advisor as well as an advisor or supervisor from a host site.

Faculty Project Advisor. The faculty project advisor will supervise the practicum project, may help with set-up, and will turn in the final grade, with input from the site supervisor you are working with at the host institution, if appropriate. MSMC recommends selecting a faculty project advisor who best matches your degree program needs and whose scholarship and expertise can best guide your project. However, you are limited to those who are available under the course listing in Testudo. Enrolling in the practicum project requires permission and you must obtain the faculty project advisor's agreement to work with you prior to enrolling.

Site Supervisor. Site supervisors, on the other hand, may provide anywhere from close to hands-off supervision, depending on what you need, their advising style, the nature of the project, and the amount of time they have during that period. At minimum, we advise having a

direct conversation with your site supervisor to make sure they can help you access the resources you need and to establish an understanding of how often you may call upon them and to make sure they understand what your deadlines are.

Research

We define the research component of the practicum project broadly. You might undertake scholarly or applied research. The research paper might be extensive when the research and the product are combined—25-30 pages, or light when selectively reviewing key sources that influenced the student's thinking for how they shaped the product—10-15 pages.

For example, your research component might consist of

- Primary research to provide context for understanding or interpreting one or more artifacts a curator has collected.
- An academic literature review of secondary sources and theory.
- An environmental scan of a museum or historic site or type of institution where the student hopes to work.
- Research to support a pitch or proposal to a museum or historic site for a new program, exhibition, or research area.
- Detective work or contextual historical research to help a site staff learn about the less visible histories or add new perspectives to artifacts.
- Audience research to understand some aspect of engagement at a particular site.

NOTE: The practicum does not require only these kinds of work. We encourage students to create and propose their own projects. These are general examples only.

Products or Deliverables

Students have completed quite a variety of products. MSMC wants students to take the opportunity to produce something that is their own work (and we want to avoid a situation where you are doing mundane support work for someone else). We recommend that the practicum project focus in some way on material culture, broadly defined (artifacts, collections, museums, historic sites, built environments, books, and anything in between). And we hope that you will design a project with a site or organization in mind. MSMC encourages students to pitch products or deliverables that are right for what **you** want to do. Our only caveat is that you keep the project small and manageable so you can finish it in one or at most two semesters. We list some examples of past products on the next page:

- Research papers
- Exhibitions or exhibition components
- Historic or alternative walking tours of a site
- Educational programming to support an exhibition, theme, or aimed at a specific group (children, college students, senior citizens)
- White papers pitching recommendations for best practices or breakthrough ideas
- Databases to help interpret an artifact or to show the scope of a certain kind of museum
- Video documentaries expanding on an exhibition component
- Annotated bibliography of sources on a particular theme
- Festival guide
- Oral history collections
- Small exhibition catalogs
- Audience analysis
- Interpretive experiments to support specific collections
- Community engagement plans or recommendations
- Grant applications for proposed exhibitions
- Surveys of museum or library professionals on a specific issue

NOTE: The practicum project does not require only these kinds of work. We encourage students to create and propose their own projects. These are examples only.

Institutional sites

MSMC is developing a database to help students learn about opportunities on campus and in the DMV. Your faculty project advisors and/or the MSMC Directors can advise you on how best to work out the details and logistics of a project you want to do. However, students are responsible for initiating and facilitating their practicum projects and calling upon the program when they need help and guidance.

The range and type of host institutions or sites that students choose to affiliate with for the practicum project are flexible as well. There are many variables students might consider in selecting a site:

1. Where do you most want to work or who do you most want to work with in the future.
2. The amount of bureaucratic procedures to work through (larger organizations generally require more “paperwork,” security protocols, and time to get started than smaller ones).

3. Selecting places where you know someone or have an “in” might make the process smoother.
4. Preference for a lot of structure and close supervision vs the opportunity to work independently with only occasional check-ins or requests for feedback.
5. Proximity to where you are based, or ease of commute.
6. Ability to work on site vs virtually.
7. Degree and ease of access to collections, artifacts, archives, or sites you need to consult.
8. Paid or unpaid opportunity, and similar considerations.

MSMC students have completed practicum projects at the institutions or host sites listed below ([See this list on our website](#)). Students are encouraged to affiliate with appropriate organizations whether they are listed below or not.

