STUDENT INFORMATION PACKET
FOR EDC PRACTICUM (CVEN 5939)
2014-15 Academic Year
Revised: February 4, 2015

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The information contained within this packet is deemed correct as of the date of preparation of this material. However, program details may change on occasion and EDC students should verify with the practicum program faculty coordinator to ensure that they have the most up to date program requirements.
Student Information Packet for EDC Practicum (CVEN 5939)

Course Description

**CVEN 5939: Sustainable Community Development Field Practicum (3 credits)**
This intensive program provides an opportunity for students to gain insight into the field of international development, experience the reality of working in developing communities, and apply theoretical foundations of SCD classes to real world experiences. Field-based experiences are an important component of the EDC program. A true understanding of humanitarian engineering requires students to engage in a significant field-based experience in a developing community and/or fully engage with an organization’s business operations. The practicum encompasses humanitarian engineering fieldwork and analytical reporting.

Detailed Requirements

- **Timing and duration** – Typically, students will complete the fieldwork portion of their practicum during summer or winter break and register for credit during the academic semester in which they are completing their written report. In order to obtain credit, students must document at least 135 hours of work between the preparation, fieldwork, and analysis and synthesis activities. This should include at least three weeks in the field. Partner organizations may stipulate a minimum (longer) duration for specific assignments to justify their investment of resources. If an organization cannot accommodate a field placement of at least three weeks, the student must supplement their field experience by working with the organization in an office or consulting setting to make up the time difference.

- **Preparation** - In preparation for travel to the field, students must attend a travel orientation from the Study Abroad Program, purchase travel insurance through the Study Abroad Program (which may be funded by the Mortenson Center), and sign a liability waiver. Additional, mandatory pre-travel activities conducted by the Mortenson Center may be required during the semester prior to travel.

- **Reporting** -
  - **Debriefing** - Students must participate in a group colloquia/debriefing session in which they share their experiences with other students returning from the field. This debriefing session will be organized by MCEDC in the first month of the fall semester.
  - **Report** – Upon return from the practicum fieldwork, students must complete a practicum report prior to the end of the semester during which they have registered for practicum credit. The specific deadline for the report will be shared with students at the beginning of the semester that they enroll in CVEN 5939, but will typically be the last weekday of October. The practicum report should be at least 15 pages in length, and must evaluate the fieldwork as it related to principles learned in SCD I and II. A suggested outline is included in this document.
  - **Presentation** – Students must produce and present a summary presentation of their work, to be shared with other students during the semester following completion of their practicum assignment. The exact venue for presentation will be determined by the Mortenson Center Director and the practicum program faculty coordinator (“Practicum Coordinator”).
  - **Report for partner organization** – A partner organization may require its practicum student(s) to prepare a separate report or presentation in a different format. Details of that assignment are at the discretion of the partner organization.

- **Supervision and grading** - Students must have direct supervision by a representative from a “partner organization” in the field, as well as remote support by the Practicum Coordinator, Dr. Rita Klees. The partner organization will provide feedback on the student’s performance and this input may be integrated into the student’s grade. Students will report to the practicum coordinator during their assignment and may have additional faculty input as appropriate. The practicum coordinator maintains contact with each practicum student before, during, and after field assignments; reviews
practicum reports in collaboration with other faculty, as appropriate; and is responsible for submitting the student’s final grade via the university’s online grade reporting system (portal).

- **Practicum selection** – Practicum activities can be proposed by the partner organization, students, faculty, or the Mortenson Center staff but the intention is that the activity will be partner-driven—meaning that the proposed scope of work meets the partners needs primarily, rather than being initiated by an outside party (such as student or faculty). Regardless of the origin, all practicum scope of work agreements must be approved by the MCEDC staff and Practicum Coordinator prior to student engagement. MCEDC will maintain a running list of potential assignments from partner organizations. Priority will be given to organizations that will make an in-kind or financial contribution to the student’s participation.

