### Search for opportunity

**At least one semester prior to planned experience**

- [ ] Make appointment with Post-Graduate Planning & Experiential Education to develop search strategy
- [ ] Complete Practicum workshop (if applicable) to understand enrollment process
- [ ] Visit Office of Financial Aid, Housing, and ISS (if applicable) to review logistics of participating in program
- [ ] Meet with academic advisor to discuss how Practicum may impact graduation timeline

### Receive an offer

**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