- National, regional, or local historic sites or landmarks
- Smithsonian museums, such as NMAH, NMAI, NMAAHC, SAAM, NMNH, the Smithsonian Folklife Festival, the Asian Pacific American Center, the Anacostia Community Museum, the Smithsonian Latino Center, or the Center for Folklife and Cultural Heritage
- Historic house museums or plantation sites
- Research Centers at UMD or other colleges and universities
- Art or natural history galleries
- Libraries and archives (self-contained or part of larger organizations), including the Library of Congress, the National Archives, and the Beltsville Agricultural Library
- Smaller museums and historical societies such as the College Park Airport Museum, the Greenbelt Museum, the Bowie Railroad Museum, the Sandy Spring Museum, the Anacostia Heritage Trails Authority, or local heritage associations
- Campus cultural centers, such as the Driskell Center, Michelle Smith Performing Arts Library, Special Collections and University Archives at UMD
- City government offices that oversee historic sites, walking or driving tours and offer internships

NOTE: These are not the only practicum project hosts accepted. We encourage students to suggest other hosts. These are examples of previous hosts of practicum projects.

The Practicum Project Process

Here we outline the logistics for registering, the generic process of completing a practicum project, and a recommended timeline.

Practicum Project Checklist

- Identify a Faculty Project Advisor

- Register for class on Testudo

- Identify a Site Supervisor

- Create the Project Plan and Submit to MSMC Director(s)

- Submit Formal Proposal

- Submit Rough Draft

- Participate in Lightning Presentations

- Submit Final Draft with Reflection

Practicum Project Course Logistics

The MSMC Practicum Project is taken as an independent study course. To register for the course, first check the available faculty project advisors on Testudo. The Practicum Project course is cross listed in several units: AMST 857, ANTH 857, HISP 700 and 701, HIST 811, and INST 728I. You must first identify an MSMC faculty project advisor and request permission to take the course with them. The advisor will arrange for you to obtain an e-permission to register for the course under their section number. Students are encouraged to register for the cross-listed course associated with their degree program unit. Those coming from a unit without a dedicated number should approach faculty project advisors closest to their areas of interest and proposed topics.

Components of the Practicum Project Process

While there are three main components of the Project (product, research summary, reflection essay), there are five deadlines to help support you through the process. Each deadline involves something that students should submit for review or grading. The expectation is that students will complete the practicum project in one semester, but exceptions can be made. Please consult the MSMC Practicum Project Recommended Timeline on pages 10 & 11 for suggested due dates for each component.

- 1. MSMC Practicum Project Plan and Mutual Expectations.** Once registered for the course, students should develop the plan document in consultation with their faculty project advisor and site supervisor and submit it to the MSMC leadership team (Director or Co-Directors) for review by the first day of classes. The Mutual

Expectations will provide guidance for each party's responsibilities and contributions to the Practicum Project, but there is flexibility to work out roles appropriate to a given project. Besides documenting the site and personnel involved, the plan asks for:

- A detailed description of the project.
- Explanation of the products for the sponsoring institution and the course requirements (product, research summary, reflection essay).
- Benefits of the project for the student and the sponsoring institution. How the student will be supported by the sponsoring institution should be spelled out.
- Statement of expectations for practicum students, site supervisors, and faculty project advisors. These roles should be discussed and agreed upon prior to submission of the plan.
- Signatures of the three parties agreeing to the plan.

The MSMC leadership team will review the plan with a quick turnaround. They may ask for adjustments, particularly if the proposed project seems too large to complete in a semester. When approved, an MSMC Director will send notice by email.

2. **Formal Proposal.** In the first month of the semester, students submit to the site supervisor and faculty project advisor a formal proposal of no more than 10 double-spaced pages plus bibliography and illustrations for their review and feedback. The proposal should answer the basic questions of what the project is, how will it be done, and why is it important to do.
3. **Rough Draft of Product and Research Summary.** Submit a rough draft of your project to your faculty project advisor and site supervisor by three quarters of the way through the semester for feedback. Rough drafts should be as far along as you can make them, perhaps without having every section polished. The goal is to have enough there that your respondents can understand your practicum product, the research that has gone into it, and to make generous suggestions for improvement.
 - 3a. **Optional Feedback Opportunity for Rough Draft.** Students have the option—with permission of the faculty project advisor and site supervisor—of submitting the rough draft of the practicum-project to the MSMC Steering Committee for additional feedback. Contact your faculty advisor who will pass along the draft to the committee. Students may append a short list of issues they might like readers to address. Members of the Steering Committee will have 10 business days to return feedback.
4. **Lightning Talk Video Presentation of 5 minutes.** During the last week of classes, MSMC will host an informal virtual practicum project symposium so that members of the MSMC community (especially fellow students) can glimpse your projects and to help build our community and provide networking opportunities.