- **Student placement** - Selection of candidates for the practicum assignments will be through a formal, competitive process—students will submit their resume and cover letter to the practicum coordinator and that information will be shared with partner organizations. Language proficiency, prior experience, and student availability are criteria that may be considered when determining placement. The Practicum Coordinator will approve all final placements.

- **Feedback** - MCEDC continually seeks to improve the student field experience. For this reason, both students and partner organizations will be required to provide feedback about the practicum experience via a survey to be completed at the end of the student’s work assignment. This information will be used to tailor project/organization selection and scope definition in subsequent years.

- **Funding** - MCEDC has limited funding available to sponsor student participation in practicum activities. Financial support opportunities vary based on the availability of funds restricted for activities in a specific region or with a specific organization, and funds will be allocated only after the student prepares a detailed estimated budget. The Mortenson Center Director and Managing Director will make funding allocation decisions. The funds allocated by MCEDC may not cover all the student’s expenses, in which case, the student will be responsible for covering the difference. Practicum funds are paid to the student’s Bursar’s Office (tuition and fee) account and may affect other financial aid. It is the student’s responsibility to verify financial aid changes with an advisor from the Office of Financial Aid.

- **Travel warnings** – MCEDC will not support travel to countries for which the State Department has issued travel warnings without explicit written consent from the CU International Risk Advisory Group. The Mortenson Center’s Managing Director will work directly with the appropriate officials in the Office of International Education to determine if waivers can be issued that would allow a student to work in a location with a State Department travel warning (shown at http://travel.state.gov). The decision of the authorities listed in the University of Colorado’s International Travel Policy is final. See the latest revision of the International Travel and Programs Policy for CU Boulder at http://www.colorado.edu/oie/global-cu/international-travel-and-programs-policy-cu-boulder.

- **Exemption** - Exemption from the field-portion of the practicum requirement (due to prior experience or extenuating circumstances) may be granted on a case-by-case basis at the discretion of the Mortenson Center Director. However, students with prior experience are still required to complete the practicum reporting requirements and enroll for CVEN 5939 to earn credit for the course.

**Practicum Timeline and Steps**

**Year round**
- MCEDC identifies practicum opportunities with partner organizations
January
- MCEDC staff confirms which students will complete a practicum during the current calendar year
- MCEDC staff list all available practicum assignments on the practicum website, [https://mcedc.colorado.edu/education/cven-5939-sustainable-community-development-field-practicum](https://mcedc.colorado.edu/education/cven-5939-sustainable-community-development-field-practicum)
- Practicum Coordinator reviews available assignments and requirements with students

February
- Students apply for assignments by submitting a cover letter and CV to the Practicum Coordinator by the stated deadline
- The Practicum Coordinator screens applicants and, if desired/required by partner or if more than one qualified student demonstrates interest in assignment, forwards student applicants’ CVs for review
  - Partners may contact referred students to set up interviews (as needed)
  - Partners request preferred students for assignments
- Practicum Coordinator proposes student/partner organization matches
- MCEDC Executive Committee reviews student practicum assignments

Late February-March
- Once assigned, students conduct background research on practicum topic and organization
- Students refine scope of work with partner organization contact and Practicum Coordinator
- Students participate in required OIE Travel Orientation

Early April
- Finalized scope of work, work plan, budget, and liability waiver submitted to MCEDC staff (signed by representative from partner organization, practicum coordinator and student)
- Students interested in receiving MCEDC funding submit funding application to Practicum Coordinator
- Students register for SCD practicum course (CVEN5939) for summer or fall semester, depending on when they intend to complete written assignment and earn a grade.

Late-April
- MCEDC staff announces practicum funding decisions
- The MCEDC Managing Director will ensure that practicum funds are transferred to student’s tuition and fee bill account prior to the last day of the spring semester. Disbursement is based on Bursar’s Office refund policies and calendar.

Summertime
- Students complete all tasks stated in agreed-upon scope of work
- Students submit report to partner organization, by agreed upon deadline, if organization requires this deliverable.

