**Supplemental Materials, Appendix 1: ACT Practicum Worksheet**

Name: Date:

This worksheet is intended to guide your practicum design and implementation process. Be thoughtful in your responses, reflecting on long-term goals and practical applications of practicum activities and outcomes.

1. What are your current career goals?
2. What experiences or skills do you need to have or strengthen to succeed in that career?
3. Through what specific activities or actions might you obtain those experiences or skills?

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| --- | --- |
| **Experience/Skill** | **Activity/Action to Obtain It** |
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|  |  |
|  |  |

1. How long should activities take to complete successfully? What would they focus on/what content would they cover? How could their quality be assessed?

|  |  |
| --- | --- |
| **Activity/Action** | **Duration, Focus/Content, Quality** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

(continued on next page)

1. Thinking in 3-month increments, how might you structure your activity timeline to obtain desired experiences or skills?

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| --- | --- | --- |
| **Time Period** | **Activity** | **Purpose/Outcome** |
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|  |  |  |
|  |  |  |

1. How would you know if you are successful? What are potential markers/measures of whether you gained these experiences or skills?

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| --- | --- |
| **Experience/Skill** | **Measure of Success/Obtainment** |
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|  |  |
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1. Who else in the cohort is working in similar areas whom you might wish to collaborate with?

|  |  |  |
| --- | --- | --- |
| **Name** | **Focus** | **Institution/email** |
|  |  |  |
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1. What do you need to do in the next 3 months to get your practicum started? What do you predict accomplishing before the first quarterly check-in?

**Supplemental Materials, Appendix 2: ACT Practicum Proposal Sections**

**Title**

**Abstract**

**Relevant publications and experiences** (Specify ONLY relevant publications and experiences as it relates to your proposed practicum goals and briefly describe their relevance to proposed Practicum Objectives and Practicum Proposed Methods/Activities. Limit content to one page if possible.)

**Statement of the professional development gaps that the proposed practicum is designed to address** (Provide a summary of your proposed practicum. State succinctly the fundamental gaps or skills it is designed to address. List how the specific goals to be accomplished through the practicum activities address these gaps. To facilitate the design of your goals use the “Practicum worksheet” (Appendix 1), “Check-in Template” (Appendix 3), and “Practicum rubric” (Appendix 4). Try to limit content to one page.)

**Implementation and assessment plan** (Outline your practicum approach to address a gap in your professional development and its feasibility, providing details sufficient to support feasibility (include proposed or tentative timeline of activities). Point out innovative features, and relate them to previous work/experiences by including pertinent references. Indicate how this plan will contribute to your professional development and long-term goals. Your plan must include an assessment strategy and list any resources and mentoring needed from mentors and peers. To facilitate the design of your timeline, goals, and assessment strategy please use the following documents provided to “Practicum worksheet” (Appendix 1), “Check-in Template” (Appendix 3), and “Practicum rubric” (Appendix 4). Do not use more than two pages.)

**Budget** (Design an itemized budget to implement your practicum. List budget items by categories (e.g., travel, meals, supplies, fees, etc.) and include cost-share, if applicable.)

**List of references cited**

**Supplemental Materials, Appendix 3: ACT Practicum Check-in Template**

**Name**:

**Date**:

**Practicum Title:**

**Practicum Goals:**

**Updates from the Last 3 Months:**

1. [Bullet point your project updates or news from the prior 3 months here; What have you worked on and what have you finished? Have you discovered anything new relevant to your practicum? Conclude with a comment on whether you feel like you are ahead of the planned schedule, on schedule, or behind schedule]

**Goals/Plans/Activities for the Next 3 Months:**

1. [Bullet point the plans for the next 3 months, which you will report on in the next check-in]

**Pending:**

1. [Bullet point any pending activities here that do not have updates, with the status of each and/or what they are waiting on]

**Supplemental Materials, Appendix 4: ACT Practicum Reflection and Assessment**

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| --- | --- | --- |
| **Dimension of merit for meeting implementation fidelity threshold** | **Proposed Activity 1** | **Proposed Activity 2** |
| **Timing**: The activity was implemented within the proposed time or with only minor delays.  | Planned timeline:Actual timeline:Assessment: | Planned timeline:Actual timeline:Assessment: |
| **Duration**: The activity was not interrupted and achieved its intended duration. | Planned duration:Actual duration:Assessment: | Planned duration:Actual duration:Assessment: |
| **Content**: The activity was implemented with appropriate focus/ content, which aligned with the goals and was responsive to any contextual needs that arose. | Planned content:Actual content:Assessment: | Planned content:Actual content:Assessment: |
| **Quality:** The activity was of high enough quality to support attainment of goals. | Assessment: | Assessment: |
| **People:** As relevant, appropriate people were recruited to participate. | Planned people:Actual people:Assessment: | Planned people:Actual people:Assessment: |