The “Preparing for Your Practicum Interview” Guide
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After you make the initial contact with a potential practicum site and set-up your first interview, you may ponder questions like: What do I take with me? How do I best present my skills? And, further, how do I present the skills that best match this particular organization? Here is a guide that may be of assistance to you before heading out the door to meet a contact for an interview.

Potential Supervisor Packet:

- Your long resume (1-2 pages): Details all of your education, work experience, relevant skills, etc.
- Your short resume (1 page max.):
  - Tool for highlighting some of your skill set that meets some of the key priorities of the particular organization’s mission and goals that you are interviewing with
  - Can be created simply by copying and pasting relevant information from your long resume into a new document allowing for an easier overview of how you can serve a potential practicum organization
- A brief print-out of related materials that might add description to some of your accomplishments (i.e. a print-out of the website home page of an organization you have volunteered at in the past or are a member of, etc.)
- The “Practicum Information for Supervisors” guide (and additional print-out of links) available on UML’s CSP Practicum website

Your Packet:

- Your long resume
- Your short resume
- A brief print-out of related materials that might add description to some of your accomplishments (i.e. a print-out of the website home page of an organization you have volunteered at in the past or are a member of, etc.)
- Your questions (see “Suggestions/Questions for Potential Practicum” guide)

An ‘Extra Information’ Packet:

- Several extra copies of both long and short resumes in case you should meet additional contacts at your interview
- Additional relevant practicum guides and information to peruse if you need to clarify something
- Information you researched on the potential practicum organization (familiarize yourself ahead of time)
- Any notes you may have taken during your initial phone contact

Additional Suggestions:

- Contact your potential supervisor approximately a day in advance to confirm your interview date and time.
- Send a thank you note to your main contact person at the site the day after your interview. Whether this ends up being your practicum site or not, it is a networking opportunity for the future!
Suggested Questions for Potential Practicum Supervisors

**Inquire about the organization:**

- What is the organization’s overall mission and goals?
- What potential projects/programs are there that may suit your skill set while meeting the goals of the practicum and assisting with the mission of the organization?
- How many people work at the site?
- How many people volunteer at the site?
- What are the dynamics like amongst those that work at the site?
- Would you have your own working space?
- What time is the organization open for you to fulfill the required 10-12 hours/week?
- What prep time, if any, is needed to prepare you to work at this site (i.e. CORI/SORI check, drug test, etc.)?

**Ask Your Potential Supervisor:**

- What is their role at the organization?
- How long has s/he been employed at the organization or been involved in this type of work?
- How do they describe their leadership style?
- Any other questions you have of your potential supervisor’s work style and habits.
- Do they have any, or perhaps other, questions for you?

**Cover the Specific Requirements of Being a Practicum Supervisor:**

- Provide one-hour per week of direct supervision
- One meeting per semester at UML
- One meeting on-site with the practicum professor
- Time to work with you to develop a Learning Contract
- Provide a mid-year (December) and end-of-year evaluation (May)
- Support for your professional development and practicum goals