Karen W. Morse Institute for Leadership:
Practicum in Applied Leadership
Information Package

To Do List:

1. Find an opportunity (job, volunteering, etc.). If you need assistance, resources and advising are available from the Institute.

2. Read the sheet titled *Practicum in Applied Leadership Procedures* carefully. Keep it for the duration of the quarter as it contains the answers to the most common questions.

3. Complete and photocopy the *Practicum in Applied Leadership Information Form* and *Contract*. Include a job description (if available). Give the originals to your Faculty Advisor. Keep a copy for yourself.

4. Give the *Memo: To On-Site Supervisor* to your Supervisor.

5. Make copies of all documents and attachments (e.g., job description, memo to supervisors) that you turn in to your Faculty Advisor. These will be important references as you go through the quarter and complete assignments.