



Why a practicum?

As Returning Peace Corps Volunteers, you are required to complete a 150-hour field practicum in support of the Peace Corps' third goal "to help promote a better understanding of other peoples on the part of Americans." In accordance with this goal, you must complete your field practicum with underserved communities in the United States or its territories. A practicum can also be a valuable professional development opportunity that complements your academic career. For a complete guide to the practicum, policies and forms please see the Internships and Practicum Policy Handbook. **All forms, the Handbook, and practicum resources referenced below are in the Document Library on KorbelCareers.**

1

RESEARCH - Getting started:

Our office has the following resources available for you to use in your practicum search:

- Meetings with our professional staff and/or graduate assistants to help:
 - Narrow your focus
 - Update and tailor your resumes and cover letters for applications
 - Practice and prepare for interviews
- Current practicum opportunities/ideas
- Searchable internships and practicums Excel database
- Career and degree guides

2

REGISTER - Once you secure a practicum:

You must submit a Practicum Agreement Form to our office, by email or in person, for approval **before** you begin your practicum and start counting your hours toward the 150-hour requirement.

You have until the Monday of **Week 5** of the quarter to complete and submit the Practicum Agreement Form with the following:

- Supervisor approval/offer letter
- Your signature
- (Optional) Check the box on the agreement form to apply for Korbel funding (SSF/Paterson or DCC). For eligibility requirements and details, see the Handbook

Once you submit your agreement form, we will:

- Review it for completion and relevancy to your degree/certificate and Peace Corps requirement
- Notify you within 1 week whether your practicum has been approved
- Register you for 0 practicum credits

3

CONCLUDE - To close your practicum file:

Within 30 days after completing your 150-hour requirement, you must:

- Submit the Practicum Final Report
- Submit a Supervisor Evaluation
- Submit the following required items if you received a funding award:
 - Transaction log with original, itemized receipt(s)
 - Thank you letter to funding organization
 - Photo of you at your practicum

Once you submit these materials, we will:

- Review your Final Report and Supervisor Evaluation
- Submit a pass/fail grade for your practicum credit
- Submit your transaction log for reimbursement if you received a funding award
- Notify you once we close your practicum file

Questions?

- Please review the Handbook
- E-mail our office at kobelinternships@du.edu
- Visit us at BCH 120 during drop-in hours or make an appointment