



HEALTH & RISK COMMUNICATION PRACTICUM INSTRUCTIONS FOR FACULTY ADVISOR

- Students may register for the practicum/internship after they have successfully completed a minimum of 15 credits of their coursework for the program.
- Student must have selected their advisor, committee, and program of study and have submitted the forms to the Academic Programs Coordinator, 472 Com Arts prior to enrollment in the practicum.
- Students are required to locate and secure their own practicum experience, but listings of possible opportunities are available on our website, <https://comartsci.msu.edu/hrcma>. Practicums can be unpaid or paid but each requires registration for credits to be applied to program requirements.
- The **faculty advisor** will be the faculty presiding over the practicum experience, working with both the student and the employer.
- The student is expected to contact you as their **advisor** the semester prior to the desired semester of registration to arrange an appointment to discuss their interests for practicum/internship opportunities. At this meeting you, the **advisor**, should make your recommendations for possible opportunities and your expectations of the practicum and assignments you will require to be submitted (including time frames) to you by the student.
- Once the student has secured a practicum, they will need to request a letter from the employer indicating the practicum responsibilities/job description. The student sends the letter to you, as the **faculty advisor**, to complete the practicum application form. The application form is located online at:
<https://comartsci.msu.edu/sites/default/files/documents/student/health-risk-communication-practicum.pdf>.
- International Students will have to work out the details regarding their VISA status for the practicum requirements with the MSU Office for International Students and Scholars (<http://oiss.isp.msu.edu/>) before they can enroll in the practicum, especially if the practicum is out-of-state or a paid experience. They may need to complete a Curricular Practical Training form.
- Students will be unable to enroll for practicum/internship credits until this form has all required signatures and has been processed by the Academic Programs Office, 472 Com Arts. The student will be registered in practicum credits (COM 893).
- The student is expected to register for three (3) credits of COM 893. You as the **faculty advisor** will be linked to a section once the practicum form is received by the Academic Programs Office, 472 Com Arts.
- In order to successfully complete the practicum requirement, students must work in their practicum position for a minimum of 20 hours per week for at least 14 weeks in the semester of enrollment.
- Students are required to complete two (2) written assignments (criteria of the written assignments) is arranged by the student and you when completing the Practicum application

prior to registration). The written assignments must be submitted to the student's advisor **by the last week of classes** the practicum semester.

- Evaluation and grading of the practicum is based upon input from the employer to the student's **faculty advisor**. The program recommends that the **faculty advisor** send an initial contact email to the employer at the start of the semester indicating you will be the contacting them at the **mid-term** and the **end** of the semester for their input on the student but they are welcome to contact at any time if they have questions or concerns.
- The employer evaluation form should be sent by the **faculty advisor** to the employer. The academic advisor is responsible for the grading of the written assignments and ultimately the grading of the practicum. Evaluation form for faculty use can be found online at <https://comartsci.msu.edu/hrcma>.