



Practicum Process Checklist



Once you have secured your practicum, email sphpract@bu.edu with your BU ID# to request access to the Practicum Portal.



Start your proposal by including a thorough job description, site information, and contact information for your supervisor. Job description should include the specific role you will play in the project.



Select four learning competencies that you anticipate gaining while on practicum. Outline a deliverable (tangible work product) to demonstrate proficiency/achievement in each competency. You will submit the deliverables with your Final Evaluation.



Submit your proposal and monitor its progress through the review process: Practicum Staff review, Supervisor approval, and Faculty approval. (Practicum start date should be after you receive Faculty approval)



Meet with your Practicum Supervisor at the Mid-Point to discuss your progress and gain feedback (you will receive an automated reminder from the Portal based on the Practicum dates you submitted).



Complete and submit the Mid-Point Review for approval. Your supervisor will then be prompted to complete a Midpoint Evaluation of your performance thus far.



Meet with your Practicum Supervisor at the end of your Practicum to discuss your performance. Complete your Final Review and upload your Deliverables. You will receive an automated reminder based on the Practicum end date you submitted in your proposal. Your supervisor will also be prompted to complete a Final Evaluation of your performance.



Once your Final Review and Deliverables are approved by Faculty, you are done. Congratulations! You will receive a passing grade (P) on your transcript, which will be reflected on the Student Link.