Instructions for Community Practicum HDFS 4314

A list of approved practicum sites is available at http://www.depts.ttu.edu/hdfs/careers/section-l/practicum.php

1. Contact the placement sites that are of interest to you. (If you wish to contact a possible placement site which is not on our listing, you must first have this approved by the practicum instructor, Dr. Nancy Bell, nancy.bell@ttu.edu.) Arrange a brief meeting with the contact person at each site so that (a) you have more information about your role/responsibilities, and (b) the site representative can determine whether you would be a good fit with their particular work setting. **This should be treated as a job interview:** dress professionally and be prepared to discuss the reasons for your interest in that practicum site.

2. When you have decided upon a site and have been accepted by that site, complete the “Application for Practicum” form (available at http://www.depts.ttu.edu/hdfs/careers/section-l/practicum.php) and submit it to Dr. Nancy Bell by leaving it in her mailbox (accessed in the hallway outside of the HDFS office, 507). This should be done the **semester prior** to beginning your practicum. If there are any problems with your application, you will be contacted. Otherwise, **you can assume that your application has been approved.** If you are having difficulty deciding on a practicum location or if you have other questions, you may email Dr. Bell to make an appointment.

3. Your practicum (a) must be done in Lubbock; (b) is done for course credit, not for salary—these must be volunteer, not paid, positions; (c) should not be done at the same place that you are working.

4. You must obtain authorization from the College of Human Sciences Academic Advising office to register for this class over the web. Register for **section 001** of HDFS 4314 for 3 hours credit. Register for sections 001 and 002 for 6 hours credit. Three hours credit requires 90 hours of work in the community plus class requirements; six hours credit requires 150 hours of work in the community plus class requirements. **The practicum class meets at the time listed for section 001 in the schedule of classes.**

5. If your site requires a criminal background check, and if the site does not provide it, please see Sandra Vasquez in the HDFS office (507 in the Human Sciences Building)

Return this portion to HS 159 prior to registration

HDFS 4314 fulfills the requirement for practicum on all Human Development and Family Studies degree plans beginning fall 2008.

HDFS 3322 The Family in the Community is a prerequisite or co-requisite for HDFS 4314.

Junior or Senior classification and 2.5 GPA are required for enrollment.

Name: ________________________________

R#: ________________________________

Semester of requested enrollment: ________________________________

Current Classification (check one):

☐ Junior

☐ Senior

Current TTU GPA: _______

Semester hours requested (check one):

☐ 3 hours (90 hours of practicum)

☐ 6 hours (150 hours of practicum)

I understand all information above and will complete and turn in the separate Application Form (available on the HDFS Practicum website) to Dr. Bell in the semester prior to beginning my practicum (please initial): _______