Students completing practicum projects in each semester will be asked to submit a 5-minute video of a lightning talk followed by live Q&A.

5. **Final Draft Submission (product, research report, reflection essay).** To submit the practicum project for a grade, turn in the product, research paper, and a short reflection to your faculty project advisor. Students may use discretion in determining when and how to submit their final items to the site supervisor at the host institution as well. Some site supervisors prefer to vet the product before it is circulated beyond the host institution. This should be spelled out in the Plan at the beginning of the semester.

5a. **Reflection Essay.** Here students reflect upon and evaluate their research and development process and assess how the practicum experience has contributed to their understanding of museum scholarship and material culture. Students are encouraged to include how the other three MSMC courses have informed their experience and professional growth. The essay also provides students an opportunity to explain decisions they or their host institution supervisors made in shaping the project and to exercise self-reflexivity and critical thinking about the project they produced. Students may exercise discretion whether to submit the reflection essay to the site supervisor.

Completing the MSMC Certificate

While there are exceptions, the MSMC Practicum is typically the last class taken in the Certificate program. That means that during your Practicum semester, you need to complete the process to graduate from the Certificate program. If you completed the Certificate in a different order, you may be taking a different class last, but during your last semester with MSMC you need to complete the graduation paperwork. **This is true even if you are NOT completing your degree program** (often the case with Ph.D. students). Please complete the steps below:

1. By the end of the Add/Drop period, please submit the [Application for Graduation](#) to the registrar¹. Submitting the form will automatically send it to the registrar. In the Graduate Certificate Program four-letter code field, please enter Z016. Use a separate form for each degree or certificate you are applying for.
2. Within the first month of the semester, please complete the [Approved Program Completion Form](#)². Please send this form to Dr. Sies to sign and submit when you complete any remaining course requirements. The program code is Z016.

¹ Application for Graduation: https://umdsurvey.umd.edu/jfe/form/SV_8omfxfE4TXIkXrg

² Approved Program Completion Form:

https://gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/Forms/apf_masters_and_certificates_2020.pdf

3. In addition, at the end of the semester in which you plan to complete the MSMC Certificate, please submit the [MSMC Class Verification form](#) and send the MSMC Director your MSMC Portfolio³. The portfolio includes a pdf with the following:
 - a. A summary page listing the 4 courses you took, the semester taken, and grade received.
 - b. List and attach the full texts of the major papers or projects for each of the four classes (for example, include the full text of the major papers you wrote for these courses. If you completed a group project or exhibition, provide the link or documentation of your contribution).

³ MSMC Class Verification Form:

<https://docs.google.com/forms/d/e/1FAIpQLSeJP3iA9W6NYHLalLB3y7cj5VfEYM62OkcZUZBPBwiBzm7WQ/viewform>

Fall Practicum Timeline

During the Previous Semester

Before the semester you intend to complete your practicum, identify your faculty project advisor, your site supervisor, and register for the Practicum course on Testudo.

The fourth week of September

Submit the **Formal Proposal** to faculty project advisor and site supervisor, according to Project Plan.

The week before Thanksgiving (optional)

If desired, submit a **Rough Draft for optional feedback to the MSMC Steering Committee** for additional feedback, with permission of your site supervisor. Submit through your faculty advisor who will pass along the draft to the committee.

During the last week of classes

Submit a **5-minute Lightning Talk Video Presentation** to the MSMC GA. The video is due 48 hours before Virtual Practicum Project Symposium, scheduled during the last week of classes.

The first day of classes

Submit the **Practicum Project Plan and Mutual Expectations to MSMC Director(s)**. The student, the faculty project advisor, and the site supervisor should be actively involved in the creation of this plan.

The week before Thanksgiving

Submit a **Rough Draft of Product and Research Summary** to your faculty project advisor and, if you have agreed upon this, to your site supervisor for feedback.

The first week in December

Gather feedback and apply changes. Discuss changes with your faculty project advisor and site supervisor.

Last day of classes

Submit the **Final Product, Research Summary, Reflection Essay** to your site supervisor and faculty project advisor for a grade. Students may choose whether to submit their reflection paper to the site supervisor.

Spring Practicum Timeline

During the Previous Semester

Before the semester you intend to complete your practicum, identify your faculty project advisor, your site supervisor, and register for the Practicum course on Testudo.

The third week of February

Submit the Formal Proposal to faculty project advisor and site supervisor, according to Project Plan.