September – October
- Students complete practicum partner evaluation via online survey
- Students participate in practicum debriefing session (September)
- Practicum Coordinator provides advice and support while students write their reports
- Students write practicum report and submit to practicum coordinator by October 31

November
- Practicum Coordinator evaluates reports
- Partner organization representative (preferably the student’s direct supervisor) completes evaluation of student via online survey

December
- Practicum Coordinator submits grades via faculty portal (mid- to late-December)
- MCEDC staff compiles survey results and issues a program report

^ A student’s scope of work may have to be modified during the course of the assignment, but that must be documented and approved by partner representative and practicum coordinator)
## Roles and Responsibilities

<table>
<thead>
<tr>
<th><strong>Students</strong></th>
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<tbody>
<tr>
<td>• If a student has an existing connection with a possible partner organization, forward the contact information to the MCEDC Managing Director and the Practicum Coordinator for screening</td>
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<tr>
<td>• Apply for practicum assignments that fit technical skills and interest</td>
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<tr>
<td>• Respond to partner organization request for interviews (if applicable)</td>
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<td>• Once assigned, prepare budget, work plan, and collaborate on final scope of work</td>
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<tr>
<td>• Attend travel orientation program partnered by the Office of International Education / Study Abroad and completed documentation necessary to enroll in mandatory health and evacuation insurance</td>
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<tr>
<td>• Apply for MCEDC funding by stated deadline</td>
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<tr>
<td>• Sign and submit liability waiver prior to traveling</td>
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<tr>
<td>• Complete field work per final, approved scope of work</td>
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<tr>
<td>• Evaluate partner organization (via electronic survey during fall semester)</td>
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<td>• Register for CVEN 5939 during semester in which student intends to completed course requirements and earn a grade (typically the semester after fieldwork is completed)</td>
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<td>• Submit required reports and presentations by stated deadlines (detailed in Practicum Process Map/Calendar)</td>
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<thead>
<tr>
<th><strong>Faculty Coordinator of Practicum Program</strong></th>
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<tr>
<td>• Along with the MCEDC Director and Executive Committee members, review and approve practicum scope of work</td>
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<tr>
<td>• Screen student application material and forward to partner organization</td>
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<tr>
<td>• Act as point of contact for partner organization during their student selection process (if applicable)</td>
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<tr>
<td>• Coordinate initial communications between assigned student and partner organization</td>
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<tr>
<td>• Collect funding requests and forward them to the MCEDC Managing Director for review and allocation</td>
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<tr>
<td>• Serve as faculty advisor for preparation and fieldwork</td>
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<tr>
<td>• Engage topic specialist if deemed necessary to properly advise student</td>
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<tr>
<td>• Grade practicum reports</td>
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<tr>
<td>• Submit grades online by university grading deadline.</td>
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<thead>
<tr>
<th><strong>Mortenson Center Managing Director</strong></th>
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<tbody>
<tr>
<td>• Identify and screen potential partner/partner organizations</td>
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<tr>
<td>• Seek additional funding for student practicum activities.</td>
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<tr>
<td>• Assist Practicum Coordinator with notification of approved assignments, if requested</td>
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<tr>
<td>• Maintain database of students and assignments</td>
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<td>• Develop and manage program evaluation surveys</td>
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<tr>
<td>• Review funding applications, allocate, and distribute funding to students</td>
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<thead>
<tr>
<th><strong>Mortenson Center Executive Committee</strong></th>
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<tbody>
<tr>
<td>• Identify and screen potential partner/partner organizations</td>
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<tr>
<td>• Review practicum scopes of work</td>
</tr>
<tr>
<td>• Review suggested student/partner matches</td>
</tr>
<tr>
<td>• Forward information about known potential funding opportunities to MCEDC Director and staff</td>
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<tr>
<th><strong>Partner Organization</strong></th>
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<tr>
<td>• Identify organizational needs and assist in the development of the scope of work</td>
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<td>• Commit available resources to the assignment</td>
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<tr>
<td>• Support and supervise students’ work in the field</td>
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<tr>
<td>• Provide feedback to the student both during their practicum and again afterwards through completion of the online student evaluation survey</td>
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</tbody>
</table>
Suggested Report Outline

