

**COMMUNITY PRACTICUM PROGRAM**  
Department of Human Development and Family Studies  
College of Human Sciences  
Texas Tech University

**PROGRAM OBJECTIVES**

1. To give students an opportunity to relate and apply in a professional environment the theory and skills learned in a classroom setting.
2. To increase student awareness of social issues, legislative initiatives, and the ways in which these impact organizations, agencies, and individuals within the community.
3. To have students identify, understand, interpret, and analyze the issues and problems confronting an organization or program which directs services to particular groups of individuals and/or families.
4. To assist students in establishing a professional identity in a human service or other related service delivery system.
5. To help students develop the professional skills necessary for an entry level employment position including understanding the importance of good oral and written communication skills, meeting deadlines under pressure, and developing standard professional courtesies.
6. To give support to community agencies, organizations, and businesses through the assistance of student volunteers.
7. To provide a mechanism for the Department and College to receive input from the field in order to make courses, advising, and curriculum relevant to professional needs and concerns.

**PLACEMENT APPROVAL**

The Department may approve professional work experience that:

1. Is in accordance with the objectives specified for the student in 1-5 above.
2. Is supervised by an experienced worker who will be able to direct, guide, and evaluate the student's performance with the organization.
3. Is planned in advance, with the student's responsibilities, activities, and role within the organization defined.

4. Has ample time allotted for the student prior to the experience for preparatory readings, training sessions, and other introductory work as appropriate for the setting.

### PRACTICUM SITE RESPONSIBILITIES

1. Prior to the practicum, an organization representative interviews the student and makes a decision about the student's fit within their organization. When a student is accepted for a practicum, the organizational representative provides information on the role of the organization within the community and its internal functions and operations.
2. The organization outlines/negotiates the student's activities, duties, responsibilities, role, and supervision within the organization and discusses with the student organization expectations.
3. The student's on-site supervisor provides periodic feedback to the student on her/his performance, gives constructive criticism, and contacts the Department practicum instructor for additional input if necessary.
4. The on-site supervisor monitors student hours and submits a signed statement to the Departmental practicum instructor that the student has completed either 90 or 150 hours of work. Any training received by the student may be included in these required hours.
5. The on-site supervisor submits an evaluation at the end of the practicum experience to the Departmental practicum instructor. Standard forms will be given to students to submit to the supervisor for this purpose. Prior to mailing these forms to the practicum instructor, supervisors review the evaluations with the student.

### STUDENT RESPONSIBILITIES

At the time of registration, students receive a packet of practicum materials which includes instructions, the practicum application form, practicum objectives, and a list of approved practicum placement sites. During the semester prior to practicum enrollment, the student should:

1. Carefully consider the type of practicum placement site that would best meet their needs.
2. Initiate interviews with potential practicum sites so that both the student and the organization can determine whether there is a good fit between student interests and abilities and the practicum site requirements.

3. Finalize a practicum placement site and submit the completed Practicum Application Form to the practicum instructor via the HDFS office (HS 159).

During the practicum experience, students are responsible for fulfilling commitments to the organization as well as for completing Departmental requirements as specified in the course syllabus.

### PRACTICUM INSTRUCTOR RESPONSIBILITIES

The Departmental practicum instructor:

1. Develops community practicum opportunities and handles liaison and coordination with community organizations.
2. Meets individually with students and conducts on-site visits to discuss the practicum experience.
3. In a classroom setting, provides an opportunity for students to learn about career planning and placement services, preparation for employment or for graduate school, and to exchange information about practicum experiences.
4. Works with the on-site supervisor and the student to resolve any problems that may arise during the practicum experience.
5. Determines grade assignments for the practicum.
6. Relays to the department suggestions from community organizations which may be relevant to departmental curriculum decisions.

For further information about the community practicum program contact Dr. Jean Scott, Professor, Human Development and Family Studies, Texas Tech University, Lubbock, TX 79409; 806-834-6589ext. 269; [jean.scott@ttu.edu](mailto:jean.scott@ttu.edu)