



UNIVERSITY OF HOUSTON – VICTORIA
School of Human Development and Education
Administrative Education Department

PRACTICUM CHECKLIST

◀Getting Started▶

- _____ 1. Obtain two copies of the Practicum Handbook
- _____ 2. Read the contents of the Practicum Handbook and make an appointment with the host school administrator who will be working with you. Review the content and expectations of the Practicum and obtain permission/approval to proceed.
- _____ 3. Complete the Practicum application and obtain all information and signatures requested. Return the application to the Office of the School of Education and Human Development prior to registration.
- _____ 4. Register for the Practicum course and any related courses (ex. AED 6337, 6336)
- _____ 5. Log into WebCt to review additional expectations outlined in your professor's syllabus.
- _____ 6. Attend and/or participate in meetings of the Practicum class as stated on WebCt and/or the class syllabus.

◆This will get you started but does not include many other responsibilities contained in the Practicum Handbook or your professor's syllabus for the course...