1. **Description of the partner/partner organization** (Most info should be collected prior to travel)
   — Mission, Operations, Year founded
   — Key Sectors/Focus areas
   — Countries where the organization operates
   — Accomplishments
   — What distinguishes this organization from other organizations in the development field
   — Policy context/government sectoral strategy

2. **Detailed description of the community/region**
   Location(s) where you participated in activities (include name of community/town/city, country)
   — Relevant statistics and/or observations related to:
     o Poverty levels
     o Health
     o Education
     o Employment/ livelihood
     o Typical housing
     o Energy access and source(s)
     o Total population
     o Access to water (from improved source or not) and sanitation
   — Include a picture or two to set the context
   — Mention existing background/research on topic

3. **Description of the practicum scope of work and analysis of current situation**
   — What was your scope of work? (What, specifically, were you asked to do?)
   — Why was this work necessary/desired?

4. **How did you accomplish your scope of work?**
   — Activities
     o Timing and duration of the practicum
     o Key partners/support in field and at home
     o Detailed description of activities conducted
     o Explanation of field methods and development framework(s) used
     o Deliverables (mention if deliverables/objectives changed over time and include copies as attachments, if possible)

5. **Key findings**
   — Lessons learned for the organization
   — Lessons learned from the student

6. **Next steps – What happens now?**
   — What, if anything, changed because of your work?
   — What do you plan to do next (i.e., Will you continue working with this organization or not?)
   — What will the organization do next, based on your/their findings?
   — What will the community do next?

7. **Pass-on information – What does the Mortenson Center need to know about the organization or your work?**
   — For example, did you sign a non-disclosure agreement that would preclude MCEDC from posting your report on the web? If so, please include a copy of the document here!

8. **Conclusion**
Scope of Work Template

2015 Practicum Partner Organization Contact

Organization name: ____________________________________________
Website: ______________________________________________________
Address: ______________________________________________________
Telephone: _____________________________________________________
Contact Name: _________________________________________________
Contact Person’s Title: ___________________________________________
Contact Person’s Telephone: ______________________________________
Fax: __________________________________________________________
Cell: __________________________________________________________
Skype: _________________________________________________________
Email: _________________________________________________________

Partner Organization Profile:  
<Provide basic information about the purpose of the organization here>

Number of students requested:

Requested student profile:  
<List necessary skills, language abilities, education, and/or experience desired>

Project Background:

Communities to be assisted
1.
2.
3.

Timing, Duration and Dates of Assignment:  
Estimated travel departure and return dates: _______________________
Duration of assignment: ______ week/months

Objectives of the assignment:  
With this assignment, <organization> expects to accomplish the following objectives:

Tasks to be performed:  
<Include a detailed work plan/timeline with key activities and milestones for before, during, and after trip>
1.
2.
3.

Deliverables:  
<Indicate format, required reporting language (English and/or other language), content and estimated due date for each deliverable>
1.
2.
3.
Assignment Supervisor

Name: ________________________________
Title: ________________________________
Telephone: ____________________________
Fax: __________________________________
Cell: __________________________________
Email: ________________________________

Coworkers, roles, and responsibilities

The following people will also be working on the assignment and will be responsible for the below activities in support of the project:

- Name, role/responsibility

Compensation for students

<Organization> will provide students with the following support for this assignment (check all that apply).

- International travel
- Domestic travel
- Local transportation to communities
- Logistical support
- Lodging
- Meals
- Office space with needed work materials
- Other (specify) _________________

Partner organization representative: Please provide an estimated dollar value (in US dollars or other specified currency) for costs that will be assumed by your organization or that you expect to be assumed by the student.

The assignment will incur the following costs:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DETAIL</th>
<th>STUDENT</th>
<th>PARTNER</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>International airfare</td>
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<tr>
<td>Domestic airfare</td>
<td></td>
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<tr>
<td>OIE travel insurance and pre-departure materials</td>
<td>$35/month</td>
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<tr>
<td>Lodging</td>
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<td>Laundry</td>
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<tr>
<td>Meals</td>
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<tr>
<td>Equipment</td>
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<tr>
<td>Cell phone/communications</td>
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<td>Local transportation</td>
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<td>Translator, logistics, etc.</td>
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<tr>
<td>Other</td>
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Equipment and materials needed:

<Indicate any equipment and material needs for assignment and who will provide them (laptop, etc.) >

Working/Living Conditions:

<Please describe the typical conditions students should prepare for regarding things such as work day, dress code, logistics, lodging, meals, laundry, vaccination, temperature, altitude, insects, medical support, security, cultural and other relevant information.>

Prior to official assignment and travel, the Practicum Coordinator, student and partner organization representative must send an email to mcedc@colorado.edu stating that they have read and agree with the terms of SOW.
**Student Survey (Evaluation of Partner/Practicum)**

Student's name  
Student's email address  
Partner organization's name  
Contact person who can evaluate your performance within partner organization  
Contact person / supervisor's email address

Please select the best answer to each question below

<table>
<thead>
<tr>
<th>Question</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
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<tbody>
<tr>
<td>The work expectations (activities and deliverables) were clearly defined.</td>
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<tr>
<td>I had the opportunity to apply theory learned in the classroom to real world situations.</td>
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<td>The experience provided me with career insight into the field of development / humanitarian assistance.</td>
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<td>The practicum was a learning experience.</td>
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<td>The work was challenging and stimulating.</td>
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<td>The experience provided professional preparation.</td>
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<td>The experience met my expectations.</td>
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<tr>
<td>I was adequately prepared to perform the duties in this assignment.</td>
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<tr>
<td>My work was important to the partner organization / community.</td>
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Additional comments regarding your practicum including a brief description of your expectations and how they were or were not met.

Please write a short paragraph about what you did and/or what you gained from your practicum experience
**Partner Survey (Evaluation of Student’s Work)**

Student's Name  
Partner Organization's Name  
Respondent's Name  
Respondent's Email Address

Please select the best answer to each question for student listed above. If you enlisted more than one of our students, please complete a survey for each student you worked with. Thank you.

<table>
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<tr>
<th></th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
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<tbody>
<tr>
<td>The student communicated effectively with staff and beneficiaries.</td>
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<tr>
<td>The student demonstrated the necessary knowledge and skills to perform the assigned tasks.</td>
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<td>The student's behavior on the job was professional.</td>
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<tr>
<td>The quality of the student's work was professional.</td>
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<td>The student had a clearly defined scope of work.</td>
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<td>The student completed the assigned activities/deliverables by the stipulated deadline.</td>
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<td>The student's work was important to us.</td>
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<td>Overall, we were satisfied with the student's work.</td>
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<tr>
<td>Based on our experience, we would like to work with other EDC students.</td>
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Please add any additional comments regarding this student.
Liability Waiver (Example)

University of Colorado
Release from Responsibility, Assumption of Risk and Waiver

Name_________________________________________________________________________________
Activity____________________________________________________Date__________________________
Address_______________________________________________________________________________
Phone Number (_____)______________________ Fax Number (______)___________________________

I exercise my own free choice to participate in the Sustainable Community Field Practicum. **I understand and assume all associated risks including the risks of bodily injury (including death), and damage to, loss, or destruction of any personal property occurring in connection with or arising out of participation in a Sustainable Community Field Practicum** partnered by _______________________ in ______________________ (Organizational Partner Name) (Country)

I hereby release and discharge, indemnify and hold harmless the Regents of the University of Colorado, and their member officers, agents, employees and any other persons or entities acting on their behalf, and the successors and assigns for any and all of the aforementioned persons and entities, against all claims, demands, costs and expenses, and causes of action whatsoever, either in law or equity, arising out of or in any way connected with any loss and/or bodily injury and/or disability, arising from my participation in the Activity.

I have had sufficient time to review and seek explanation of the provisions contained above, have carefully read them, understand them fully, and agree to be bound by them. After careful deliberation, I voluntarily give my consent and agree to this Release, Assumption of Risk and Waiver.

