

Memo: To On-Site Supervisor

Re: Information about practicum in applied leadership procedures and the Karen W. Morse Institute for Leadership.

Thank you for being willing to supervise a Leadership Institute Minor student for practicum in applied leadership. We believe such opportunities are very valuable to the professional growth and development of our students. Please carefully discuss the following items with the student and fill out the contract together:

1. Determine the number of hours per week the student will work for your organization (no more than 6.67 hours per week). The student will earn credits based on the number of hours per week served during the scheduled academic quarter.
2. The practicum in applied leadership must further the student's knowledge and skills in leadership. Please consider this when negotiating the overarching goals of the job. Tell the student about the specific tasks and objectives you want him/her to accomplish so that they can be clearly stated in the *Practicum in Applied Leadership Contract*.
3. Discuss and sign the ***Practicum in Applied Leadership Contract*** with the student so that both of you are clear on goals, objectives, responsibilities, and timelines. If you work with your student over multiple quarters, this paperwork must be completed each term.
4. We ask that you send us a midterm evaluation (in the 5th week) and a final evaluation (in the 10th week; or 9th week if summer quarter) of the student's performance. The Institute will provide these forms to you once the student has officially registered for course credit. We ask that you complete these forms and then discuss the ratings with the student at a midterm and final evaluation meeting.
5. If you would like clarification regarding the student's academic requirements, please ask to read the ***Practicum in Applied Procedures*** the Leadership Institute provides all prospective practicum in applied leadership students.
6. If the student works within 250 miles of Bellingham, we require that they attend two meetings (in the 5th and 9th weeks of the quarter). Please confirm these appointments with the student for planning purposes. The Leadership Institute appreciates your efforts to accommodate these required meeting dates.
7. Job stipends are not required; however, any compensation would be appreciated, especially as students must pay tuition for the course credit earned. They often have additional out-of-pocket expenses in connection with the practicum in applied leadership.

8. International opportunities require WWU International Programs and Exchanges (IPE) approval. See <https://studyabroad.wwu.edu/> for information for additional procedures.
9. If it is a paid position and the student is injured on the job, they should be eligible for Workers Compensation. The organization should promptly notify the student's Faculty Advisor of a student's exposure to any safety or health hazards while performing job duties.
10. The Leadership Institute expects the student to abide by all rules and standards of your organization and to pursue his/her assigned duties diligently. A formal orientation for the student is an effective way to communicate these responsibilities. Please let your Faculty Advisor know if this is not occurring.
11. The Leadership Institute expects that your organization will abide by the conditions set forth in the ***Practicum in Applied Leadership Contract***, and provides a positive, healthy, safe and educational working environment. If conditions change during the quarter so that the goals initially set are no longer possible or the working environment has significantly changed, please contact the Faculty Advisor.
12. The Leadership Institute may need to be selective when approving employers/organizations for students' current or future practicum in applied leadership experiences. Decisions will be made in a fair and equitable manner after considering factors such as types of learning opportunities and conditions of the working environment.

Please call the Leadership Institute office at (360) 650-4000 or Morse.Institute@wwu.edu if you have questions or comments for the Faculty Advisor regarding our Practicum in Applied Leadership program or regarding working with your student.

Thank you,

Dr. Karen Stout
Director, Karen W. Morse Institute for Leadership