



COLLEGE OF EDUCATION  
 Education Advising Center  
 130 Furcolo Hall  
 University of Massachusetts  
 education@umass.edu

**INDIVIDUALIZED PRACTICUM (NON-LICENSE) CONTRACT**

<hr/> Last Name	<hr/> First Name	<hr/> Middle Initial	<hr/> Spire ID #
<hr/> UMass Amherst Email Address		<hr/> Semester & Year (e.g., Fall 2025)	
<hr/> Telephone Number		<hr/>	
<hr/> Major/Program			

<b>STATUS (Check)</b>	<b>NUMBER OF CREDITS</b>
<input type="checkbox"/> Undergraduate (UG) <input type="checkbox"/> Doctoral (GD) <input type="checkbox"/> Master's (GM, GA, GT) <input type="checkbox"/> Continuing Education (CPE) <input type="checkbox"/> Master's/Doctoral (GY) <input type="checkbox"/> Non-Degree (GN) <input type="checkbox"/> Other _____	<div style="border: 1px solid black; width: 80px; height: 40px; margin: 0 auto;"></div>
<hr/> Title of Individualized Practicum: _____	

**STEPS FOR ENROLLMENT INDIVIDUALIZED PRACTICUM**

1. Please complete this title page of your individualized practicum
2. On a separate document, please detail the following:
  - a. Statement of objectives for your independent study project – A clear and concise description of the scope of the project
  - b. Planned activities – Academic component that will be addressed
  - c. Criteria for evaluation and form(s) of assessment – How the academic performance on the project will be evaluated
  - d. Time line for the project – A specific outline of progression of the project
3. If the practicum involves a field placement, please complete the field placement registration form
4. Ask the sponsoring faculty to please indicate their approval of the project by signing and dating the section at the bottom of this contract below
5. Please send completed title page and project scope to Academic Affairs, education@umass.edu (130 Furcolo Hall) for approval and enrollment
6. Please send completed contracts to education@umass.edu at a minimum two weeks prior to the start of the semester

<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"><hr/>* Printed Faculty / Instructor's Name</td> <td style="width:50%;"><hr/>Concentration</td> </tr> <tr> <td><hr/>Student's Signature</td> <td><hr/>Date</td> </tr> <tr> <td><hr/>Instructor's Signature</td> <td><hr/>Date</td> </tr> <tr> <td><hr/>Faculty Sponsor's Signature</td> <td><hr/>Date</td> </tr> </table>	<hr/> * Printed Faculty / Instructor's Name	<hr/> Concentration	<hr/> Student's Signature	<hr/> Date	<hr/> Instructor's Signature	<hr/> Date	<hr/> Faculty Sponsor's Signature	<hr/> Date	<p style="text-align: center;"><b>FOR OFFICE USE ONLY</b></p> <p>Course # EDUC _____</p> <p>Class # (5 digits) _____</p> <p>Abbreviated Title (Max 25 characters w/spaces): _____</p> <p>Approved: _____</p>
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