

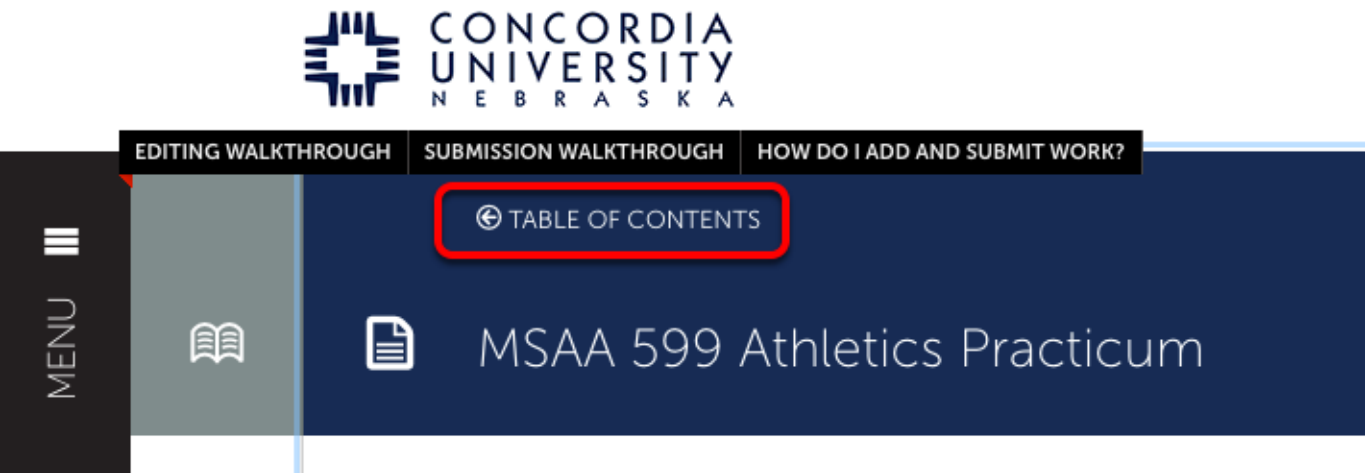
Two forms are required to begin an MSAA Practicum: MSAA Practicum Information Form and MSAA Mentor Vitae Form. Both are located in the Master of Athletic Administration table of contents under MSAA 599 Athletics Practicum. Worksheets for both forms are located in the MSAA Practicum Packet in Blackboard.

## Log into the Chalk&Wire MSAA portfolio.

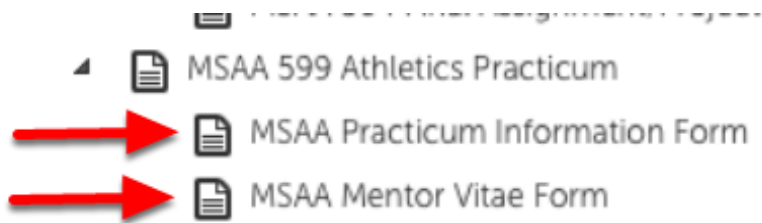
All MSAA courses contain an MSAA Practicum folder. Open the folder and select the **MSAA Practicum (7791)** link.



Select **Table of Contents**.



Select one of the MSAA 599 Practicum Forms to complete.



## Practicum Information Form

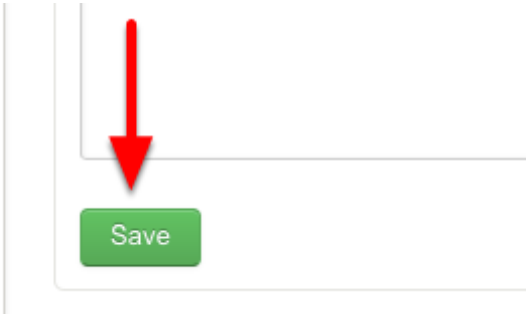
Select the **form link**.

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

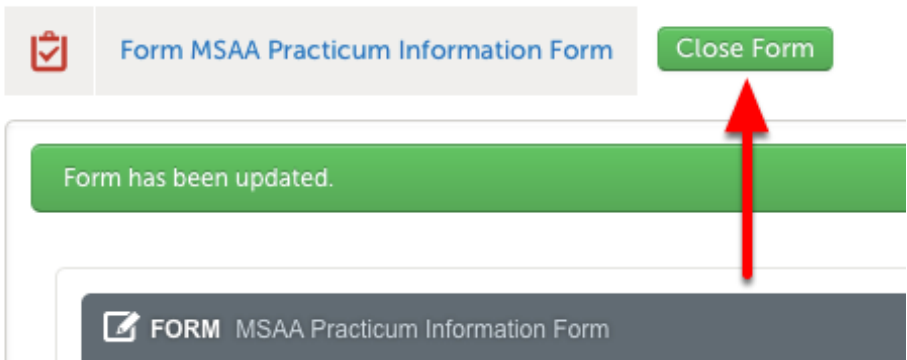


Complete the required form questions.

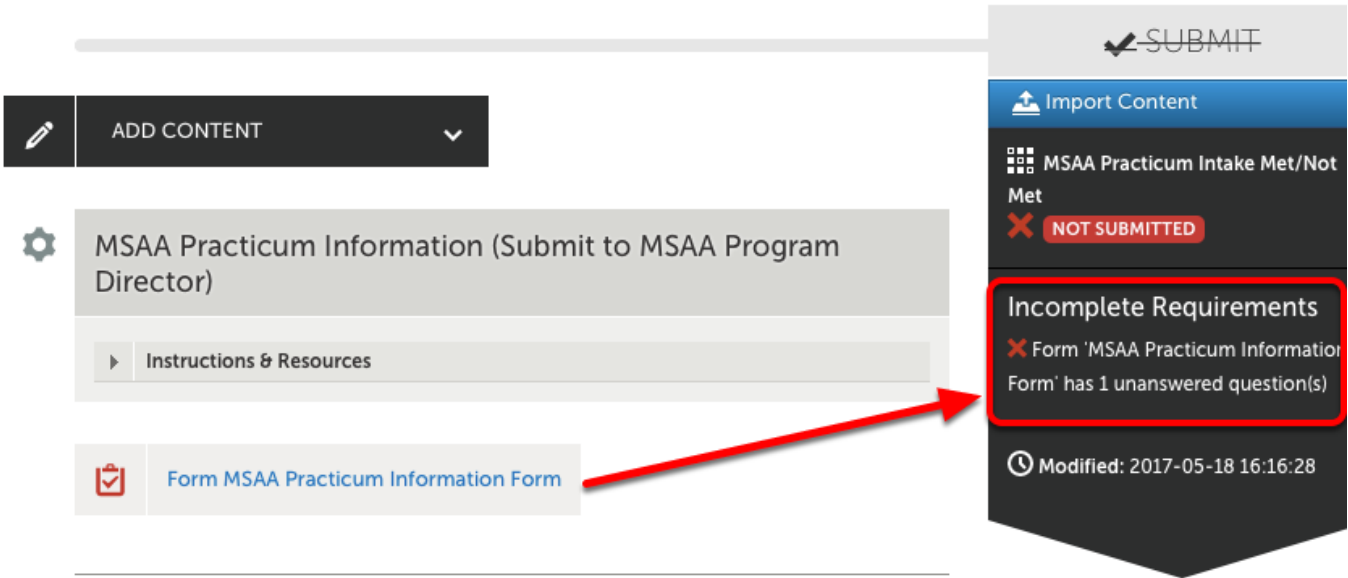
Scroll to the bottom to click **Save**.



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**.

ADD CONTENT

MSAA Practicum Information (Submit to MSAA Program Director)

Instructions & Resources

Form MSAA Practicum Information Form

Import Content

MSAA Practicum Intake Met/Not Met

NOT SUBMITTED

Modified: 2017-05-18 16:20:49

## Submit to MSAA Program Director

Type "MSAA Program Director". As you type a list of names will appear below. Click the blue [MSAA Program Director](#).

MSAA Practicum Intake Met/Not Met

Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:

MSAA |

MSAA Program Director

Submit


Next, click **Submit**.

☒ MSAA Program Director


Submit

# Submission Notification

Once successfully submitted, the MSAA 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, MSAA  | MSAA Practicum Intake Met/Not Met | MSAA Practicum Information Form | 2017-05-18 |

REVIEW SUBMISSION

## Repeat these steps for completing other MSAA Practicum 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/>

