### 4-5 Weeks Before Start Date
- [ ] Identify a Faculty member to serve as your advisor to help you create appropriate learning objectives
- [ ] Fill out Practicum application in Handshake (Experience > Request Experience), upload offer letter
- [ ] Write SMART learning objectives (in Handshake Experience) and obtain approval from:
  - [ ] Faculty Advisor
  - [ ] Onsite supervisor (if known)
  - [ ] Practicum Coordinator
- [ ] **International students:** Complete CPT workshop

### 2-3 Weeks Before Start Date
- [ ] Register for non-credit Practicum course and receive class permission from Practicum Coordinator
- [ ] **International students:** Complete CPT application with Practicum Coordinator and bring to ISS

### Start your Practicum

#### 1st Week
- [ ] If you haven't yet, share your learning objectives with your supervisor
- [ ] Show up early, dressed appropriately and ready to learn
- [ ] Ask questions
- [ ] Get to know the office and your team

### During and at end of Practicum

#### Midpoint
- [ ] Complete midpoint student evaluation
- [ ] Discuss the possibility of an on-site visit with Practicum Coordinator

#### End
- [ ] Complete final student evaluation
- [ ] Write reflection paper and upload to Handshake Experience
- [ ] Update resume with new experience and upload to Handshake
- [ ] Consider sharing experience and thanking employer on your LinkedIn profile
- [ ] Consider asking employer to serve as reference for future opportunities

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