

Practicum Report Check List
The 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. Title page.** Include the title of your practicum, agency, your name, 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.” Below this specify the semester in which the report will be filed (e.g. “Spring 2012”).
- _____ **2. Executive Summary.** On page 2 list brief bullet points summarizing points 3-6.
- _____ **3. Introduction.** Summarize the nature of the practicum (i.e., evaluation, grant writing, etc.), supervising agency, duties, and practicum goal(s) and significance.
- _____ **4. Background and Methods.** Describe relevant literature, activities performed or methods used, and the time frame for the project and major activities.
- _____ **5. Practicum Assignment.** Detail specific activities performed and include the approximate time frame for completion of these duties.
- _____ **6. Significance/Discussion.** Discuss the practicum’s practical and theoretical value, links between coursework and the practicum, and results achieved.
- _____ **7. Recommendations.** Offer summary remarks on the conduct and/or organization of your practicum, recommendations for comparable future practica, and (if relevant) how the practicum experience shaped your professional goals.
- _____ **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 curriculum vitae.

Hard copies of the final report must be submitted to the advising committee chair and practicum supervisor. An electronic copy must be submitted to the advising committee, practicum supervisor, and Graduate Coordinator, who will place the report on file in the Department’s permanent digital record.

Revised 8/13