

Two forms are required to begin an MHS Practicum: MHS Practicum Information Form and MHS Mentor Vitae Form. Both are located in the Human Services table of contents under HS 599 Human Services Practicum. Worksheets for both forms are located in the MHS Practicum Packet in Blackboard.

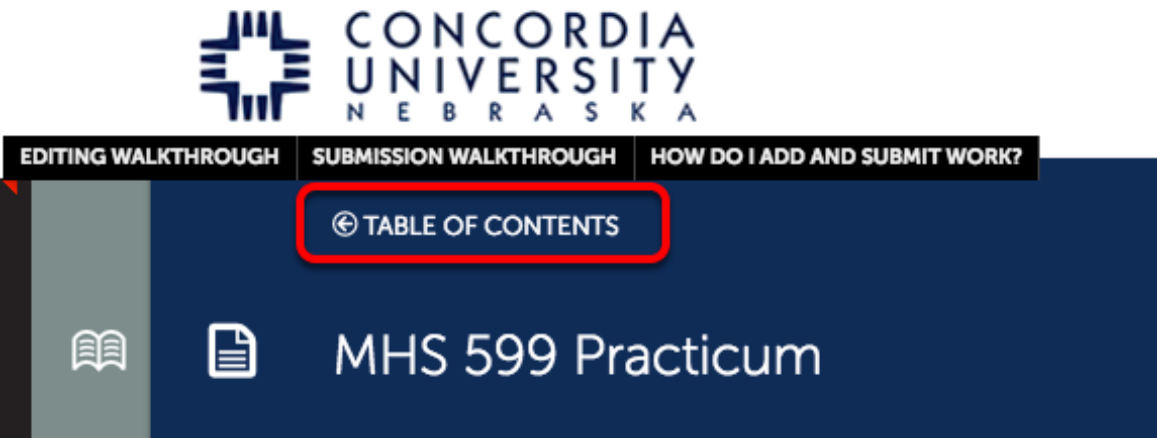
## Log into the Chalk&Wire MHS portfolio.

All MHS courses contain an MHS Practicum folder. Open the folder and select the **Human Services Practicum (7278)** link.

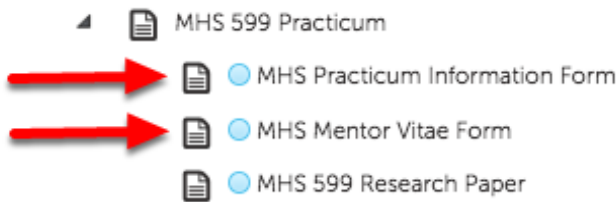


### Human Services Practicum (7278)

Select **Table of Contents**.



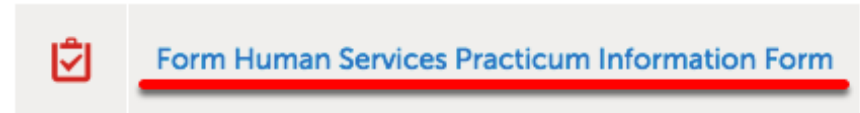
Select one of the HS 599 Practicum Forms to complete.



## Practicum Information Form

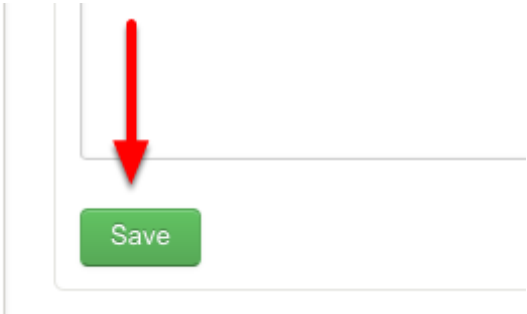
Select the **form link**.

*NOTE: The clipboard icon will remain RED until the form is complete.*

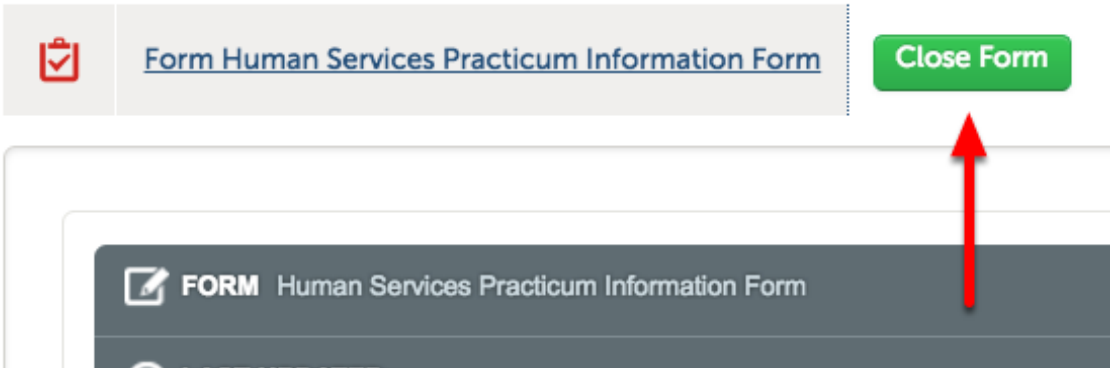


Complete the required form questions.

