

OFFICE MEMORANDUM

To: All Bachelors and Masters Students and Faculty
From: Dr. Victor G. Alicea, President
Date: March 20, 2020
Subject: **Practicum I or II – Student Workshops**

A. B.S. Programs in Human Services, Education and Business

Faculty Facilitators:

- Each student is required to produce a three (3) page essay/log on each of the six (6) topics of the six (6) required Workshops.
- Each essay/log must be supported by a minimum of three (3) readings used in the research on the subject matter of the Workshops.
- An annotated bibliography of the books used in research must accompany each essay/log with title, author, year of publishing, general theme of the book and any pages quoted in the essay/log.

B. Masters Programs in Human Services and Education- TESOL

- Each student is required to produce a five (5) page essay/log on each of the six (6) topics of the six (6) required Workshops.
- Each essay/log must be supported by a minimum of five (5) readings used in the research on the subject matter of the Workshops.
- An annotated bibliography of the books used in research must accompany each essay/log with title, author, year of publishing, general theme of the book and any pages quoted in the essay/log.

Note: An essay/log must be completed for each Workshop.

Note: Assessment will be done in terms of credit awarded for the quality of work produced.