

NOVA SOUTHEASTERN
UNIVERSITY | **NSU**
Florida
HALMOS COLLEGE OF ARTS AND SCIENCES
Department of Conflict Resolution Studies



**PRACTICUM
HANDBOOK**



RESOURCE GUIDE

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INTRODUCTION

NSU Mission Statement

The mission of Nova Southeastern University, a private, not-for-profit institution, is to offer a diverse array of innovative academic programs that complement on-campus educational opportunities and resources with accessible distance-learning programs to foster academic excellence, intellectual inquiry, leadership, research, and commitment to community through engagement of students and faculty members in a dynamic, life-long learning environment. (Adopted by the Board of Trustees in March 2011)

Halmos College of Arts and Sciences Mission Statement

Our mission at the NSU Halmos College is to promote excellence in teaching, research, creative activities, and community service by faculty, research scientists, students, and staff. NSU's Halmos College provides an environment for intellectual curiosity by engaging students in innovative and collaborative experience-based interdisciplinary learning. The critical thinking, communication, and problem-solving skills our students develop not only serve as a foundation for success and lifelong learning but also advance knowledge, respect, and responsibility inherent in global citizenship in a rapidly changing world.

Notice of Non-discrimination

Nova Southeastern University admits students of any race, color, sex, age, non-disqualifying disability, religion or creed, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award bachelor's, master's, educational specialist, and doctoral degrees.

Introduction

Welcome to the Department of Conflict Resolution Studies practicum sequence! Practicum is a student-centered learning experience that is supervised by professionals at a variety of local, regional, national, and international organizations, as well as monitored by the practicum coordinator and guided by faculty teaching the practicum sequence. Practicum is offered both residentially and online, during the fall, winter and summer terms. Doctoral students do have the option of doing Teaching and Training which is offered in the fall, followed by a Teaching and Training practicum in the winter term. Students may follow either of these tracks.

Each Practicum site where students will undertake their various projects needs to agree to accept student practitioners because they are interested in helping to shape the next generation of professionals in conflict resolution. Practicum sites also have an interest in gaining expertise

experience in conflict resolution for their organization. This synergistic relationship is at the heart of making the most of the supervised field experience. Practicum sites do not receive compensation for their collaboration and often the only thing they receive from the department is our collective appreciation. However, students play a role in producing satisfaction. Many people at these field sites enjoy knowing that they have made a difference in not only your professional development, but also that together you have accomplished something that helps their staff, clients, and the community. The department genuinely appreciates this connection to the community and works hard to maintain our cooperative and friendly relationship with these people. The department continuously strives to build even more bridges like these where students can gain initial entry and valuable experience.

Practicum provides opportunities that you must be active in creating. It provides the chance to explore employment settings and obtain a realistic feel for your level of expertise in conflict analysis and resolution. Practicum also offers you a preview of locations where conflict resolution is currently being used or where it can be introduced. Practicum essentially allows you to explore the field in an individually focused, yet supervised manner. Take advantage of this opportunity to explore and to appreciate the new contacts you make. Experiences like these can help establish your personal and professional reputation within the community. In fact, some of our graduates have established themselves this way and are now internship in training site supervisors. Contacts may assist you in seeking local employment upon graduation. Remember that flexibility, as in any job search, is a key to employment and with the expansion of the field throughout the United States and around the world, your willingness to relocate, tremendously aids employment opportunities.

The following information will help you understand the practicum sequence process as well as your responsibilities. The practicum sequence is a *student driven and student-centered activity and much of the responsibility for its success lies with the student.* You need to carefully read and understand all the requirements described in this handbook and complete activities on or before certain threshold dates. Keep this handbook in a convenient place for easy referral.

Note: The department reviews the practicum handbook to stay current with community needs. The department therefore reserves the right to make changes to the posted rules, policies, and procedures affecting its institutional relationship with students as deemed necessary by the administration and the department. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the university, the department, and the student.

Purpose

The purpose of the practicum sequence is to provide a structured conduit between classroom-based learning and the application of knowledge to supervised field settings. As such, the practicum sequence is an integral and vital part of the curriculum where classroom abstraction meets the applied world. Practicum courses and associated field experiences create the means by which students learn to evaluate, analyze, and synthesize knowledge from substantive, theoretical, process, and practice courses. Students are encouraged to create opportunities that test ideas, examine the strengths or limitations of various theoretical frameworks, or systematically examine and experiment with forms of conflict intervention. Students will learn how to apply concepts and skills to an organizational setting through the development of training or workshop experiences,

PRACTICUM PROCEDURES

identifying and completing demonstrable learning outcomes, and by applying theoretical models and perspectives to practice. Practicum therefore serves as a bridge between academic substance and theory and its practical application.

Career Development and Practicum

Prior to beginning the process of site selection, students are encouraged to attend and participate in the center's Career Development Program (CDP). The CDP is designed to assist students in the development of a career plan that considers individual student interests, talents, academic and professional experiences, and goals. By designing a career development plan, students can begin to identify gaps in experience, training, or academics that should be addressed in order to be prepared for the job desired. Planning enables students to see where practicum can best assist in providing the needed experience for career development. There should be congruency between career goals and the experiences that will likely be attained during the practicum. Students are also encouraged to utilize the services of the university's Office of Career Development. That office can provide assistance with resume writing, interview techniques, and job searches.

All students enrolling in practicum are required to submit a recent resume or curriculum vitae at the time the site selection is submitted. This serves three purposes: 1.) It compels students to think strategically in expressing site selection preferences and relating it to career development planning. 2.) Some sites require that interested students submit a resume before or at the same time learning contracts are developed. 3.) Some sites indicate that specific educational or professional requirements be met by any student applying to be placed at that site. The resume will better enable the practicum coordinator to ascertain if interested students have met those requirements.

