

Practicum Report Check List

Department of Anthropology, The University of Memphis

The Practicum Report must be typed, double-spaced, and include the items listed below. Any request for exceptions to this structure must be cleared in advance and indicated by written permission of the committee chair.

All of the following should be in your report. Check off items once completed.

- _____ **1. Cover sheet.** Include the title of your practicum, your name, the semester in which the report will be filed (e.g. "Spring 2003"), and this statement: "This report is submitted in partial satisfaction of the requirements for the Master of Arts in Anthropology at The University of Memphis."
- _____ **2. Summary/abstract.** Brief (150 words or less) paragraph on points 3-6, below.
- _____ **3. Introduction.** Describe the nature and significance of the practicum.
- _____ **4. Supervising Agency.** Describe the agency context and your assigned duties.
- _____ **5. Practicum Assignment.** Detail specific activities performed and include the approximate time frame for completion of these duties.
- _____ **6. Significance.** State the practical value of the practicum and recommendations for modifications in comparable future practica. If appropriate, comment on prospects for future employment that may have been enhanced by your practicum.
- _____ **7. Final comments.** Offer summary remarks relevant to the general conduct and/or organization of your practicum and any relevance for future practica.
- _____ **8. Appendices and attachments.** Include (if applicable) practicum agreement, job description, and materials prepared during the practicum (e.g., grants, bibliographic references, reports, or evaluations produced as a part of the practicum assignment).
- _____ **9. Vita.** Attach a copy of your current resume.