

Hello ASD Practicum Students:

I hope your fall is going well. As the field placement coordinator for MBU, I am in charge of registering you for your ASD practicum at your workplace and collecting the clock hour form required for your certificate. Please save this email, as it contains important information for your Spring practicum. If your place of work or supervisor changes, please let me know for my records.

Below is the information and links you will need for your upcoming fieldwork placement (ASD 363 or ASD 643). All forms can also be found on the [MBU Field Experience Website](#).

Getting Started

1. Review the [expectations and description of your practicum at this link](#).
2. Share the [ASD Practicum info to your employer](#) document with your supervisor.
3. Plan when you will complete your practicum hours (between 8/25/25 and 12/5/25).
4. See the Canvas course syllabus for expectations and assignment information.
5. Track your hours on the [ASD Clock Hour Form](#). When completing the fillable PDF form, download it and save it to your computer. Open the document in Adobe Reader or a similar program (a free program available at <https://get.adobe.com/reader/>).

Field Placement Requirement – due by 4/24/26

Turn in Clock Hour Form

1. Have your supervisor sign your completed Clock Hour Form. **Submit a copy to your instructor.**
2. Upload a copy of the completed and signed document to the [Practicum/Field Placement Clock Hour Upload Form](#).

End of Practicum Evaluation

Your instructor will provide you with a Student Evaluation of Professional Qualities for your mentor/supervisor to complete and return to you. Once it is completed, turn it in to your instructor in Canvas by the given deadline.

Refer to Canvas for course information; additional assignments may be required for the course that are turned in to the course instructor.

Contact me with any questions regarding your ASD practicum.

Thank you!

Jennifer Hackley