Professional Liability

All registered practicum students engaged in mediation are provided professional liability insurance by the department. This policy provides protection while students participate in approved department practicum activities; it does not provide coverage for any non-approved or non-department-related activities. This insurance covers activities related to the resolution of specific conflicts and, as such, is limited to mediation and arbitration. All students are required to abide by the Florida Supreme Court Rules for Certified and Court Appointed Mediators, the policies and procedures of the Graduate School of Arts & Sciences, and any other relevant codes of ethics. Students must also follow the rules and regulations of the site where the practicum is completed (see Student Conduct Section of the Student Handbook).

Internship in Training/Practicum Requirements and Pre-requisite Course Work

Internship in Training and Advanced Practicum provides students with the opportunity to work in various settings for two (2) terms. Students are supervised on site as well as monitored by faculty who instruct the practicum courses. The doctoral practicum in teaching and training involves opportunities in a variety of university and community-based settings and additional opportunities for students to combine their life experiences, expertise, and what they have learned in the program to a unique practicum setting.

CARM 6180: Internships in Training and Practice in Conflict Resolution Credit 3

This internship in training course requires students to work with outstanding organizations, agencies, centers, for-profits, non-profit communities, governmental agencies, etc. to gain direct and applicable experiences in training and practice sites within the field. This course engages students to work within real world settings to help prepare them for careers and future employment in areas of training and practice in areas such as mediation, peacebuilding, negotiation, public policy, facilitation, social movements, dispute systems design, arbitration, and other conflict resolution activities. It enables students to translate theory and research into meaningful impacts in their sites aimed at conflict prevention, conflict management, conflict resolution, conflict transformation, peacebuilding, and social change. Students will develop invaluable skills and abilities within their sites while simultaneously contributing to their sites by applying their theoretical knowledge. Students may work with established partnerships of our department, or they may seek approval for a new site if it meets the criteria and standards of the department in advance of the course. There is one practicum course in the master's program (CARM 6180) which is required for graduation.

Prerequisites: CARM 5000, CARM 5040, and one of the following: CARM 5100, CARM 5140 or CARM 6140

CARD 6180 - Internships in Training and Practice in Conflict Resolution Credit 3

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Prerequisites: CARD 5000, CARD 5040, CARD 7040, and 1 of the following CARD 5100, CARD 5140, CARD 6140, CARD 7020

The Ph.D. program offers three options for students to fulfil their practicum requirement. Students will take two practicum courses:

1. (CARD 6180) Internship in Training and (CARD 6624) Advanced Practicum or
2. (CARD 6180) Internship in Training and (CARD 6625) Global Practicum or

3. (CARD 6180) Internship in Training and (CARD 7510) Teaching and Training Practicum
(prerequisite CARD 7500)

Doctoral students coming directly from CRS's Masters' program may transfer Internship in Training and need only complete the Teaching and Training Practicum (CARD 7510, Advanced Practicum (CARD 6624 or Global Practicum (CARD 6625). Other doctoral students may explore the possibility of Transfer of Credit (TOC) for practicum classes and experiences from their respective Masters' programs. Please see TOC information in the Student Catalogue and be guided by the appropriate requirements and time limits.

Prior to registering for Practicum I, students must have completed 12 to twenty credits at CRS, to include the following:

MASTERS LEVEL	
Internship in Training (CARD 6180)	Prerequisite courses: CARD 5000, 6150, 5040, and one of the following 5100, 5140, or 6140.
DOCTORAL LEVEL	
Internship In Training (CARD 6180)	Prerequisite courses: CARD/CARM 5000, 5040 or CARD 7040 and one of the following; 5100, 5140 or 6140, CARD 7020
Advanced Practicum (CARD 6624)	Prerequisite courses: 6180
Global Practicum (CARD 6625)	Prerequisite courses: None
Teaching and Training Practicum (CARD 7510)	Prerequisite courses: CARD 7500

A practicum site may have other requirements for students that could include, but may not be limited to, fingerprinting, criminal background check, urinalyses for drugs and alcohol, and proof of immunizations. In the event these requirements have related fees not covered by the site, students electing these sites are solely responsible for these costs. Students are encouraged to ask prospective sites about such requirements in advance and are advised that the results of such testing or background check may preclude them from participation in those sites. Students are hereby notified that fingerprinting may become a practicum requirement, particularly if one will be working with minors. If students have a concern, they are encouraged to seek the guidance of the practicum coordinator.

Registration

Internship in Training is offered both on-line and residentially while Advanced Practicum is offered online. The teaching and training practicum course is offered during the winter semester.

Registration for practicum classes will take place during the regularly scheduled registration period. However, the site selection process must be completed during the term prior to the academic term you are to begin the practicum sequence. Therefore, you must successfully take part in the practicum site selection in a timely manner. The *Site Selection/Independent Site Selection form, Learning Contract* and any other contract paperwork must be turned in and approved prior to the accrual of any practicum hours. Paperwork must be turned in to the practicum coordinator two weeks before the end of the preceding term. Late submissions will compromise your grade.

Site Selection

The overall site selection process should begin the term prior to enrollment in Practicum. Students should participate in career development workshops that will take place throughout the year. These workshops are designed to assist students in formulating or modifying their individual career development plans. Having a personal career development plan is vital and serves as a map for students in determining goals and objectives that may be realized during the practicum experience. It enables students to approach site selection with a sense of purpose, rather than randomly. Students may contact the Career Development office directly at career@nsu.nova.edu, 954-262-7201, 1-800-541-6682 or visit their website <http://www.nova.edu/career/>.

Practicum advising sessions are held during Residential Institute or on a one to one basis by appointment throughout the term. These sessions are held for the benefit of students who will be enrolled in practicum during the next term and students are expected to attend one of these sessions. These question and answer sessions will offer students an opportunity to gain a deeper understanding of the practicum process and a familiarity with the available sites.

