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| [Date] |  | CMST 390-490 - Memo of Understanding of Understanding (CMST 390/490E) |
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To

**[Name]**

Faculty Supervisor

**Craig Engstrom, Ph.D.**

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Re

**Addendum to Course Syllabus**

Details/Requirements

This addendum to the course syllabus outlines the specific requirements that we have agreed to for a **practicum** to be completed during the following term: **Summer 2019**. Grading criteria for written work and reporting requirements is on the syllabus, which is available online: [**craigengstrom.ninja/practicum**](http://www.craigengstrom.ninja/practicum)

**Requirements (failure to do this work will constitute an F in the course)**

1. Complete a minimum of **105 hours of work** with **Organiation**, which is the equivalent of **13 hours per week** from **June 10-August 2**. (If this changes, you must find an alternative activity.) *This is not an internship.* *Practicum experience can be changed with an update to this MoU.*
2. Read a book related to communication or leadership in the workplace. The book must be approved. Book selected: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. Write a **weekly report/journal in Microsoft Teams** summarizing what you have learned on the job and from readings in the book. Try to make connections to the book and work (e.g., could your boss benefit form something you read in the book?)
4. Write **a 5- to 8-page reflective paper** that explains what you learned from all elements of the practicum (book, experience, journaling). Per syllabus, this will be graded for quality and depth. Use learning outcomes to guide your reflection.

**Learning Outcomes/Goals**

1. Improve understanding of how teams, leadership, and professionals work in a workplace/organization
2. Expand professional network and build experience to add to resume
3. Determine if work completed within organization is suitable for a career
4. Identify skills and knowledge gaps and determine a learning path to gain skills and knowledge
5. Identify strengths suitable for career in industry, profession, or organization

**Deadlines**

1. Weekly updates by Sunday 11:59 p.m. (See Microsoft Teams for report.)
2. Reflective paper due by August 2, 2019, 5 p.m.