

Instructions for Community Practicum HDFS 4314

1. **Turn in this form to the Advising Office** after which a permit will be given to allow you to register for HDFS 4314 in the appropriate section/s. For 3 hours of course credit (90 hours of volunteer work), sign up for **HDFS 4314, Section 001 or 003**. For 6 hours of course credit (150 hours of volunteer work) also sign up for HDFS 4314, Section **002**. Section 001 or 003 is the class that all students **MUST** attend. **DO NOT** sign up for Section 002 by itself. Section 002 is only an indicator for the 150 hours option.

Return this form to HS 159 Advising Office or email the HDFS advisor prior to registration.

2. **Register for HDFS 4314.** You **DO NOT** need to be approved by the practicum site to register for the course HDFS 4314.

3. **Choose a practicum site.** Your practicum must be done in Lubbock; done for course credit, not for salary- these must be unpaid positions; and should not be done at the same place where you are working. A list of approved Practicum sites is available at: https://www.depts.ttu.edu/hs/hdfs/career_paths/practicum.php

4. **Contact the approved practicum site** that is of interest to you. Treat any site as a job interview; dress professionally and be prepared to discuss the reasons for your interest. Note that some sites require contact very early in the semester (for example, Child Life) – even before you register for HDFS 4314.

5. If your ideal site is not listed, a detailed email to the instructor of the course should be given explaining why a new site is preferred over others on the list; new site information; website; and any other information. The list of sites should be consulted *before* requesting another site. Alternative sites must receive approval.

6. **Contact your Course Instructor** who will have further instructions. It is important to **make arrangements for your practicum the semester before you take HDFS 4314**. This includes applying for the practicum through Advising, contacting the Site Supervisor, and contacting the Course Instructor.

Not making arrangements the semester prior to your practicum may cause serious delays in completing hours.

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 for the HDFS 4314.

Junior/Senior Classification and 2.5GPA are required for enrollment.

Name: _____

R#: _____

Semester of requested enrollment: _____

Is this term your graduating term? _____ Priority given to graduating students.

Current Classification (Check one):

____ Junior

____ Senior

Current Institutional TTU GPA: _____

Semester hours requested (Check one):

____ 3 hours (90 hours of practicum)

____ 6 hours credit (150 hours of practicum)

I understand all information above and will complete and turn in the separate application form to the practicum instructor (please initial): _____



TEXAS TECH UNIVERSITY

College of Human Sciences