

This form is to be completed and returned to your Academic Advisor.

School of Organizational Leadership Program: _____

Date: _____

Proposed Start Date: _____

Student Information

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Proposed Practicum Site

Name of Organization: _____

Type of Organization: _____

Point of Contact/On-site Supervisor: _____ Supervisor Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Please provide a brief description of your proposed practicum project. Specifically, what are the objectives of the project for you, the client, and the organization?

Dean/ Faculty Approval

Approved: Yes No

Faculty Practicum Supervisor (Please print): _____

Supervisor's Signature: _____ Date: _____

University of the Rockies
School of Organizational Leadership
555 E. Pikes Peak Avenue, Suite 108
Colorado Springs, CO 80903

Peter Block (2011) recommends the following elements:

1. The Boundaries of Your Analysis
2. Objectives of the Project
3. The Kind of Information You Seek
4. Your Role in the Project
5. The Product You Will Deliver
6. What Support and Involvement You Need from the Client
7. Time Schedule
8. Confidentiality
9. Feedback to You Later
10. Signature lines for the student, Practicum Site Supervisor, and Faculty Practicum Supervisor

Note: This Memorandum of Understanding serves as a foundation for the Practicum Action Contract, Appendix 3. The primary purpose of the Memorandum of Understanding is to ensure that the student and practicum site organization are considering a project suitable for a practicum before a lot of effort is expended creating a Practicum Action Contract that falls short of approval.

Block, P. (2011). *Flawless consulting: A guide to getting your expertise used* (2nd ed.).

Practicum Memorandum of Understanding

Revised 7/30/12

This form is to be completed and submitted with your *Practicum Letter of Intent* to the Dean for approval before you can schedule your Practicum course. This *Memorandum of Understanding* serves as a foundation for the *Practicum Action Contract*, Appendix 3 of the School of Organizational Leadership Practicum Handbook. The primary purpose of the *Memorandum of Understanding* is to ensure that the student and practicum site organization are considering a project suitable for a practicum.

Suggested Resource:

Block, P. (2000). *Flawless Consulting: A Guide to Getting Your Expertise Used*. 2nd Edition San Francisco: Jossey-Bass

Student Information

First Name: _____ Last Name: _____ Date: _____

Proposed Practicum Site: _____

1. Analysis of the Work: *Describe in one or two sentences the business problem or opportunity your practicum project will address.*

2. Objectives of the Project: *Give a description that allows the reader to clearly understand what success would look like (e.g. what are the organizational improvements/benefits you expect?)*

3. The Kind of Information You Seek: *Describe how you and the organization will measure success. What will change and/or what metrics or measures will improve? Some kinds of information you may want to specify are technical data, figures, workflow, attitudes, etc.*

4. Your Role in the Project: *Describe your role, specifying the scope/nature of your work.*

5. Project Deliverables and Timeframe: *What outputs or services will you deliver? What is the anticipated timeframe to complete the work?*