Instructions for Community Practicum  
HDFS 4314

In order to assist you in locating a site for your community practicum, a list of approved practicum sites is available at [http://www.depts.ttu.edu/hs/hdfs/career_paths/practicum.php](http://www.depts.ttu.edu/hs/hdfs/career_paths/practicum.php)

To obtain approval for your practicum placement, you should do the following things:

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. Stephanie Shine, stephanie.shine@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 on the above website) and submit it to Dr. Shine by email or 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. Shine 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. Register for section 001 of HDFS 4314 for 3 hours credit. Register for sections 001 and 002 for 6 hours credit, when offered. 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 Cristobal Chavez in the HDFS office (507 in the Human Sciences Building).