

Six-Month Practicum

The practicum experience is meant to inform the student's master's paper and to align closely with the SID curriculum frameworks. The practicum allows students to examine a significant problem or issue within the broader field of sustainable development through experiential learning. Students will use their practicum experience to develop a consultant's memorandum (i.e., master's paper) in which they identify the development problem(s) the organization tries to address and how its programs or projects could be improved. Practicum students also have the option to write a research paper or two short policy briefs or one longer brief.

Planning for the Practicum

Practicum Requirements

Like all SID students, practicum students write a second-year proposal in which they identify a development problem. The proposal must be approved by the program director and academic adviser prior to the start of the second year. The deadline for submitting the second-year proposal (via LATTE) is **August 1, 2019**.

Students must also meet the following requirements for the practicum track:

- Submit a signed Terms of Reference (TOR) on the organization's letterhead for SID program review and approval
- Submit a Release & Waiver form
- Enroll as a full-time student in the practicum course HS230a for fall and spring semesters (24 credits)
- Complete a full-time practicum (35–40 hours per week) with a development organization for a minimum of six consecutive months. The practicum's start date is typically during the first week of September.
- Meet all required deadlines and milestones during the fall and spring semesters related to writing and submitting the master's paper
- Present at the SID Capstone event in May 2020.

Practicum	
Term	Credits
Year 1—Fall	16 min; 20 max
Year 2—Spring	16 min; 20 max
Year 2—Fall (practicum)	12
Year 2—Spring (practicum)	12
TOTAL	56 CREDITS

The Host Organization and the Master's Paper

At their host organization, students professionally fulfill their TOR under the direction of a field supervisor. The focus of their master's paper will be related to this work but will be directed by their SID faculty adviser. Although their paper is expected to be of use to their organization, the paper is solely the students' responsibility, is produced on their own time, and should not burden or rely on the support of

anyone at the host organization. (The student's field supervisor and others are welcome to help, if they wish, but their support is voluntary.) The practicum student-field supervisor relationship is a professional employee-employer relationship that includes a mentorship component. This means that, with the exception of the master's paper, all work described in the TOR is under the guidance of the student's field supervisor.

Enrollment Status and Health Insurance for Practicum Students

SID practicum students maintain Brandeis student status by paying a [continuation fee](#) during the fall and spring semesters of their second year. Students are required to maintain their Brandeis [health insurance](#) policy or its equivalent, regardless of their practicum location. Students must register for the field practicum course (HS230a) for both the fall and spring semesters to maintain their status as full-time students and to receive credit for their practicum. The practicum course counts for 12 credits each semester and is graded as credit (CR) or no credit (NC).

Visas, Permits, and/or Other Required Documentation for the Practicum

Students are responsible for obtaining required visas, permits, and other documentation, with guidance from the host organization. The host organization must provide any documentation needed to confirm their role. Some host organizations require students to provide proof of enrollment at Brandeis University. See the [Office of the University Registrar](#) page of the Brandeis website for instructions on how to obtain a proof of enrollment letter. Contact Ravi Lakshmiathan (kanthan@brandeis.edu), the Assistant Dean for Academic and Student Services, with any questions.

International students on an F-1 visa who are completing practicums in the US or with a US organization cannot begin their practicums until they have met all [International Student and Scholars Office \(ISSO\)](#) requirements, including an approved [CPT form](#). Students should review the visa guidelines on the [Employment/Academic Internships](#) page of the ISSO website and reference the [CPT Application Check List](#). Contact [ISSO](#) with any questions related to F-1 visa requirements.

Emergency Medical and Travel Insurance

Brandeis University is contracted with [CHUBB Travel Assistance Program and Europ Assistance](#) to provide assistance to students completing international practicums. In addition to the coverage provided by the student's own health insurance, CHUBB and Europ Assistance provide the following benefits (adapted from the Insurance and Travel Assistance Coverage webpage of the Brandeis Office of Study Abroad):

- Medical Assistance: referral to a doctor or medical specialist; medical monitoring while hospitalized; emergency medical evacuation to proper medical facilities (100% of covered expenses); and repatriation of remains (100% of covered expenses).
- Travel Assistance: emergency travel arrangements
- Personal Assistance: pre-trip medical referral information; emergency medication; embassy and consular information; lost document assistance; emergency cash advances; emergency referrals to legal assistance.
- Security Assistance: crisis hotline; on-the-ground security assistance; access to secure, web-based system for tracking global threats and health- or location-based risk intelligence; security

evacuation due to political causes (\$100,000 maximum); security evacuation due to natural disasters (services only—this service is billable).

The Brandeis policy and details for activating emergency services can be found by clicking [here](#).

Preparation for the Practicum and Living Abroad & the Practicum Experience

For information related to preparing for the practicum and living abroad as well as the practicum experience itself, students should reference Sections II and III of the 2019-2020 SID Practicum Manual.

Evaluations

Midterm and final online performance evaluations will be sent directly to the student's supervisor for their feedback on the student's job performance and professional growth. Students will also be asked to complete a brief online assessment of their practicum experience at the end of their practicum.