Abstract

The report should be 10-15 pages in length, including sections 1-5. Appendices may be added when appropriate, and are not included in the page count. The report should be double-spaced, 12 point type, except the References and Bibliography, which should be single-spaced. Note that the page lengths suggested below are general guidance to permit students the flexibility demanded by the various forms that a practicum may take. Students should adhere to the overall page length of 10-15 pages.

The report should include the information below and follow this outline:

1. **Abstract**: Summary of key points of the Practicum (no more than ½ page/300 words in length).

   The audience for this abstract covers the broadest possible scope--from expert to lay person. You need to find a comfortable balance between writing an abstract that both shows your knowledge and yet is still comprehensible--by lay members of the audience. Limit the amount of technical language you use and explain it where possible. Always use the full term before you refer to it by acronym [for example, portal venous transfusions (PVT)]. Remember that you are yourself an expert in the field that you are writing about--don't take for granted that the reader will share your insider knowledge.

   Abstracts should be submitted using one of the following two formats.

   **Structured Abstract Format** (suitable for abstracts on scientific research):
   - Background: Study objectives, hypothesis, or a description of the problem;
   - Methods: Study design, including a description of participants, procedures, measures, and appropriate analyses;
   - Results: Specific results in summary form; and
   - Conclusions: Description of the main outcome of the study.
Alternative format (suitable for abstracts about policy, programs, interventions, and other types of research evaluations):

- Issues: A short summary of the issue(s) addressed;
- Description: Description of the project, experience, service, or advocacy program;
- Lessons Learned: A brief description of the results of the project; and
- Recommendations: A brief statement of next steps.

2. Organization Profile and Analysis (approx. 1-2 pages)

The Organization Profile is intended to reflect the student's understanding of the site based on their experience

a. Name and location of the organization, division or department in which the student worked
b. Site supervisor's name and title
c. Project supervisor's name and title, if different
d. Student's position in the organization with a brief explanation of why the student chose this agency and project
e. Mission/purpose and goals of the practicum site/organization
f. Organizational structure, e.g. organization chart, departments, qualification or background of key professionals, if appropriate
g. Programs and services offered
h. Population(s) served including pertinent demographic/census information
i. Relationship of this organization to other regional, state or national organizations, if appropriate
j. Factors determining policies and programs and the ability of the organization to fulfill its mission such as trends, recent changes internally or externally that might enhance or hinder the ability to proceed as planned

3. Project Description (approx. 7-11 pages)

The practicum experience may focus on either an assessment/evaluation project or on a planning/management project. The option selected will depend on the student's interests and skills. Students choose either Option A or B (listed below).

It may be a plan for a project, or it may reflect the project as it was implemented. An appropriate substitution might be a completed document or report for the agency along with a very brief summary addressing the questions below. This assignment must be handed in before credit for the practicum is given.
Note: If the practicum project requires a significant departure from the format for the assignment, the student must arrange an alternative assignment with the Faculty Advisor.

**Option A. Assessment or evaluation project.**

1. Problem/issue statement: What is the problem or issue to be addressed by the project? How and by who was it identified? Why is it a problem? Why should it be addressed? What question(s) is the project expected to answer? Why is the agency/organization interested in doing this project?

2. Literature Review: A brief review of the relevant literature should be discussed. Complete citations of source materials must be included.

3. Method for investigation: What approach will be used to inform or resolve the problem: What research design will be employed? Why is the design appropriate to answer the question(s) posed for the project? What data will be generated, collected, analyzed, reported? What methods will be used for data collection? For analysis?

4. Plan of work: What resources will be required to complete the project (time, personnel, funds, computer, etc.)? What specific tasks must be completed: What is the expected time required for each task? What preliminary activities will be required (e.g. human subjects’ review, acquiring permission for use of data, acquiring adequate sample of cases, etc.) and how will they be planned for in the time estimate? The plan of work should include a project milestone chart (i.e. describing when specific tasks will be completed), and task matrix (i.e. describing who will be responsible for completing each task).

5. Uses/application of project: How will the information generated by the project be used and by whom? What decisions will it inform?

6. Final product: What will the final product of the project consist of, e.g. a written or verbal report? For whom will it be presented? When will it be complete? If appropriate, the final product may be developed as a manuscript to submit for publication or as a thesis proposal. If a final product is completed it should be handed in to the faculty advisor. However, the final product does not supplant items 1-5 above.

**Option B: Planning/management project**

1. Problem/issue statement: What is the problem or issue to be addressed by the intervention? How and by who was it identified (e.g. staff, board, community, clientele, etc.)? Why is it a need or problem? What data have been used to document the need?

2. Goals of the planned intervention: What does the agency/organization expect to accomplish by implementing the change? What evidence or rationale supports (or does not support) the goals or expected outcomes?
3. Literature review: Relevant literature should be critically reviewed and discussed. Complete citations or source materials must be included.

4. Method of intervention: How will the intervention be implemented? Who will be involved (e.g. board, staff clientele, a community advisory panel, etc.)? What data will be collected and by whom? What is the evidence/data that the method of intervention is appropriate to the goals specified?

5. Implementation plan: What resources will be required to implement the intervention (time, person power, funds, physical plant or equipment, etc.)? What is the expected time frame for implementation? What preliminary activities are required (e.g. organizational support, community support, licensing or accreditation requirements, funding, etc.)? How will these hurdles or issues be dealt with? The paper should include a project milestone chart, describing when specific tasks will be completed.

6. Impact of the intervention: What factors, internal and external to the agency, will be affected by the intervention (e.g. staff, the community, clientele, competitors, etc.): How are they likely to respond? What impact will these responses have on the intervention?

7. Monitoring and evaluating the intervention: How will the success or failure of the intervention be judged? What is the plan for monitoring the progress (e.g. data to be collected, reporting process, etc.)?

8. Final product: What will the final product consist of, e.g. written or verbal report? To whom will it be directed/presented? When will it be completed? Students are encouraged to develop the final product as a manuscript to submit for publication if appropriate.

If the student prepares a written implementation plan, evaluation document, or other materials as part of the practicum, those items should be handed in to the faculty advisor. But this item does not supplant items 1-8 above.

4. Self Evaluation of the Practicum Experience (approx. 1 ½ -2 pages)  
The evaluation is a reflection by the student on the practicum experience itself. The evaluation may be made available with permission, to students, to students considering a practicum at the site in the future. Areas to be addressed include:

   a. How successful the student was in achieving the learning objectives and scope of work
   b. How could this practicum experience have been made better?
   c. Key competencies and skills the student developed
   d. Any unexpected accomplishments
   e. Impact of the experience on the student’s personal and professional development
   f. Resources and contacts the student developed for future use
g. Recommendations to future students preparing for a practicum: What would the student do differently? What was the student glad s/he did?

References and Bibliography: (This section should be single spaced.)

Use a standard documentation style, such as APA - http://www.liunet.edu/cwis/cwp/library/workshop/citapa.htm or AMA - http://www.ajph.org/misc/ama_references.shtml Guidelines.