The Graduate Certificate in Gerontology requires at least 2 credits of 5964, Field Study. This requirement entails a minimum of 120 hours of work (12-15 hours per week for 15 weeks). Students can enroll for practicum credits in their major department, or consult with the Center for Gerontology about other options for enrolling.

The practicum should be planned to provide the student with new professional experiences in gerontology, above and beyond any previous experience earned before undertaking the Graduate Certificate in Gerontology. Practicum credits are not awarded for past course work or past professional experience. Practicum credits can be earned in conjunction with current employment only if the practicum activities involve significantly new and different responsibilities, over and above the candidate’s usual work responsibilities. In such a case, the candidate would have to work additional hours each week or receive leave from usual work hours and responsibilities in order to complete the practicum activities.

Below are the steps for developing practicum plans and documenting practicum activities:

1. Identify a category of gerontology practicum (e.g., policy development and analysis, program development, program evaluation, service delivery, program administration, Extension or other outreach activity, research, curriculum development, etc.). Identify a practicum site and specific activities to be undertaken, a faculty supervisor, and a site supervisor. Develop detailed practicum plans with faculty supervisor and site supervisor, following the guidelines indicated below. Students can consult with the Associate Director of the Center for Gerontology about potential sites and activities.

2. Complete the approval form for practicum required by the department in which practicum credits are sought. Include the learning objectives, learning activities to be completed, outcomes in terms of products to be developed or other accomplishments, and methods of evaluation.

3. Secure approval of practicum plans from the Associate Director of the Center for Gerontology before enrolling for practicum credits or engaging in practicum activities.

4. Conduct practicum activities. During the practicum, develop two documents:
   (a) a reflective professional development journal (a log of hours and activities completed, a self-assessment of new knowledge and experience gained, and an evaluation of the site and site supervisor in terms of student professional development—should this site be used in the future?)
   (b) a final report commensurate with the practicum activities (e.g., copy of policy(ies) or program(s) developed; program evaluation data, results, and recommendations; research methods, findings, and implications; curricular materials; publications; administrative analysis; etc.)

5. Submit the final report to the site supervisor; submit the journal and final report to the faculty supervisor and the Center for Gerontology.