

**CFAS 4314**  
**Community, Family and Addiction Services Community Practicum**  
Department of Applied & Professional Studies  
College of Human Sciences  
Texas Tech University

Practicum Objectives

*The CFAS practicum is designed to provide students with experience in administrative and organizational functioning, as well as the policies and procedures of agencies serving families and the community. Specific objectives and goals for the practicum include:*

- To successfully transfer knowledge of theory and apply practical skills from the classroom to professional, real-life settings.
- To increase awareness of social issues, legislative initiatives, and the ways in which these impact organizations, agencies, and individuals within the community.
- To identify, understand, interpret, and analyze the challenges commonly faced by organizations or programs that focus on service delivery to a particular group of individuals and/or families.
- To develop a professional identity as a human services field provider or other related service delivery system/career.
- To strengthen professional skills necessary to enter the human services workforce, including professional oral and written communication skills, self-accountability, time management and resource allocation, teamwork, business ethics, and professional etiquette.
- To support community agencies, human service organizations, and businesses by providing student volunteers who are equipped to function as a valuable team asset.
- To facilitate communication and obtain feedback from administrators of human service organizations regarding relevancy of current APS degree programs and professional preparedness of CFAS and ADRS students.

Student Responsibilities

*During the semester **before** practicum enrollment, students should obtain a practicum preparation packet from the CFAS Practicum Coordinator. The preparation packet includes basic instructions, the practicum application form, practicum objectives, and a list of potential practicum placement sites. Before beginning the practicum course, the student should complete the following:*

- Complete the application forms and documentation included in the Practicum Preparation packet.
- Complete a background check by one of the approved agencies listed in the packet, and submit the background check report to the COHS Dean of Academic Affairs / CFAS Practicum Coordinator. More information regarding this new policy is under development.
- Identify possible practicum sites by carefully considering the type of practicum experience that aligns with the student's overall career goals.
- Initiate interviews with potential practicum sites to explore the organization and goodness of fit between the student's goals, abilities, and the needs of the organization.
- Finalize a practicum placement site (including a schedule plan for completing hours) and submit the completed Practicum Preparation Packet to the CFAS Practicum Coordinator.
- Students are responsible for fulfilling their commitment to the organization while concurrently completing the CFAS 4314 course requirements as outlined in the course syllabus. Course requirements include, but are not limited to (1) compiling a professional resume' and cover letter, (2) writing a goals statement, (3) reflective writing, (4) completing evaluation forms of the practicum site, and (5) developing a professional presentation reviewing their goals and overall experience.

### Practicum Site Requirements

*Students must receive approval from the CFAS Practicum Coordinator before initiating contact with any potential practicum site. The practicum location and proposed experience/duties must be professionally meaningful and meet the following requirements:*

- Practicum site and planned experience supports the primary objectives described above.
- Practicum site and planned experience is relevant to the student's overall career goals.
- Work performed by the practicum student will be supervised by an experienced member of the organization, who will be available to direct, guide, and evaluate the student's performance with the organization.
- Practicum experience and expectations are outlined in advance, including the student's responsibilities, activities, and role within the organization defined.
- Practicum site will allow for and provide any necessary readings or training to maximize the student's practicum experience.

### Practicum Site Responsibilities

*For agencies that are new to the practicum system, verify that they are willing to fulfill the responsibilities related to being an approved site.*

- Prior to the practicum, the organization will interview the student to verify the student's fit with the current needs of the organization. During the interview, the organization will also provide information regarding the role of the organization within the community, internal functions, and daily operations.
- The practicum site will negotiate the student's activities, responsibilities, and supervision expectations associated with the practicum experience.
- The on-site supervisor will provide regular feedback regarding the student's performance, gives constructive criticism, and contacts the CFAS Practicum Coordinator for additional input if necessary.
- When the practicum experience is complete, the on-site supervisor will complete the provided evaluation form, review it with the student, and submit it to the CFAS Practicum Coordinator.

### Practicum Coordinator Responsibilities

*The CFAS Practicum Coordinator serves as the official instructor of the CFAS 4314 course and develops practicum opportunities as follows:*

- Identifies potential practicum placement sites and primary contact persons.
- Communicates the goals of the community practicum course and the benefits of hosting a practicum student.
- Acts as a liaison between community organizations and the APS department by eliciting feedback on how current APS degree programs align with industry needs.
- Meets individually with students to monitor the practicum experience and maximize benefits.
- Conducts on-site visits to discuss the practicum experience with the student and organization leadership.
- Provides resources regarding career planning and placement services, preparation for employment or for graduate school, and professional identity development in an instructional setting.
- Creates a classroom environment that encourages student discussion of their practicum experiences and refinement of their professional communication skills.
- Works with the on-site supervisor and the student to resolve any problems that may arise during the practicum experience.
- Determines grade assignments for the practicum.

For further information about the CFAS 4314 Community Practicum, contact Dr. Nichole Morelock, Department of Applied and Professional Studies, (806) 742-5050 ext. 245 or Catherine.Morelock@ttu.edu.