

## How to Write a Field Report for the Practicum Tip Sheet

### What is a Practicum Report?

A practicum report is a description of what an individual did during a practical experience and the results of that experience. It can be finalized in a broad range of specialized fields of study and are courses needed as part of a graduate program. It mixes academic information with applied experience in professional settings, providing students the opportunity to work in fields such as research or program implementation.

### How to Write a Practicum Report?

A practicum report is written in many parts, and needs double-spaced pages. Here are some useful steps.

- Have a title page. The title should be short, and tell the nature of the experience.
- Include in the title page your name, the semester and the name of the collage program for which you are writing the report.
- The first paragraph should include a brief explanation of what the practicum report is about. This paragraph should work as your abstract or summery.
- The second paragraph should describe the nature of the practicum and the supervising organization. Name the organization, explain your position, and briefly mention your duties.
- Write paragraphs to explain in detail each specific major activity you did during your practical experience. Include information about the time frame required to finalize each task.
- Details of tasks should also include anything you observed during your practicum and what important concepts you learned.
- It is a good idea to explain and compare the theoretical and practical aspects of what you did during your practicum to any related prior coursework.
- Have a paragraph to describe the goals you actually achieved during this experience. Explain also how your practicum experience impacted your academic or professional goals.
- The last paragraph should summarize the content of your report and include a final personal thought of the practicum experience.
- It is important to attach related projects to your practicum report such as any work you actually completed.

#### References

- King, Y. (2019, January 10). How to Write a Practicum Report. Retrieved from <https://www.theclassroom.com/write-practicum-report-6387587.html>