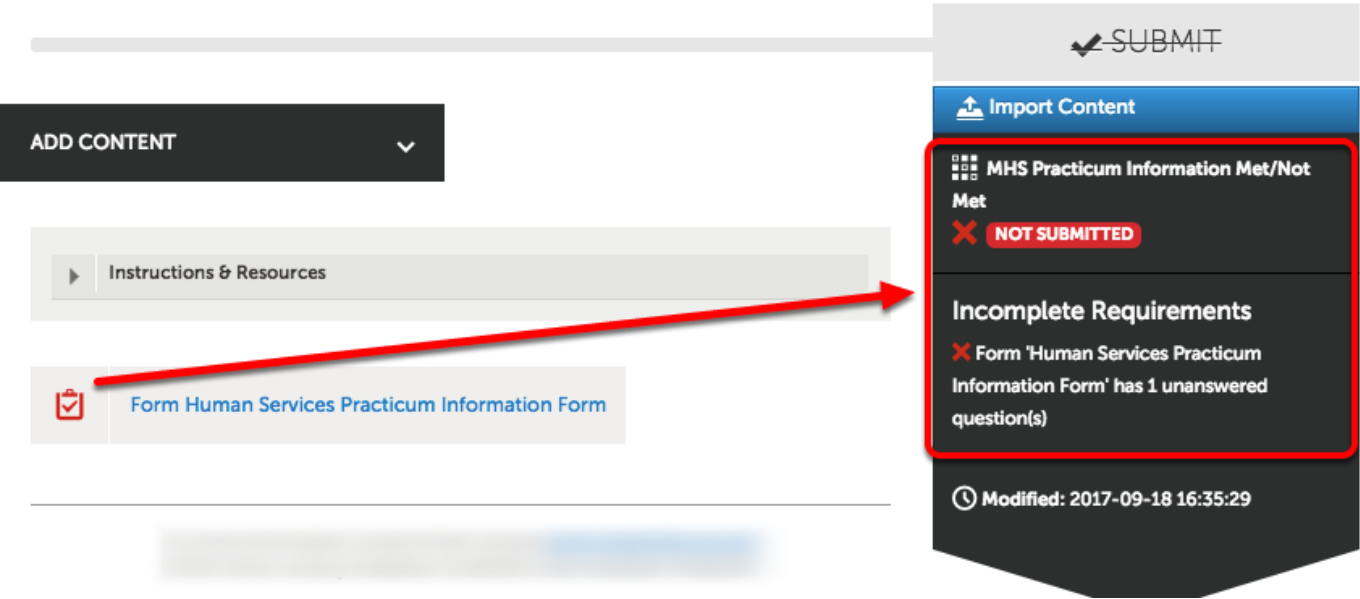
Scroll to the bottom to click **Save**.



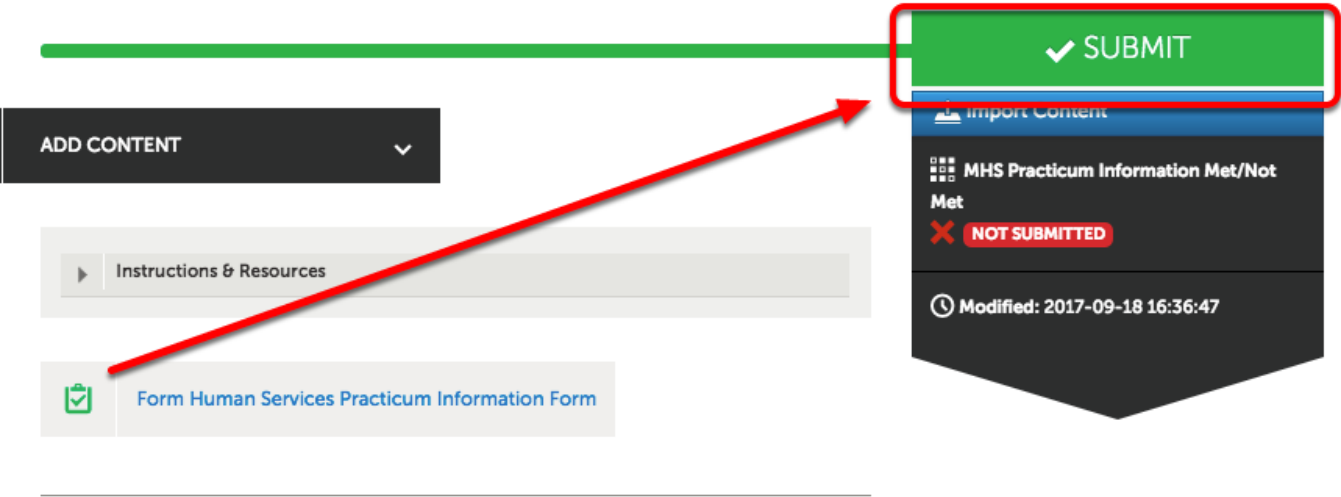
Scroll to the top to click **Close Form**.



NOTE: If the clipboard icon does not turn green, the form is incomplete. Incomplete Requirements will indicate how many questions are unanswered.

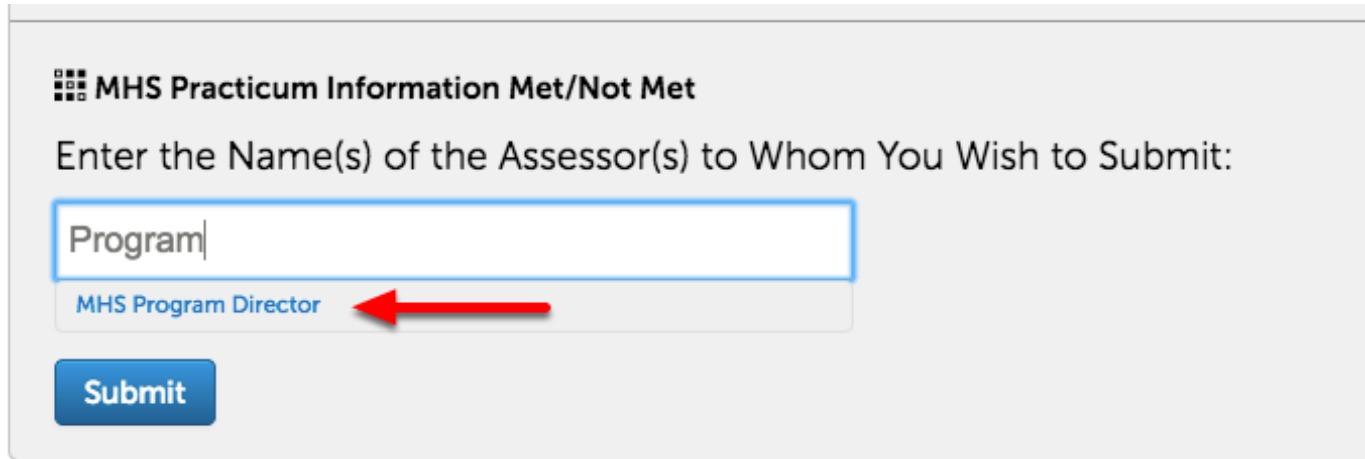


Once the form is complete the **clipboard icon** and **Submit button** will turn **GREEN**.

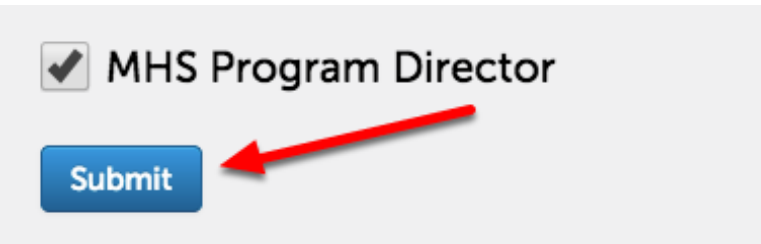


## Submit to HS Program Director

Type "**Program Director**". As you type a list of names will appear below. Click the blue **HS Program Director**.




Next, click **Submit**.




# Submission Notification

Once successfully submitted, the HS Program Director will be notified.

 Content Submitted

Congratulations! Your work has been successfully submitted. Use the Review Submission feature below to review your work, add comments, and tag submitted content.

Assessor	Assessment Instrument	Page	Submitted
Program Director, MHS 	MHS Practicum Information Met/Not Met	MHS Practicum Information Form	2017-0

REVIEW SUBMISSION

## Repeat these steps for completing the MHS Mentor Vitae Form

### Additional Information

For further assistance please e-mail the Concordia Chalk&Wire Support helpdesk OR check out more tutorials at <http://userguide.chalkandwire.com/m/Student> AND <http://wp.cune.edu/chalkandwireresources/>

