

HDFS 4314 Community Practicum
Department of Human Development & Family Studies
College of Human Sciences
Texas Tech University

Instructor: Stephanie Shine, Ph.D. FALL 2019
 Phone: (806) 834-4664 HOLDEN 00038
 Office 507J TUES - THURS 8:00-9:20am
 Email: stephanie.shine@ttu.edu
 Office Hours: MON 9-10; TUES 9:30-10:30 and by appointment

Section 001 is for students who complete 90 and 150 practicum hours.
Section 002 is additionally required for students who complete 150 practicum hours.
 If you are enrolled in section 002, you **MUST** also be enrolled in section 001.
 Please read the whole syllabus carefully!

Course Description: Supervised experiences in established career-related positions.

EXPECTED LEARNING OUTCOMES AND ASSESSMENT

Upon successful completion of the course, students will be able to:

1. Apply in a professional setting the theory, knowledge, and skills learned in the classroom.
2. 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.
3. Identify, articulate, and reflect critically on ethical issues in personal, professional, and /or civic life from one's own perspective as well as that of others.
4. Identify career possibilities and/or articulate plans for other postgraduate opportunities.
5. Demonstrate professional skills necessary for an entry level employment position including good oral and written communication, meeting deadlines and appointments, preparation of a resume, presentation of the field experience, a course paper, and the site supervisor's evaluation of practicum work. For all aspects of the course, the importance of demonstrating professionalism is emphasized.

These learning outcomes are assessed through course assignments including journal entries, class presentations, and a final paper as well as evaluation by the practicum site supervisor.

DATES AND DEADLINES!

Required class meetings: AUGUST 27 - OCT 3

Attendance is an expectation and an important part of the professional training for this course. Missing class will result in a 30 point deduction per absence from the point total. If an absence is documented with a doctor's note or official university letter, students may avoid the point deduction by **completing a two-page written assignment**.

You must request the written assignment and submit it by the assigned due date to avoid deduction of points, and the assignment must be of high quality in order to be considered appropriate. Attendance will be taken at the beginning of class by signing a roll sheet and each student will be individually responsible for signing in at each class meeting.

BEFORE YOU BEGIN YOUR PRACTICUM**All documents are posted on Blackboard**

1. Choose an approved site from the HDFS website. If a site you are interested in is not listed, provide them with the **Practicum Organization Application (C)** and the **Practicum Roles and Responsibilities (D)**. They need to submit **Application (C)** to me for consideration ASAP.
2. Turn in the **Practicum Student Application (A) to me** (approved sites only).
3. **Meet with the on-site supervisor of an approved site. Bring them these five documents posted on Blackboard - B, C, D, E and F:**
 - B - Letter to your Site Supervisor.**
 - C - Practicum Organization Application** (even if they are already an established practicum site).
 - D - Practicum Roles and Responsibilities** (please read this!).
 - E - Objectives Letter**
*Fill this out with the site supervisor and return to me for approval before beginning any hours. **Be prepared with your learning objectives before the meeting!** Let me know if you want help with your learning objectives. Examples of learning objectives: *Practice child guidance techniques. Learn the purpose of neurocognitive therapy. Learn how this agency meets the needs of the hungry. Gain experience planning events for families. Become familiar with the needs of families with sick children. Become aware of the legal and policy challenges of adoption in Texas.**
 - F - Supervisor Evaluation Form** (please read to see how you will be evaluated on-site).

WHEN CAN I START MY HOURS? As soon as you turn in to me your **Student Application (A)** for an approved site and **Objectives Letter (E)**. Once I approve your objectives, you may begin your hours at your site.

WHEN DO I FINISH MY HOURS? The last day to complete practicum hours is **December 4**. Any exception must be due to unusual circumstances, requested to me by NOV 15, approved by me, and agreed upon by your site. Failure to plan is not an unusual circumstance. **Plan carefully to complete your hours by the deadline. Not completing practicum hours will result in a failing grade for the class.**

ASSIGNMENTS**1. APPLICATION (20 points)**

WHERE: Turn into me in my office, in class, or by email.

