**Practicum in Applied Leadership Procedures**

Karen W. Morse Institute for Leadership – Western Washington University

**Administrative Procedures**

1. You must be at least 18-years-old to be approved for LDST 341 credit.

2. If you are interested in an opportunity, read through the Practicum in Applied Leadership packet and meet with the Faculty Member who will be the Faculty Advisor for the quarter you will complete the practicum.

3. Select an opportunity that will further your knowledge and skills in Leadership concepts. *Practicum in Applied Leadership is not simply a job*; it must employ skills and concepts you have learned in your leadership studies coursework. Your chosen organization must provide supervised training in agreed upon leadership areas. Contact your potential supervisor to discuss the position. Working with that supervisor, complete the *Practicum in Applied Leadership Contract* and give him/her the *Memo: To On-Site Supervisor*.

4. Determine the number of hours per week you will work for your organization (no more than 6.67 hours per week). You will earn credits based on the number of hours per week served during the scheduled academic quarter. LDST 341 is repeatable up to 6 credits, but only 4 credits may be applied towards the minor.

5. Keep careful track of the number of credits you earn so that you follow the guidelines and requirements for registration and graduation.

6. Complete the *Practicum in Applied Leadership Information Form and Contract*. Make copies for yourself and your Faculty Advisor. Turn in the *Practicum in Applied Leadership Information Form and Contract* to the Faculty Advisor for the quarter you are completing the course. Once the Faculty Advisor approves your application, an override code will be entered for you. Once approved, it is the student’s responsibility to actually register for the course. When these steps are completed, the Faculty Advisor will mail two evaluation forms to your On-Site Supervisor, who should complete and return them in the 5th and the final week of the quarter (9th week of summer quarter; 10th week of fall, winter, or spring quarter). *If you continue your job into another term, you must complete this paperwork again*.

7. **Risk, Insurance and Accidents**
   - Please research and determine if there are any “risks” to your health, safety and well-being associated with your job and make sure you address them. Ask your on-site supervisor for a formal orientation to the organization and your job responsibilities. As mentioned below, it is your responsibility to report any concerns that may develop during the quarter to your Faculty Advisor.
   - Certain kinds of jobs (e.g., counseling, mental health work, working with children, etc.) may require malpractice insurance ([http://www.wwu.edu/bfa/Risk_Mgmt/special.shtml](http://www.wwu.edu/bfa/Risk_Mgmt/special.shtml)), health screenings/immunizations, and/or criminal background checks. It is your responsibility to comply with these and other requirements of the organization.
   - The Leadership Institute *strongly recommends* that you maintain adequate health insurance coverage, or at a minimum comply with the Affordable Care Act (ACA). Students without health
insurance or lacking adequate health care coverage could be eligible to obtain insurance through the university student health insurance plan (http://www.wwu.edu/chw/student_health/other_insurance.shtml), individual plans from other insurers or state health insurance exchanges. If you choose not to maintain health insurance, you are responsible for that decision and its consequences. The department must assume that you have the financial resources to pay for medical expenses that would otherwise be insured by such coverage.

- If your organization pays you and you are injured on the job, Worker’s Compensation may cover you, but this should also be discussed with your on-site supervisor. This is not a substitute for health insurance, but may be a benefit of a paid job. Unpaid positions will not have this benefit.

- All injuries or occupational illnesses/exposures during the job must be reported to WWU within 24 hours (http://www.wwu.edu/ehs/).

- If you have concerns regarding liability insurance you are obliged to inquire. Carefully discuss with your supervisor if they plan for you to drive your vehicle, as liability issues will need to be addressed and adhered to. Determine if additional car insurance is necessary.

- While WWU and the Leadership Institute will do what it can to provide you a safe and positive learning experience, if you engage in criminal or negligent behavior as part of your job duties or in relation to your coursework, you do so at your own risk. You are an adult and are responsible for your individual actions.

8. If you plan on completing the practicum in applied leadership internationally, WWU International Programs & Exchanges (IPE) must provide approval (https://studyabroad.wwu.edu/). Contact them well in advance of your job or you may be unable to go.
Academic Procedures

1. Send the Faculty Advisor an email every week indicating: 1) the tasks you have completed, 2) an evaluation of your own performance, 3) comments on how you could improve performance, and 4) a critical analysis of your job via specific leadership concepts. Your email MUST include your name, organization, and sequence number of report. These emails should be sent to Morse.Institute@wwu.edu.

2. Prepare a final paper (7-9 pages) that describes your learning during the practicum in applied leadership. Reflect upon the broader lessons learned, linking these lessons to material learned in leadership courses. Address the value of the practicum in applied leadership to your overall education, as well as the value of your work and effort to the organization you work for.

3. Prepare a portfolio of your work. During the quarter, keep work samples (e.g., reports, newsletters) that illustrate any of your completed written, audio or video work. At the end of the term you will turn in your final paper and portfolio – even if your job continues beyond the quarter.

4. If the Faculty Advisor deems any of your completed assignments to be sub-standard, you will be asked to redo them. This may delay your completion of the course. Failure to complete the tasks listed in this contract will result in an “unsatisfactory” grade for the class.

5. Inform your on-site supervisor of the Faculty Advisor’s “site” visit, which may take place in person or via telephone (determined by job location). This visit may occur between weeks 4 and 8.

6. If your job site is within 250 miles of Bellingham, you must attend two mandatory meetings (at the middle and end of the term). Be prepared to report on your work experiences, evaluations, and insights. Meeting dates will be arranged by the quarter - it is your responsibility to adjust your schedule and arrange time to attend. Students who miss one or both of the mandatory meetings may be assigned additional work at the Faculty Advisor’s discretion.

Important Notes:
- It is the Leadership Institute’s expectation that your organization provides you with a positive learning and working environment conducive to the development of your knowledge and skills (cf., Memo: To On-Site Supervisor). If you believe the items negotiated in your contract (e.g., goals, objectives) are not being upheld or if the work environment is less than satisfactory, please contact your Faculty Advisor immediately.

- Please keep this “Academic Procedures” page for instructions - you will need it when working on academic assignments (letters, paper & portfolio) during your practicum in applied leadership.