

5. Professional Practice (498, 598)

All departments/schools that wish to offer Professional Practice must have a curriculum proposal approved by the Graduate School prior to use. The proposal should be consistent with the definition of Professional Practice and the procedures already established. They are as follows:

a. A common course number, 498 or 598, will be assigned for professional practice. The preferred title for '98 courses is "Professional Practice" or "Professional Practice" followed by a descriptive title. Decimalization of 498 and 598 is permitted when a department/school has more than one valid fieldwork offering.

b. Professional Practice is a supervised work experience in local, state, national, or international businesses, agencies, institutions, or organizations. The experience is planned, administered, and supervised at the departmental/school level and coordinated through the Office of Professional Practice, located in the Career Center. If the site is in an educational agency or institution, the placement must be approved by the Office of Clinical Experiences and Certification Processes. Written objectives and modes of evaluation shall be approved by the faculty supervisor and department chairperson/school director prior to the beginning of the semester. In a degree program, Professional Practice 498 cannot constitute more than 20 percent of the hours applied toward graduation.

c. Professional Practice is open only to graduate students who have completed considerable work in a degree program, who are in good academic standing, and who have demonstrated ability to profit from professional practice experience. (The *Professional Practice Course Coversheet* can be found in the Attachments section of these Guidelines.)