

**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)