

Boise State University | Department of Communication  
Communication Practicum (COMM 451) Application

Student Name \_\_\_\_\_

Student ID # \_\_\_\_\_

Student email \_\_\_\_\_

Phone # \_\_\_\_\_

Semester: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Year \_\_\_\_\_ Credits 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_

Provide a brief description of the Practicum: \_\_\_\_\_  
\_\_\_\_\_

Boise State policy mandates **15 instructional hours & 30 work-effort hours** per course credit.<sup>1</sup> Please outline how this practicum will address both.

**Instructional hours** faculty will complete with student during the semester: 15\_\_\_\_ 30\_\_\_\_ 45\_\_\_\_ 60\_\_\_\_

**Work-effort hours** student will complete for faculty during the semester: 30\_\_\_\_ 60\_\_\_\_ 90\_\_\_\_ 120\_\_\_\_

Course Learning Outcomes (knowledge / skills the student will be developing):

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

Instructional Plan to fulfill CLOs (readings, instructional tools, hands-on learning, etc.):

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

Assessment mechanisms for CLOs:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

Registering: COMM 451 is taken for variable credits (1-4). The student must and is entirely responsible for choosing the correct number of credits during class registration.

Completing: Per Boise State policy #3060<sup>2</sup> The Practicum Course is an arrangement between student, the supervising faculty member, and Department Practicum Coordinator. At the completion of the term, the student must submit materials to both the supervising faculty member; The supervising faculty member will submit the final evaluation to the Practicum Coordinator.

\_\_\_\_\_  
Student Student Signature Date

\_\_\_\_\_  
Supervising Faculty Faculty Signature Date

\_\_\_\_\_  
Department Head Dept Head Signature Date

<sup>1</sup> <https://policy.boisestate.edu/academic-affairs-faculty-administration/policy-title-credit-hours/>

<sup>2</sup> <https://policy.boisestate.edu/academic-affairs-student/practicum-and-internship/>

It is likely that students completing a practicum will have access, whether by design or inadvertently, to “student records.” As such, all practicum students MUST complete FERPA training and sign the Student Records Confidentiality Statement before your COMM 451 application can be processed.

### FERPA Training

I \_\_\_\_\_ completed Boise State University’s FERPA Training<sup>3</sup> on \_\_\_\_\_.

Name Insert Date

### Confidentiality Statement

Boise State University has strict confidentiality regulations which are consistent with the federal Family Educational Rights and Privacy Act of 1974 to protect each employee’s and student’s privacy.

The University has granted you access to confidential information and files in the course of performing your professional duties and responsibilities. As an employee of the University, you must be very careful not to release this information to the public. The word “public” may include co-workers who have not been authorized or who do not have legitimate business need to know, fellow students, or members of the general public. If you are ever in doubt as to a requestor’s right to access, or the appropriate procedures to be followed, you must request direction from your supervisor or his or her designee. You must also access records only for university-related business and not misuse your access in any way.

By signing this statement, you acknowledge that you will not share or divulge confidential information with anyone who is not authorized to access this information or otherwise violate any of the rules, regulations, policies or procedures of the University, the State Board of Education, or any local, state, or federal laws.

Infractions of this policy are considered very serious and may be grounds for disciplinary action up to and including termination of employment and/or expulsion from the University.

Student	Student Signature	Date
Supervising Faculty	Faculty Signature	Date
Department Head	Dept Head Signature	Date

Do not write below this line (for office purposes)

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Permission # \_\_\_\_\_

451. \_\_\_\_\_

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<sup>3</sup> [https://docs.google.com/a/boisestate.edu/forms/d/e/1FAIpQLSeLV0nXMf2x68Q\\_CSW4hIE-cA1384ijEcXI3EOrnmoulhr62g/viewform](https://docs.google.com/a/boisestate.edu/forms/d/e/1FAIpQLSeLV0nXMf2x68Q_CSW4hIE-cA1384ijEcXI3EOrnmoulhr62g/viewform) or [http://youtu.be/FBZonmE\\_Y4k](http://youtu.be/FBZonmE_Y4k)