

Career Services

Suite 410, 1190 Melville Street
Vancouver, BC V6E 3W1 Canada
Tel: 604.899.0803 Fax: 604.899.0830
www.ashtoncollege.com

PRACTICUM REPORT

Purpose of Report

Each student is to submit a final practicum report to the Career Services Coordinator. The purpose of this final report is to summarize the practicum experience. New or unique experiences should be emphasized, particularly those concerning the objectives of the practicum. The report gives the student an opportunity to write his or her reflections of the program and express those things that have the most meaning now that this experience is completed.

Format, Content and Length

The report should include an "Introduction," a "Discussion" of the different aspects of the practicum and a "Conclusion." The Introduction will serve as an opening statement and should include where and with whom the practicum was accomplished and the objectives of the learning experience.

The major content of the report should relate those items that seem of prime importance to students in terms of what was learned, unique experiences gained and new methodology observed.

Briefly discuss the opportunities and challenges of the practicum site. This part of the report provides the opportunity to write considerable detail about a facet of the practicum experience that was most educational or meaningful.

The last portion should include the student's conclusions about the experience and any recommendations that should be passed on for the benefit of the practicum.

The length of the typed report should be between three (3) and five (5) pages, double spaced. Pictures, brochures, etc., could be added.

Procedures

- Practicum report will need to be submitted prior to the end of the program date.
- Report can be submitted in person, by fax or by e-mail to the Career Services Coordinator
- Career Services Coordinator will review and grade the project within one week from the time of submission.
- Final grade and copy of the project will be submitted to the Registrar's office.