WHEN: **by Sept 10 at the latest.**

WHAT: A document needed before starting your hours; *the application must be from an approved site.*
Full points unless it is incomplete, late, or requires a reminder from me.

WHY: To provide a record of your practicum choice and to provide site contact information.

2. OBJECTIVES LETTER (20 points)

WHERE: Turn into me in my office, in class, or by email.

WHEN: **by Sept 10 at the latest.**

WHAT: A document needed before you can be approved to start your practicum.
Full points unless it is incomplete, late, or requires a reminder from me.

WHY: To practice setting objectives; inform your site of your objectives, and help you evaluate your experience. Setting objectives should lead to a meaningful practicum experience.

3. CLASS PPT PRESENTATION OF YOUR SITE (30 points)

WHERE: PPT presentation in class;

WHEN: You will sign up for a class presentation.

WHAT: Presentations should be 5 minutes in length, 2-3 PPT slides, and include the following:

- (a) Name of the organization and description of its purpose and activities.
- (b) Your work in the field, including any formal training you receive.
- (c) The site's contribution to the community and to your career goals.

Those with the same site must give their presentations together (and still use 2-3 slides).

WHY: To help you to learn about your site; to allow students to learn about community organizations.

4. TWO COPIES OF YOUR RESUME (20 points)

WHERE: One copy turned in on Blackboard Assignments; one copy brought to class.

WHEN: **by SEPT 9 on Blackboard Assignments; on Sept 10 in class.** No late resumes accepted.

WHAT: A one-page resume.

WHY: To begin your professional resume; to learn about resume writing.

5. TEN JOURNAL ENTRIES (100 points)

WHERE: Blackboard Discussion Board; see left panel under Course Tools.

WHEN: **by SEPT 7, 14, 21, 28, OCT 5, 12, 19, 26, NOV 2, 9**

You will have a week to make each entry; only one entry per week.

WHAT: Thoughtful reflections on your practicum experience, 5-8 lines each in paragraph form.

Entries *should be reflective, interesting, revealing, and specific*. You may report on what is striking, interesting, surprising, or frustrating. You may write about what goes well and what does not. You may describe how you are meeting your objectives. (Your journal entries will not be reported to your practicum supervisors.) Your entries may be helpful as you write your final reflection paper. If you have not begun your practicum hours by the first journal dates, discuss your expectations, prior experiences, knowledge, or research related to your site.

WHY: To give you a chance to describe, analyze, evaluate and reflect upon your experience.

6. FINAL REFLECTION PAPER (50 points)

WHERE: Blackboard Assignments

WHEN: **by NOVEMBER 17.**

WHAT: An analysis of your practicum experience.

3-4 pages, typed, double-spaced.

First, briefly describe your practicum site and your work at that site.

Then, in separate paragraphs, reflect on your experience in relation to each of the following:

- (1) Your past life experiences.
- (2) Your learning (theories, research, conceptual models, key concepts) in two HDFS courses.
- (3) Your personal and professional ethical values.
- (4) Your 3 learning objectives – discuss each one and explain how and why it was (or was not) met.
- (5) Your future career goals.
- (6) Your views of community engagement.

WHY: To reflect in depth on your practicum experience and connect it to your life, course work, values, objectives, future goals and views.

7. STUDENT EVALUATION OF SITE (30 points)

WHERE: Blackboard Assignments

WHEN: **by NOVEMBER 22.**

WHAT: Using Form G, write a thoughtful and thorough assessment of your practicum site.

WHY: To give you an opportunity to evaluate your site; to provide information about the value of this site for HDFS students.

8. SUPERVISOR EVALUATION (50 points)

WHERE: Your site supervisor must send me the completed form that you deliver at the first meeting.