A list of department approved practicum sites can be found on the HCAS website under the Student Resources link, in the practicum section listed as *Agency List*. This list is frequently updated as more community sites become involved. Students who choose a site included in the approved list, will use the practicum *Site Selection* form. A *Site Selection* form should be used only for sites that are active and included in the *List of Approved Internship Sites*. Students can find the *Site Selection* form on the HCAS website under the Student Resources link or in the Appendix section of this handbook.

Students are encouraged to contact the site supervisors to discuss the site and the activities offered. Students should ask questions to help determine the appropriateness of the site for them. Questions that are useful to ask sites in advance include whether you may do some of the work from home (i.e., preparing training materials, research, etc.), what specific projects or activities students will be assigned, etc.

Students will need to contact the site supervisor and have the supervisor approve the selection of that site. They will also schedule an appointment with the supervisor to develop the *Learning Contract*. A learning contract is an agreement that you enter into with your site supervisor and which coordinates your learning objectives with those of the respective departments' goals and the goals of the practicum site. This form is critically important to insure that everyone is clear on his or her role and expectations for the site placement. Students can find the *Learning Contract* form on the HCAS website under the student resources link or in the Appendix section of this handbook.

DCRS students pursue practicum opportunities in a variety of sites including schools, courts, government and law enforcement agencies, profit and not-for-profit organizations and social service providers. Internship in Training is practice-based. Thus only those activities directly related to the use of conflict analysis, management and resolution skills will be considered for approval. *Please note that only doctoral students may function as Teaching Assistants (Please refer to Teaching Assistant Guidelines on the HCAS website).*

Community Resolution Services (CRS)

The Department also has its own site, Community Resolution Services (CRS). It is directed by Dr. McKay. Community Resolution Services (CRS) at HCAS offers trainings and workshops, as well as mediation, facilitation, conflict coaching and consulting services to individuals, families, groups, and organizations to resolve conflicts on the NSU campus and out in the broader community. The largest practicum site for students in the departments of Conflict Resolution Studies (DCRS) at HCAS, CRS supports students who intend to enhance their skills and who want to participate in projects and activities rich with prospects for professional development. It also offers needed services to the community, often at either no cost or based on a sliding fee scale. This enables our underserved community members to access and participate in conflict resolution services. CRS offers services from multicultural perspectives specifically designed for our multicultural communities.

Projects include:

- The Community Understandings and Peace Project-CUPP (providing mediation, training, workshops, conflict coaching and consulting to individuals, groups, agencies, and organizations)
- The VOICES Family Outreach Project (providing mediation, family facilitation, workshops, and other services to families experiencing conflict)
- The NSU Campus Conflict Resolution and Mediation Program (providing training, mediation, facilitation, conflict coaching and consultation here at NSU)
- Peace Place (providing presentations and workshops to the public through our collaboration with the Broward County Library System)
- Community Resources, Partnerships, and Solutions –CRPS (providing services specifically designed to enhance diversity and multicultural understandings in our communities, including training, workshops, consultation)

- The CRS Training and Consulting Institute-TCI (providing training and consulting to agencies and organizations as well as professional training and continuing education credit for mediators and other professionals).

CRS provides a number of practicum opportunities throughout the year. Over the years CRS have worked with a variety of agencies and organizations.

Independent Practicum Sites

Some students may seek a specific practicum experience they do not believe can be obtained at one of the department's approved sites. Also, distance students who do not live in the NSU tri-county area may seek to design an experience with an organization not on our list. Students wishing to design an independent site must begin work on the site design well in advance and are encouraged to seek the guidance of the practicum coordinator. Designing a site takes time and must be approved. Students will need to identify a site, a potential site supervisor, and their proposed activities. Activities must be related to the student's respective field. Examples of sites include hospitals, courts, schools, corporations, governmental agencies, social service agencies, religious organizations, and law enforcement. All the requirements found in the Practicum Procedures section of this handbook apply to students who develop an Independent practicum. Students must submit an *Independent Site Proposal Form*; this form can be found on the CAHSS website under the student resources link or in the Appendix section of this handbook.

Distance Site

When the term "distance site" is used, it refers to a practicum site that is located away from the general vicinity of NSU or the distance student's usual place of residence. Examples would include a site in another state or country, such as at the United Nations, The Carter Center, and a non-governmental organization (NGO) in Africa. A distance practicum provides an opportunity for students to gain practical experience in various settings that may not be currently or locally available. However, this option will take more time and coordination. Constructing your own practicum can be a lengthy process. There are no guarantees that a distance practicum will actually develop so you should seriously consider a local practicum site as a backup. Students choosing to develop a distance practicum site **must submit a proposal of their plans to the practicum coordinator for approval**. The proposal must include the site location, the dates, the contact person, and a brief description of the site. All decisions for approval are made on a case-by-case basis by the coordinator and in consultation with the faculty. All the requirements found in the Practicum Procedures section of this handbook apply to students who develop an Independent "distance" practicum. Students must submit an *Independent Site Proposal Form*; this form can be found on the HCAS website under the student resources link.

Site Selection and/or *Independent Site Proposal* forms along with *Learning Contracts* must be completed and submitted to the practicum coordinator for approval **two weeks before the end of the preceding term. Late submissions will compromise your grade**. In the event you wish to accrue practicum hours between terms, the learning contract and all related paperwork will have to be completed and submitted **prior to starting any practicum activities**. Students must verify with the practicum coordinator that all paperwork has been received before proceeding to accrue hours.

*(If student will remain in the same site as Internship in Training for Advanced Practicum, student must notify the practicum coordinator via email and no additional Site Selection form is necessary. The same deadline for forms applies to the email-it must be received **two weeks before the end of the preceding term. Late submissions will compromise your grade.***

***Note:** Some sites require a formal interview process and/or have agency prequalification requirements which must be met prior to commencement of your practicum. In addition, some sites require background checks, and/or drug screening prior to commencing your hours. This is your responsibility and, unless the site pays for these checks, will also be your financial responsibility. Therefore, it is important to contact your site supervisor in advance to have sufficient time to complete these requirements. For example, students completing practicum in any of the NSU tri-county public school systems must complete a screening process prior to accumulating any practicum hours. A copy of the screening results must be submitted to the practicum coordinator along with the Learning Contract. Some sites may also require a formal contract between the university and the site. In that event, be advised that there may be a delay in approval of that contract as university legal counsel may become involved.*

Time Requirements

Students are required to complete a minimum of **130** hours at their practicum site(s) during Practicum I and Advanced Practicum **combined**. That is, students must complete a total of 65 hours during Practicum I and 65 hours during Advanced Practicum. The hours are to be accumulated monthly, usually at a minimum of 20 hours per month. The remaining 5 hours per term shall be completed throughout the term. Students may put in more than the required 130 hours. Doctoral students who opt to take the track in Teaching and Training and its practicum, will be required to complete **42** hours of practicum fieldwork for Teaching and Training in Conflict Analysis and Resolution, which includes preparation and teaching during the term. In addition, students will attend a practicum class for faculty supervision and instruction. (Please refer to the Teaching and Training Practicum section of this handbook for more information).

Many sites allow students to begin their practicum experience prior to the beginning of the term. Students may accumulate a maximum of 25 hours should they wish to begin their fieldwork experience during term break. Students may begin to accrue hours for only after the term prior to their practicum course term has terminated. Students must have submitted all practicum forms and received approval from the practicum coordinator prior to commencing any practicum work.

The practicum experience **must cover most of the term**, regardless of the hours accumulated. That means hours are to be accumulated for approximately ten to eleven weeks of a twelve to thirteen week term. Students may not log any hours prior to submitting all practicum forms to the practicum coordinator.

Students are responsible for maintaining a *Log of Practicum Hours and Project Notes*. This log is to be signed by the site supervisor and submitted at the **end of each term (no later than one week after the last day of the term)**. The *Log of Hours and Project Notes* form can be found on the HCAS website under the student resources link or in the Appendix section of this handbook.

Training, Workshops and Conferences

Some practicum sites require various forms of training in order to qualify for placement. Other sites offer training and conferences as part of your practicum experience. Students are allowed to attribute a maximum of **40** hours of practicum experience for workshop training, conference training, and field research training. This is the total combined hours for both terms. Each of these types of training must be pre-approved by the practicum coordinator. Students must submit information regarding the proposed event prior to the event. This information may include the student's conference registration form, literature about the workshop/conference, a short proposal containing information about the event. All hours accrued outside of the practicum site must pertain to the student's career goals/field. **Failure to seek pre-approval may result in those hours not being granted. Please note that the aforementioned 40 hour limitation does not include activities where the student is the presenter or trainer.**

Practicum Class, Required Reading and Grading

Internship in Training and Teaching and Training Practicum classes are offered both online and residentially. Students should purchase any required textbooks or other materials that are listed in the syllabus for the Practicum class. It is best to purchase books prior to the beginning of the first class meeting. All assignments should be submitted to the faculty member teaching practicum in the manner specified in the syllabus or by that faculty member.

In order to receive credit for practicum, all forms and documents must be submitted **on time** to the practicum coordinator and all assignments must be submitted **on time** to the faculty member teaching the practicum course for the given term. Forms include: Site Selection or Independent Site Proposal (each with resume or CV attached), Learning Contract, Log of Practicum Hours and Project Notes, Practicum Student Evaluation, and Practicum Site Evaluation. All of these forms can be found on the CAHSS website under the student resources link or in the Appendix section of this handbook.

Incomplete Practicum Hours

Incomplete practicum hours and forms are treated the same as incomplete work in the course. In some instances, students will not complete the required hours and will need to extend their time line. In order to do this, students must discuss this option with the faculty member teaching practicum at least **two (2) weeks prior** to the end of the term. Students must get permission from the site to complete any missed hours beyond the term. It is up to the faculty member's discretion to grant permission to take an incomplete. Students are responsible for obtaining an *Incomplete* form, completing it, securing the faculty member's signature, and submitting the form to the CRS program coordinator. In addition, the student must notify the practicum coordinator and a copy of the signed *Incomplete* form shall be submitted to the practicum coordinator. An incomplete grade must be resolved with a completed final grade before the end of the next term. For more information on grading, see your *Student Handbook*.

Practicum Student Evaluation

The on-site supervisor will evaluate each student's performance. The areas and rating scale on which students are evaluated are outlined on the *Practicum Student Evaluation* form found on the HCAS website under the Student Resources link or in the Appendix section of this handbook. Students have the responsibility to provide their supervisor with the evaluation form, inform the

supervisor of the evaluation due date, and provide a stamped envelope addressed to the practicum coordinator. Alternately, the site supervisor may fax the form from the site along with a letterhead cover sheet directly to the practicum coordinator. The evaluation must be received by the practicum coordinator no later than the one week after the end of the term. All student evaluations must come directly from the site supervisors, not the practicum student. This evaluation is taken into account in the determination of student grades.

Practicum Site Evaluation

Students are required to submit a *Practicum Site Evaluation* form to the practicum coordinator. This evaluation is not taken into account in the determination of grades; however, it is utilized in the continuing assessment of the quality of the practicum site program. Additionally, these evaluations are helpful in guiding future student interns in their selection process. The evaluation must be submitted to the practicum coordinator on the date specified for that term.

Confidentiality and Anonymity

Students must agree to maintain the confidentiality of the practicum site and the anonymity of any and all parties. Discussions of site experiences should be strictly limited to the practicum classroom. Even in these discussions, students are hereby on notice that divulging the names or other personal information connected to the identity of clients shall be considered an ethical violation. Likewise, all identifying information regarding clients shall be removed from any log notes or assignments turned in to the practicum coordinator or professor teaching the class. Also be aware that breach of this clause could result in disciplinary action up to and including expulsion from the program. In some cases, students will be required to sign an onsite confidentiality agreement as a condition of entry. Students may also be subject to the penalties for breach of confidentiality found within an agency's non-disclosure form.

Teaching and Training Practicum (CARD 7510)

Third year (or fourth year if part time) doctoral students may opt to take the track for the Teaching and Training Practicum in Conflict Resolution. This practicum experience is offered in the winter term. Students will enroll in the Teaching and Training in Conflict Resolution course in the fall term in preparation for this practicum. The purpose of this practicum is to encourage doctoral students to have specific experience in the teaching and or training of conflict resolution. Students may accomplish this by choosing: a teaching site that is university or school based; or a training site, such as a corporate, not-for-profit, or governmental organization. Students are encouraged to link their selection of a site with their career development goals, so they can maximize their experience. Those who anticipate entering the academic profession and possess limited teaching experience are encouraged to select a teaching site.

Students will be engaged in teaching or training specifically in conflict resolution. This means, for example, that while students may certainly choose to become a teaching assistant (TA) in a non-conflict resolution course, they will then be expected to clearly and meaningfully integrate conflict resolution segments into the course. Students are expected to identify potential T&T sites during the fall term while enrolled in the T&T class. This will enable them to design their class assignments accordingly, so that the work they do during the fall will be of assistance to them during practicum. By the end of the fall term they should have:

- Identified their site; contacted the site;
- Received indication from the site that they have been accepted as a practicum student;
- Discussed the site with the practicum coordinator for tentative approval;
- Completed and submitted the *Teaching and Training Site Proposal* form to the practicum coordinator; and
- Been in contact with their supervisor to ascertain their prospective duties.

Requirements

This practicum has a forty-two (42) hour field site requirement. It is anticipated that part of that time will entail the design and preparation of materials to be used during classes and training. It is further anticipated that students will be able to spend **at least 10 hours of their 42 hours in teaching and training. By that, it is meant that close to 25% of the time should be spent in presenting material, facilitating small groups, working with students/trainees in interactive, experiential activities, and being present with students/trainees.** The purpose of practicum is to enable practicum students to maximize their experience and to be mentored by both a site supervisor as well as a T&T professor. In order to do that, students must be able to spend time in the actual teaching or training environment, not only in preparing for the environment.

Prior to registering for the teaching and training course and practicum, students must have completed the appropriate pre-requisite credits as indicated previously.

Potential Sites

Potential sites for Teaching and Training are ones in which:

- Teaching or training occurs related to conflict resolution,
- The site is willing to accept the student and permit the student to engage in supervised teaching or training,
- The site has conflict resolution as part of their curriculum or agrees to add or integrate it significantly,
- There is a site supervisor who agrees to mentor the student, and
- There will be adequate opportunity for the student to accrue the required hours and meet other obligations of practicum.

On-Line Sites

In addition to traditional classroom settings, both with CRS and elsewhere, students may explore opportunities on-line to serve as TAs in on-line classes. Typically a number of professors in DCRS teach on-line during the winter term and many would be open to having a TA from the T&T practicum. Professors are free to select their own TAs and each may have his or her own criteria. Professors should be approached early in the fall term so that arrangements can be made regarding placement.

Site Supervisors

Site supervisors are expected to mentor the student throughout the T&T practicum experience and are responsible for working with the student, observing student activities, providing critiques and other feedback designed to help the student's professional growth, sign the log of hours, and complete and return the student evaluation to the practicum coordinator. As students have been

THE PRACTICUM EXPERIENCE

made aware, this practicum is not merely a teaching and training practicum in which performing in either area is acceptable. Rather, the emphasis is on teaching and training in conflict resolution. Accordingly, by accepting a CRS T&T practicum student, the site and the site supervisor are agreeing to afford the student the opportunity to plan, design, and present material related to conflict resolution. This means that for classes or trainings in which the primary focus is not on conflict resolution, the site and supervisor agree to integrate conflict resolution to a meaningful extent, so that students will be able to accrue their hours and fulfill their practicum requirements.

In addition, the student is to accrue at least 10 hours of the 42 hour total in direct contact with students/trainees. Therefore, it is anticipated that practicum students will be afforded opportunities to present material, work with students/trainees in small group exercises, and assist with other activities related to students/trainees.

Role of the Site

Sites that participate in the practicum sequence are selected because of the potential opportunities for student learning, unique program focus, close geographical locations, and direct application of conflict resolution skills and knowledge. Every site must have staff members that are professionally able to appreciate conflict resolution skills and knowledge.

1. The site will make available access to all facilities, staff, and services necessary for sound learning and educational training. The agency should provide the student with a variety of experiences which may include but are not limited to: attending staff meetings, opportunity to learn about the organization, direct problem solving practice training, conflict resolution workshops, conflict analysis and assessment, conflict management program design, or program intake and administration.
2. The site, in cooperation with Nova Southeastern University (NSU) Department of Conflict Resolution Studies, will provide an on-site supervisor who will be responsible for the assignments and responsibilities of the practicum student and be the student's mentor. Site supervisors will assist in the development of the student's learning objectives and can also help the student obtain a sense of organizational culture, as well as monitor the log of hours for the student.
3. Sites will establish, with the student, safety protocol and will indicate to the student the person(s) in their facility in charge of, and responsible for, facility and personnel safety.

Role of the Site Supervisor

The site supervisor will possess a Master's degree or have professional experience in conflict resolution or a related academic field or discipline (Internship in Training and Advanced Practicum). For Teaching and Training Practicum the supervisor is expected to hold the appropriate academic credentials. Any exceptions to the above academic and professional criteria must receive approval from the practicum coordinator prior to the first regularly scheduled practicum class. The site supervisor, in conjunction with the student, has a major responsibility for

making the practicum a worthwhile learning experience. In general, the site supervisor is expected to meet the following requirements:

1. The site supervisor will be responsible for assigning agency and/or client related issues to the student. The site supervisor will provide regular administrative supervision of the work of the student. Clients shall be informed that the student is from the Nova Southeastern University graduate program in Conflict Analysis and Resolution.
2. The agency and/or site supervisor will provide the student with a comprehensive orientation to the placement site. Thereafter, the student will receive weekly supervision and review. The student shall, with the site supervisor, design a supervision plan that will best meet the needs of the student, the supervisor, and the site.
3. The site supervisor will evaluate each student the final week of the term using the *Student Evaluation* form. Supervisors will evaluate the student's achievements and need for improvements in the areas of substantive knowledge and practice skills, professionalism, as well as teamwork.
4. The site supervisor agrees to contact the practicum coordinator once they have met with the student and developed a learning contract. The site supervisor agrees to contact (email is acceptable) the practicum coordinator once again during the term to advise as to how the practicum is proceeding. Finally, the site supervisor agrees to contact the practicum coordinator should any problems or concerns arise throughout the term(s).

Role of the Practicum Student

The practicum student is expected to perform duties in a professional manner. The practicum site is to be treated as if it were a place of employment. Professional relations can help create useful and lasting contacts. The student will be responsible for the following:

1. Student will observe all agency policies, structure, procedures, and requirements. Following the agency orientation and the apprenticeship procedures, the student will provide conflict resolution expertise in collaboration with agency professionals with the direction and supervision of the site supervisor. The specific details of the practice related activities are outlined in the student's individual learning contract.
2. Students are required to complete a *Site Selection* form or an *Independent Site Selection* form prior to the beginning of the term. Final deadline for submission of this form is **two weeks before the end of the preceding term. Late submissions will compromise your grade.**
3. Students are required to complete a *Learning Contract* prior to the beginning of the term. A *Learning Contract* shall be completed by the student in consultation with the site supervisor and shall be subject to the department's approval. A completed learning contract including supervisor's signature shall be submitted to the practicum coordinator prior to any hours being accrued and **two weeks before the end of the preceding term. Late submissions will compromise your grade.** In the event a student has more than one site, a learning contract must be completed for each site and approved by the practicum coordinator. Any renegotiated learning contract must be approved by the practicum coordinator. The practicum coordinator shall be given a copy of any updated learning contract. If the student will remain in the same site for practicum II, they do not have to submit new paperwork at the beginning of the term. However, students are obligated to advise the practicum coordinator and the department chair in writing (may be via email) of this decision.

4. Student is responsible to the site supervisor for the agreed upon hours of agency related activities and obligations during the practicum placement, in addition to class hours, assignments, and responsibilities on campus. In the event that agreed hours cannot be kept due to illness or an emergency, it is the responsibility of the student to provide the site supervisor with a courtesy call informing them of the absence.
5. Student is responsible for all parking and travel costs incurred. Some sites may provide meals and other benefits at their own discretion. This program does not require nor request that any site provide meals or other benefits.
6. Student agrees to keep the confidentiality of the practicum site. (See section on confidentiality.)
7. Student will keep complete records of the work that has been assigned by the site supervisor for review by the faculty member teaching the practicum during the given term. At minimum, the records of the student will include a weekly log form and project notes of activities. Students are required to submit a *Log of Hours and Project notes* at the end of the term in order to receive a final grade. Students must submit the log of hours and project notes form on the date specified for that term.
8. Student will evaluate the placement setting during the final week of the term. The student must submit the *Practicum Site Evaluation* form at the end of the term in order to receive a final grade. Students must submit the practicum site evaluation form on the date specified for that term.
9. If a student experiences any difficulty while at the practicum site, it should be reported immediately to the practicum coordinator. Such problems may include lack of supervision, inadequate supervision, impaired staff relationships, and inappropriate or inadequate assignments. Under no circumstances is the student to break the learning contract without first having discussed the situation with the practicum coordinator and the department chair.

Role of the Practicum Coordinator

The practicum coordinator serves as a liaison between Nova Southeastern University and practicum agencies. The coordinator is mainly responsible for maintaining relationships with each agency and intervening in instances where help is needed. Practicum is a **student driven experience** where the practicum coordinator and other faculty can provide guidance.

The practicum coordinator primarily:

1. Develops relationships with practicum agencies and potential sites.
2. Manages all necessary paperwork in order to solidify eligibility of agencies to place practicum students. Once the required contracts have been completed and distributed to appropriate parties, the practicum experience can begin.
3. Consults with students, agencies, and involved faculty if concerns and challenges arise.
4. Stays in contact with agency site supervisors.
5. Works with site supervisors when it becomes necessary to discontinue placement at a site.
6. Determines the appropriateness of new sites and assists students in the development of independent and distance sites.
7. Makes site placement assignments and assists students with site selection and placement.
8. Drafts all policies and procedures for all practicum experiences for MS and PhD students.

The practicum coordinator may be reached telephonically at 954-262-3075, toll free at 1-800-541-6682 extension 3075, or by fax at 954-262-3968.

Role of the Faculty Member Teaching Practicum

The faculty member teaching practicum:

1. Helps the student integrate theoretical constructs with practical experiences.
2. Supervises the student's performance through various class assignments.
3. Helps each student evaluate his or her experiences, recognize areas of growth, and identify areas for further development.
4. Monitors the completion of objectives in the learning contract.
5. Assigns a final grade for the practicum experience. The faculty member can refer to the site supervisor's student evaluation in this function. If the faculty member teaching practicum believes it would be helpful to obtain additional information from the site, the practicum coordinator shall be contacted. The coordinator is the liaison between the site and the department. The faculty member teaching practicum may also consult with the practicum coordinator regarding other aspects of grade assignment.
6. Consults and is guided by the practicum coordinator regarding any matter involving practicum policy, protocol, and student placement. It is the responsibility of the practicum coordinator to determine if the site placement must be changed and if so, to make the determination of a new site. Significant changes in the learning contract must be approved by the practicum coordinator.

Global Practicum (CARD 6625)

Course Description

This experiential practicum takes place during the summer term. The Global Field Studies Practicum Course in Conflict Resolution incorporates a field-immersion component as part of this practicum course. It is developed around principles of multidisciplinary conflict analysis, management, and resolution which promote scholarship of engagement in communities through research, education, and practice. This course provides a solid knowledge base by the application of conflict resolution concepts through experiential learning that lead to professional development. The field experience enhances students' cross-cultural skills, appreciation and understanding of diversity and global issues. During the course students are exposed to a diverse community of researchers, practitioners, policy makers, who share with students their experience and career journeys. The course provides for the enhancement of students' career development

GLOBAL PRACTICUM EXPERIENCE

plans and requires the completion of all required practicum forms and paperwork. For their final project students are expected to work with a partner organization developing research, training, or consultancy projects where students apply theoretical concepts within a practical framework.

Learning Objectives

After the successful completion of this course, students will have:

- Enhanced their cross-cultural skills and cultural sensitivity, appreciation, and understanding of diversity and global issues related to conflict resolution, community development, and peace building.
- Enhanced their knowledge of different cultural practices for understanding and resolving conflicts.
- Utilized an experiential learning approach to engage in conflict resolution in various settings and situations.
- Gained exposure to a diverse community of researchers, practitioners, and policy makers and learn about their career paths and tips
- Designed a career development plan in light of their new experiential learning activities.
- Developed a research, training, or a consultancy project with a partner organization where students can apply theory in a practical way, benefiting the partner organization and the student's practical experience.

Requirements

Due to the fact that Global Practicum involves international travel, a passport which is valid for a minimum of six (6) months from the date of travel will be required. A program fee is involved, which varies according to site destination. This fee covers accommodation, meals and ground transportation at location. Students will be responsible for their own air fare and purchasing of travel insurance is highly recommended. There are documents to be signed, and it is required of students to visit their medical doctor prior to travel.

Role of the Site

The selected site must have the potential opportunities for student learning, unique program focus, must direct application of conflict resolution skills and knowledge. Every site must have staff members that are professionally able to appreciate conflict resolution skills and knowledge.

1. The site will make available access to all facilities, staff, and services necessary for sound learning and educational training. The agency should provide the student with a variety of experiences which may include but are not limited to opportunities to learn about the organization, direct problem solving practice training, conflict resolution workshops, conflict analysis and assessment, conflict management program design, or program intake and administration.

2. The site, in cooperation with Nova Southeastern University (NSU) Department of Conflict Resolution Studies, will provide an on-site supervisor who will work closely with the practicum faculty supervisor at the time. Faculty will assist in the development of the student's learning objectives and can also help the student obtain a sense of organizational culture, as well as monitor the log of hours for the student.

4. Sites will establish, with the faculty supervisor, safety protocol which is to be communicated to the student group travelling at the time.

Role of the Practicum Student

The practicum student is expected to perform duties in a professional manner. The practicum site is to be treated as if it were a place of employment. Professional conduct is expected and all protocols are to be observed. The student will be responsible for the following:

1. Student will observe all agency policies, structure, procedures, and requirements. Following the agency orientation and the apprenticeship procedures, the student will provide conflict resolution expertise in collaboration with agency professionals with the direction and supervision of the faculty supervisor. The specific details of the practice related activities are outlined in the student's individual learning contract.
2. Students are required to complete an *Independent Site Selection* form prior to the beginning of the term. Final deadline for submission of this form is **two weeks before the end of the preceding term. Late submissions may compromise your grade or decision for you to go.** Students are required to complete a *Learning Contract* in consultation with the travelling faculty. A completed learning contract including faculty's signature shall be submitted to the practicum coordinator prior to leaving for the practicum trip, **two weeks before the end of the preceding term. Late submissions will compromise your grade.**
3. In addition students are responsible for submitting the following forms to the practicum coordinator prior to travel. *Health and Food Disclosure, Release of Liability and Assumption of Risk, Emergency Contact and Photo Release.* All forms can be located on the CRS webpage under student resources.
4. Student is responsible to the obligations for the agreed upon hours of travel and related activities and obligations during the practicum.

Student is responsible for some travel costs incurred which could include visa charges, airfare, travel taxes, medical check-up prior to travel, pocket money etc. Accommodations, meals and ground transportation are covered by the fees.

5. Students agree to observe confidentiality information related to the practicum site, its employees/clients, and its activities. (See section on confidentiality.)
6. Student will keep complete records of the work that has been assigned by the faculty supervisor for review and grading purposes by the faculty member teaching the practicum during the

given term. At minimum, the records of the student will include a weekly log form and project notes of activities. Students are required to submit a *Log of Hours and Project notes* at the end of the term in order to receive a final grade. Students must submit the log of hours and project notes form on the date specified for that term.

7. Student will evaluate the placement setting during the final week of the term. The student must submit the *Practicum Site Evaluation* form at the end of the term in order to receive a final grade. Students must submit the practicum site evaluation form on the date specified for that term.
8. If a student experiences any difficulty while at the practicum site, it should be reported immediately to the faculty supervisor. Such problems may include illness or any disruption in the group. Under no circumstances is the student to break the learning contract without first having discussed the situation with the Faculty supervisor.

Role of the Practicum Coordinator

The practicum coordinator serves as a liaison between Nova Southeastern University and the students enrolled to travel for global practicum. The coordinator works in conjunction with the faculty supervisor and is mainly responsible for coordinating with the students to ensure that all requisite documents are completed, signed and submitted in a timely fashion. Monitor payment and keep students informed as to cut-off dates by way of emails and telephone calls.

The practicum coordinator primarily:

- Coordinate pre travel preparations with students.
- Manages all necessary paperwork. Once the required contracts have been completed and distributed to appropriate parties, the practicum experience can begin.

Role of the Faculty Supervisor Teaching Global Studies Practicum

Faculty supervisors are expected to mentor the student throughout the global practicum experience and are responsible for working with the students, observing student activities, providing critiques and other feedback designed to help the student's professional growth, sign the log of hours, and complete and return the student evaluation to the practicum coordinator. As students have been made aware, this practicum is providing hands on experience in the area of conflict in the context of international development.

The faculty member teaching practicum:

1. Helps the student integrate theoretical constructs with practical experiences.
2. Supervises the student's performance and conduct through various class assignments.

3. Helps each student evaluate his or her experiences, recognizes areas of growth, and identifies areas for further development.

4. Monitors the completion of objectives in the learning contract.

APPENDIX

Important Dates and Events

- Career development workshops designed to assist students in creating their individual career development plans.
- Practicum Advising Sessions are offered each term and during Residential Institute.
- See Practicum Checklist in Appendix below for information on form submission deadlines.

Resources/Contact Information:

Practicum Forms

Please refer to the HCAS website <https://hcas.nova.edu/departments/conflict-resolution-studies/resources/index.html> (click on the Student Resources link, Program Specific Forms, scroll to Practicum forms at end of page.) All forms must be submitted to the CRS Practicum Coordinator as a PDF file or faxed to 954-262-3968.

NSU Career Development Office

Email: career@nsu.nova.edu

Tel. 954-262-7201, 1-800-541-6682 or visit their website <http://www.nova.edu/career/>.

Nascene Grant

Practicum Coordinator,
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Practicum Course Descriptions

CARM 6180 – Internship in Training : Supervised Field Experience

This course is a field research project that incorporates classroom knowledge and real-world settings. Students will demonstrate their ability to apply theory to practice and analyze situations utilizing knowledge from previous course work.

Prerequisite: CARM 5000 and CARM 5040 and CARM 6150 AND 1 of the following CARM 5100, CARM 5140, CARM 6140

CARD 6180 – Internship in Training: Supervised Field Experience

This course is a field research project that incorporates classroom knowledge and real-world settings. Students will demonstrate their ability to apply theory to practice and analyze situations utilizing knowledge from previous course work.

Prerequisites: CARM 5000 or CARD 5000, CARM 5040 or CARD 5040, CARM or CARD 7040 AND 1 of the following CARM 5100, CARM 5140, CARM 6140, CARD 7020

CARD 6624 – Advanced Practicum: Supervised Field Experience.

Continuation of CARD 6130 Practicum I: Supervised Field Experience Prerequisite: CARD 6130.

CARD 6625 – Global Practicum: Supervised Field Experience

This course is a field research project that incorporates classroom knowledge and real-world settings. Students will demonstrate their ability to apply theory to practice and analyze situations utilizing knowledge from previous course work.

Prerequisites: None

CARD 7510 – Teaching and Training Practicum

Provides an opportunity for supervised teaching and training experience in graduate, undergraduate, continuing education, video and curriculum development, seminar, online course delivery, and/or workshop instruction on conflict resolution or related field.

Prerequisite: CARD 7500. Offered winter.

INTERNSHIP IN TRAINING, TEACHING AND TRAINING & GLOBAL FIELD STUDIES CHECKLIST

This checklist should assist DCRS & MAC students enrolled in Practicum I, II, Teaching & Training and Global Practicum Studies

Internship in Training

(Submission Deadline: Two weeks before the end of the preceding term. Late submissions will compromise your course grade.)

- Site Selection or Independent Site Proposal**
- Learning Contract**
- Resume/CV**

(Submission Deadline: On the date specified for that term -No later than 1 week from end date of the term.)

- Log of Hours and Project Notes**
- Student Evaluation**
- Site Evaluation**

Advanced Practicum (Ph.D. Students Only)

(Submission Deadline: Two weeks before the end of the preceding term. Late submissions will compromise your course grade.)

- Site Selection or Independent Site Proposal** *(If student will remain in the same site as Practicum I, student must notify the practicum coordinator via email and no additional Site Selection form is necessary. The same deadline for forms applies to the email-it must be received two weeks before the end of the preceding term. Late submissions will compromise your course grade.)*
- Learning Contract** *(If student will remain in the same site as Practicum I, no additional Learning Contract form is necessary)*
- Resume/CV** *(If on file for Practicum I, no additional resume is necessary.)*

(Submission Deadline: On the date specified for that term -No later than 1 week from end date of the term.)

- Log of Hours and Project Notes**
- Student Evaluation**
- Site Evaluation**

Global & Field Studies Practicum

(Submission Deadline: Two weeks before the end of the preceding term. Late submissions will compromise your course grade.)

- Independent Site Proposal**
- Leaning Contract**
- Resume/CV**
- Confidentiality Agreement**
- Health and Food Disclosure**

- Release of Liability and Assumption of Risk
- Emergency Contact
- Photo Release

(Submission Deadline: On the date specified for that term -No later than 1 week from end date of the term.)

- Log of Hours and Project Notes**
- Student Evaluation**
- Site Evaluation**

Teaching and Training Practicum - (PH.D. students only)

(Submission Deadline: Two weeks before the end of the preceding term. Late submissions will compromise your course grade.)

- Teaching and Training Site Proposal or Independent Site Proposal**
- Leaning Contract**
- Resume/CV** *(If on file for Practicum I &II, no additional resume is necessary.)*

(Submission Deadline: On the date specified for that term -No later than 1 week from end date of the term.)

Log of Hours and Project Notes

- Student Evaluation**
- Site Evaluation**