The third week of April (optional)

If desired, submit a Rough Draft for optional feedback to the MSMC Steering Committee for additional feedback, with permission of your site supervisor. Submit through your faculty advisor who will pass along the draft to the committee.

During the last week of classes

Submit a 5-minute Lightning Talk Video Presentation to the MSMC GA. The video is due 48 hours before Virtual Practicum Project Symposium, scheduled during the last week of classes.

The first day of classes

Submit the Practicum Project Plan and Mutual Expectations to MSMC Director(s). The student, the faculty project advisor, and the site supervisor should be actively involved in the creation of this plan.

The third week of April

Submit a Rough Draft of Product and Research Summary to your faculty project advisor and, if you have agreed upon this, to your site supervisor for feedback.

The first week in May

Gather feedback and apply changes. Discuss changes with your faculty project advisor and site supervisor.

Last day of classes

Submit the Final Product, Research Summary, Reflection Essay to your site supervisor and faculty project advisor for a grade. Students may choose whether to submit their reflection paper to the site supervisor.

PRACTICUM RESPONSIBILITIES AND PLAN

Overview of and Considerations for the Practicum Process

The practicum course for the Museum Scholarship and Material Culture (MSMC) certificate program is intended as a culmination of the student's work in the program, bringing together the elements of scholarship, theory, and practice that they have learned into a practical setting in a museum, archive, or other cultural heritage institution. A practicum project involves the student working both with a UMD faculty advisor affiliated with the MSMC and a site supervisor who is employed at the sponsoring institution to provide guidance to the student.

A successful practicum, however, will require coordination and preparation between the student, the faculty project advisor, and the site supervisor. These parties need to coordinate well before the beginning of the practicum project to ensure that:

1. The project is useful to both the student and the supervisor;
2. The project is designed to be achievable in the course of a single semester and everybody understands the deadlines;
3. The student has opportunities to engage in a project that connects directly to their professional, educational, and scholarly goals;
4. The student has opportunities to build their professional connections and network as part of the experience; and
5. The supervisor has opportunities to serve as a mentor.

The practicum project experience can increase a student's competitiveness in the job market and provide an opportunity for students to explore a job they have not done before.

The student is responsible for securing their own practicum placement. The MSMC program provides a database of opportunities for students to consider as options. Students can also find a placement entirely on their own. While a student may prioritize identifying an institution first and then a faculty project advisor, students should also consider that identifying an advisor first enables the advisor to also offer potential projects from their own personal networks.

Students are strongly encouraged to thoroughly research any institutions that they are considering contacting about the possibility of a practicum placement to ensure that the student is comfortable with the focus and philosophy of the institution at the outset to avoid potential concerns after the practicum has started. When considering sponsoring institutions, students should also consider that some institutions will require background checks even for student placements, and if a student wishes to do their practicum at such an institution, that process will need to begin well ahead of the semester of the practicum project.

A Practicum Plan – Appendix A – must be completed and signed by the student, the faculty project advisor, and the site supervisor and submitted to the MSMC program *no later than the*

first day of classes in the semester in which the practicum is occurring. The finished Plan must provide details regarding the administration, objectives, responsibilities, schedule, and products of the practicum project. *A student who does not have a Practicum Plan submitted in this timeframe will not be allowed to continue in the course that semester.*

The site supervisor and student should ensure that the sponsoring institution is ready for the practicum to begin to ensure success and that time is not lost due to administrative hurdles or time-consuming preparations that take away from the intended project. Depending on the sponsoring institution, administrative items that might require planning ahead include:

- a. The creation of organizational e-mail accounts;
- b. Network logins;
- c. Badges, ID cards, keys;
- d. Workspace preparation (e.g., desk, work area, equipment);
- e. Explanation of placement site etiquette and codes (e.g., dress code, policies, procedures);
- f. Background-check completion, if necessary; and
- g. Request a certificate of insurance from student, if required.⁴

Administrative preparations should be addressed prior to the commencement of the practicum so that the project may begin on day one.

If at any time a student finds that the practicum project is not working out as intended in the Practicum Plan or there are unforeseen challenges (e.g., government shutdown, pandemic, insurrection, etc.), the student should *immediately* contact the faculty project advisor to determine appropriate courses of action.

In summary, the following is a general timeframe of preparing for and securing a practicum project:

- **In the semester prior to the start of the practicum project**, the student should identify the institution, faculty project advisor, and site supervisor, as well as a general idea of the project. This process can begin sooner if the student knows what

⁴ **Certificate of Insurance and Other Documentation**

Some practicum sites may require a certificate of insurance from the University of Maryland before a student may begin working at the facility. Students who require this can request a copy by:

1. Visit: <http://des.umd.edu/>
2. Look under the "Forms" tab
3. Click on "Forms, Permits, Requests"
4. Click on "Certificate for Insurance Request"

Once you have submitted the form you will receive the certificate in 1-2 business days.

they wish to do, but students should not wait any later than the semester preceding the practicum.

- **One month prior to the start of the practicum project**, the student, faculty project advisor, and site supervisor should begin discussing specifics for the practicum project. The student and site supervisor should also be taking any practical preparatory steps required before the start of the practicum project.
- **No later than close of business on the first day of classes of the semester of the practicum project**, the Practicum Plan must be completed; signed by the student, faculty project advisor, and site supervisor; and submitted to the MSMC program.

The subsequent sections of this document provide a detailed consideration of the roles of the three key players in each practicum project.

The Roles of the Practicum Student

The student is ultimately the main driver and beneficiary of the practicum project. It behooves the student to begin seriously considering potential institutions, advisors, and project ideas long before the beginning of the practicum project. Practicum projects are a unique opportunity to learn from museum and cultural heritage professionals, build networks, and gain new skills and experiences. The more thought that goes into the planning of the project, the more the student will have to gain from the execution of the project.

1. *Be thoughtful about the institution and project selected.* Consider the long-term academic and career goals that you hope to accomplish and the ways that the practicum project can support these goals.
2. *Be open to learning as much as you can.* During the practicum, you will be benefiting from the guidance, time, and feedback of both the faculty project advisor and site supervisor. The practicum project can help you learn about not just content and skills, but professional expectations and interactions.
3. *Be focused on your practicum project.* At many institutions, there may be myriad other activities of interest or things you wish to learn about beyond your practicum. While you are encouraged to learn as much as you can through the practicum experience, remember that the practicum project is what you are being evaluated on and what you need to complete to finish the MSMC certificate.
4. *Be attentive to deadlines.* Whether they are set with the site supervisor for the project in the institution or with the faculty project advisor for the written requirements of the course, deadlines and due dates are established to help you complete the practicum project in a timely manner.
5. *Be professional and adhere to the rules of the host institution.* You are a guest at the host institution, representing the University of Maryland and building your own career. If the institution has guidelines regarding dress, decorum, or anything else,

please be respectful and adhere to them. Do not set any fires, be they figurative, metaphorical, or literal.

6. *Be willing to ask for help.* If you do not understand what you are being asked to do, ask questions of the site supervisor. If you are having trouble communicating with your practicum supervisor, talk to your faculty project advisor. If the practicum project is not turning out as you hoped, set up a meeting with both your site supervisor and your faculty project advisor.

The practicum project is designed to be the culmination of the MSMC certificate program, giving the student the opportunity to bring together everything they have learned. The MSMC program, the faculty project advisor, and the site supervisor are all available to support the student through the practicum experience.

The Roles of Practicum Faculty Advisors

Faculty project advisors serve in several vital roles to support the student. Advisors should view themselves as the academic mentors of the practicum student, being prepared to provide thoughtful feedback on ideas and drafts and final products in ways that will help the student in building a career.

1. *Be ready to commit time to the student.* At a minimum, this includes helping the student scope their project and the products and then reviewing submissions throughout the semester and providing a course grade.
2. *Be involved in the administrative process of setting up the practicum.* This may include helping a student identify and evaluate potential sponsoring institutions, making introductions to possible site supervisors, and meeting with the student during the practicum to provide feedback and support.
3. *Be responsive to the student.* You may be called upon to answer professional or practical questions by the student during the practicum, as well as assisting the student to determine how best to deal with obstacles at the sponsoring institution, should any arise.
4. *Be responsive to outreach from the site supervisor.* You may need to respond to questions from the site supervisor of the practicum project about the student's goals or progress or activities.

The faculty project advisor will ultimately be determining the success of the project and assigning the final grade for the practicum, so it behooves advisors to be actively involved in the process from the beginning.

The Roles of Site Supervisors

The MSMC is enormously grateful to the professionals who volunteer to serve as site supervisors. In accepting a practicum student, site supervisors are acknowledging that they have the time and the interest to support the student in this intensive learning experience.

The greatest benefit for site supervisors is the opportunity to educate and mentor students whose future careers will be intertwined with cultural heritage institutions. In light of this, supervisors may wish to consider the following as they prepare for the practicum project and work with the student during the course of the practicum:

1. *Be proactive about helping the student to feel comfortable at the site.* Because practicum students are, essentially, unpaid visitors at the sponsoring institution, they may be hesitant to express concerns or anxieties; supervisors can be most helpful in sharing background information about the site prior to the beginning of the practicum that will educate the student on the history, culture, and services offered at the institution.
2. *Be approachable.* Site supervisors should possess a demeanor that projects knowledge and confidence as well as a willingness to openly share this knowledge with the student.
3. *Be willing to answer questions.* Supervisors should be capable of patiently fielding these inquiries, answering questions (or finding answers and relaying the information), and determining if additional questions may exist.
4. *Be willing to listen.* While site supervisors are called upon to be useful resources who answer myriad questions, they should also be able to note when it is appropriate to simply act as a sounding board for the student's concerns, frustrations, or gaps in knowledge.
5. *Be able to provide constructive feedback.* Site supervisors should have the ability to notice and comment upon positive traits that should be encouraged and negative traits that require improvement.
6. *Be role models.* Site supervisors should model behaviors that are ethically and professionally sound that students may emulate when they enter into the profession.

If you are unsure if you will have time for the student, then please err on the side of not taking on the student; ghosting the practicum student during the course of the semester will be detrimental to that student's education.

APPENDIX A

Practicum Plan Form

Student _____ email _____
Advisor _____ email _____
Supervisor _____ email _____
Sponsoring Institution _____
Location (city, state) _____
Academic Term (i.e. Fall 2022) _____

The sections below must be addressed in the Plan and submitted with this form. The student, the faculty project advisor, and the site supervisor at the host institution should all be actively involved in the creation of this Plan to avoid confusion during the course of the practicum project. *The Practicum Plan must be submitted to the MSMC program by close of business on the first day of classes in the semester in which the practicum project is to occur.*

I. Description

The practicum project should provide challenging, important, and interesting work that can help in the career development of the student. The nature of the project can vary widely depending on the goals of the student and of the sponsoring institution. *Please write a detailed explanation of the goals, schedule, tasks, and responsibilities for the practicum project.*

II. Evaluation

The practicum project will include specific products completed under the guidance of the sponsoring institution and for the course requirements. As a general rule, the former will be overseen by the site supervisor and the latter by the faculty project advisor. *Please provide a specific explanation of the products for the practicum project both for the sponsoring institution and for the course requirements.*

III. Benefits

A practicum project should be mutually beneficial for the student and the institution. The student gains practical experience, acquires knowledge and skills toward a career, begins to build a network for support and future employment, and clarifies individual professional goals and strategies for development. The institution gains the opportunity to make progress on or accomplish work that might not otherwise get done and to work with highly motivated students who have already completed at least half of their master's level coursework and who can, with minimal supervision and training, work independently. It is also an opportunity for the mentors to return some of the knowledge, guidance, support, and encouragement that they received early in their careers, and develop the next generation of cultural heritage professionals. *Please explain the ways in which the student will be supported by the sponsoring institution.*

IV. Expectations of Practicum Students

After agreeing to goals, assignments, and a schedule of deadlines, the student will faithfully complete the project as efficiently and effectively as possible. The student will observe the expectations for conduct as defined by the profession and workplace. The student will ask questions as needed, communicate problems or issues, and follow a regular schedule of reporting on progress with both the site supervisor and the faculty project advisor. *Please explain the relevant expectations for the student when they are at the sponsoring institution.*

V. Expectations of Site Supervisors

After agreeing on goals, products, and a schedule for the practicum, the site supervisor will provide orientation, training, oversight, mentoring, and feedback. *Please detail the goals and expectations of the supervisor for the practicum project.*

VI. Expectations of faculty practicum project advisors

After agreeing on goals, products, and a schedule for the practicum, the faculty project advisor will provide mentoring, feedback, and evaluation. *Please detail the goals and expectations of the faculty advisor for the practicum project.*

VII. Practicum project timeline

The practicum project is intended to be a semester-length endeavor. This item only needs to be completed if a practicum project will take more than one semester to complete. *If the expectation is for the practicum project to take longer than one semester, please include the expected timeline for the project, the reasons for the extended length, and any additional considerations that arise from extending the length of the project. Both faculty project advisors and site supervisors should review and approve the extended timeline, since there are resource implications.*

Please sign below, acknowledging agreement with all of the materials detailed in the attached pages that comprise the Practicum Plan:

Student _____ date _____

Advisor _____ date _____

Supervisor _____ date _____