Travel Orientation Program

The Office of International Education requires individual who travel internationally to complete a Global Experience Program Questionnaire, attend a pre-travel orientation session, and enrol in a standardized travel health and evacuation policy. Find policy information and claim forms at: http://studyabroad.colorado.edu/?go=insurance.

Practicum Process Map and Calendar
Practicum Process Map / Calendar: 2015 Summer Practicum

MCECD solicits requests from partner organizations

Partner submits proposed scope of work to MCECD

Coordinator evaluates:
- Partner* - Draft SOW

If approved by MCECD, staff publishes opportunities on website

Students apply for practicum assignments

Early Feb

Mid-to-late Feb

With input from Partner & MCECD staff, Coordinator matches students with assignments

Mid
- late Feb

March

March

Student and Partner revise SOW and re-submit to Coordinator until approved

Coordinator & MCECD staff provide feedback on SOW

Once assigned, student starts developing final SOW with Partner and submits to Coordinator for review and approval

Mar-Apr

Mar-Apr

Students attend travel training as required by Office of International Education

Students prepare for fieldwork (training, lit review etc.)

Coordinator & MCECD staff provide support as needed

Late Apr

Late Apr

MCEDC allocates and distributed practicum funding

May - Aug

May - Aug

Students conduct fieldwork & start drafting report(s)

MCEDC conducts student debriefing session

Early September

Early September

Nov 2

Nov 16

MCECD sends student survey (web link) to partner

Partner completes online survey regarding student performance

Nov - Dec

Nov - Dec

Coordinator grades practicum report and assigns final grade

Student submits final practicum report to Coordinator and Partner

MCEDC compiles survey results & issues program report

Dec 15

Sept - Oct

MCEDC conducts student debriefing session

MCEDC allocates and distributed practicum funding

Students and Partner revise SOW and re-submit to Coordinator until approved

Key: Responsible Party for this Action

מטג: מארגן אחריות לפעולה זו

(.shapes are combined if action requires multiple actors)

*See evaluation criteria on page 2
Partner Organization Selection Criteria:
- MCEDC affiliates do not have a personal stake in the organization
- Practicums must be hosted by an existing organization (not by an individual)
- Organization has requested EDC assistance in specific area in which EDC students are competent
- Organization views on development are aligned with MCEDC
- Organization is willing to contribute their own resources to the initiative (for example, covering student’s in-country costs and ensuring on-site supervision)
- Organization does not use its projects as a platform for religious evangelizing or political motives
- Organization has a proven track record in sustainable community development/disaster relief with documented results
- Organization can provide a reasonably safe and hygienic environment for EDC students
- Organization is committed to honesty, transparency and ethical standards of conduct
- Preference for projects with opportunities to collaborate with local universities/students

Practicum Report Outline (15+ pages + appendices)
- Introduction to practicum activity
- Introduction to community
- Analysis of current situation
  - Method used to collect data
  - Data collected
- Proposed solution to situation
- Evaluation of solution
- Discussion of potential impact and potential sustainability of solution
- Conclusion

Examples of the executive summaries of past reports can be found on the MCEDC website: http://mcedc.colorado.edu/education

Revisions to this draft of process map:
February 2015
1. Course grading criteria changed to 75% technical & SCD combined content / 25% partner input (from 50% technical / 25% SCD / 25% partner).
2. MCEDC Executive Committee no longer approves scopes of work or assignments, but may provide input to coordinator & MCEDC Director/Managing Director regarding decisions

January 2014
1. “Faculty coordinator” now manages the practicum process and deliverables. Academic advisor comments are sought as necessary.
2. MCEDC Executive Committee approves scopes of work and proposed student assignments, in conjunction with faculty coordinator.
3. Students no longer submit draft version(s) of their practicum report. The only submission is the final (to-be-graded) copy.
4. Grading criteria.
5. Due to the changes in the practicum process during 2013-14, deadlines in spring 2014 are slightly later than expected for future academic years.
6. Student registers for CVEN 5939 during the semester after they have completed their practicum field experience.