

**CHARTER OAK STATE COLLEGE  
ONE-CREDIT AFTER SCHOOL EDUCATION  
FIELD EXPERIENCE PRACTICUM  
Job Description Form**

Note: A minimum of 240 hours of prior supervised experience is required to apply for the one-credit practicum.

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

Place of Employment: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Area Code) (Telephone Number)

Position Title: \_\_\_\_\_

Worked from: \_\_\_\_\_ to \_\_\_\_\_  
(Month/day/year) (Month/day/year)

Hours per week: \_\_\_\_\_ Total Hours: \_\_\_\_\_

**PROVIDE AN ATTACHMENT THAT INCLUDES THE FOLLOWING:**

1. Briefly describe the program/institution you work for in terms of:
  - the make-up of the class: number of boys, number of girls, ages, ethnicity, special needs, types of families;
  - staffing;
  - physical environment—indoors and outdoors (organization, materials available, safety factors);
  - schedule;
  - mission and philosophy;
  - techniques of behavior management; and
  - any unusual features of the program/classroom.
  
2. Describe your responsibilities and the specific activities you perform(ed) in your position.

Your supervisor: \_\_\_\_\_  
(Name) (Title)

\_\_\_\_\_  
(Telephone number)

I hereby authorize the above-named supervisor to release the information requested on the Supervisor's Form to Charter Oak State College and the faculty consultant chosen by the College.

\_\_\_\_\_  
(Student's signature)

\_\_\_\_\_  
(Title)