WHEN: **by DECEMBER 5;** *You must follow up with your supervisor to make sure this is submitted.*

Not getting a supervisor evaluation or certification of hours will result in a failing grade for the class.

WHAT: An assessment of your on-site performance.

WHY: To give me and you an evaluation of your practicum performance.

GRADING

Professionalism. Both in the fieldwork setting and in meeting class requirements, professionalism is a key component of this course. Professionalism on site means adhering to all regulations and guidelines of your site, as if you were an employee, including arriving at work at the scheduled times, performing work as directed, maintaining confidentiality and following all ethical guidelines.

Both in class and on site, you are expected to take responsibility for reading or listening to instructions, completing work according to the guidelines, and getting it in on time.

Because of this focus on professionalism and deadlines, assignments and documents will not receive full credit if submitted after the date listed in the syllabus. 25% of the total number of points will be deducted for each day late. Journal entries cannot be made up. Late resumes will not be accepted.

If a student engages in unethical behavior or serious violations of agency policy, the actions could be a basis for dismissal from the practicum and a failing grade for the class. *This behavior may include lateness, failing to arrive without notice to your site, talking on your phone or otherwise being inattentive during your hours.* Any violation of ethical guidelines in any aspect of the course may result in a grade of F for the course.

Grade Points

	Requirement	Points
1	Application	0-20
2	Objectives	0-20
3	Class PPT Presentation	0-30
4	Resumes	0-20
5	Ten Journal Entries	0-100
6	Final Reflection Paper	0-50
7	Student Evaluation of the Site	0-30
8	Supervisor Evaluation	0-50

Grading Scale

Points	Grade
320 - 288	A
287 - 256	B
256 - 224	C
223 - 192	D
191 and below	F

COURSE POLICIES

All fieldwork must be done in Lubbock.

Practicum students are responsible for providing their own transportation to and from fieldwork sites. Automobile insurance, which is the responsibility of the student, will meet the minimum standard required by the state of Texas. Health and accident insurance is the responsibility of the student. As a volunteer, you will not normally be covered by the policies of the organization or agency.

If any problems arise during the course of your fieldwork, contact me by email. I will assist you in working these out with your site supervisor. Except in the case of unusual circumstances, you are expected to fulfill your commitment to the fieldwork site listed on your Practicum Application Form.

Disability Needs

Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services during the instructor's office hours. Please note instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. For additional information, you may contact the Student Disability Services Office at 806-742-2405.

Academic Integrity (OP 34.12)

Texas Tech University Policies regarding academic integrity will be followed.

"It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and high standard of integrity. The attempt of students to present as their own any work not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offenders liable to serious consequences, possibly suspension.

"Scholastic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such an act.

A. "Cheating" includes, but is not limited to:

- (1) Copying from another student's test paper;
- (2) Using during a test materials not authorized by the person giving the test;
- (3) Failing to comply with instructions given by the person administering the test;
- (4) Possession during a test of materials that are not authorized by the person giving the test, such as class notes or specifically designed "crib notes." The presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test.
- (5) Using, buying, stealing, transporting, or soliciting in whole or in part the contents of an unadministered test, test key, homework solution, or computer program;
- (6) Collaborating with or seeking aid or receiving assistance from another student or individual during a test or in conjunction with other assignment without authority;
- (7) Discussing the contents of an examination with another student who will take the examination;
- (8) Divulging the contents of an examination for the purpose of preserving questions for use by another when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to or kept by the student;
- (9) Substituting for another person or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- (10) Paying or offering money or other valuable thing to or coercing another person to obtain an unadministered test, test key, homework solution, or computer program, or information about an unadministered test, test key, homework solution, or computer program;
- (11) Falsifying research data, laboratory reports, and/or other academic work offered for credit; and
- (12) Taking, keeping, misplacing, or damaging the property of the university or of another if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.

B. "Plagiarism" includes, but is not limited to:

the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit."