SCHOOL OF HUMAN SCIENCES

HMS 420—Practicum

Spring 2016

(3 credits)

| Professor: Lisa Mize, PhD | Course Time & Location: Online (3 credits) | Phone: Office: (936) 468-6720 |
| Office: EDAN 120 | Office Hours: Monday: 2:00 – 3:00 PM, Tuesday: 10:00 - noon, Wednesday: 10:00-noon | HMS Office: (936) 468-4502 |
| Email: For course related issues, please use the e-mail feature in D2L Learning Management System in MyCourses |

Prerequisite: HMS 342

I. Course Description:

Supervised on-the-job training program in professions related to the field of Child Development and Family Living.

II. Intended Learning Outcomes/Goals/Objectives:

The College of Education’s mission is to prepare competent, successful, caring and enthusiastic professionals dedicated to responsible service, leadership and continued professional and intellectual development.

In the College of Education at Stephen F. Austin State University, we value and are committed to:

• Academic excellence through critical, reflective and creative thinking

• Life-long learning
• Collaborative and shared decision making
• Openness to new ideas, culturally diverse people and innovation and change
• Integrity, responsibility, diligence and ethical behavior, and
• Service that enriches the community

Program Learning Outcomes

Learners will identify social & cultural influences affecting family life.

Learners will recognize healthy and unhealthy characteristics pertaining to family relationships.

Learners will apply appropriate practices based on theories of human growth and development to individuals and families.

Learners will apply strategies based on the child’s age/stage of development to promote effective developmental outcomes.

Learners will demonstrate professional behaviors that are reflective of ethical standards and practice

Learners will develop culturally-competent educational materials and learning experiences.

Student Learning Outcomes

Increase knowledge of a profession related to Child Development and Family Living.

Gain experience of how professionals interact within the work environment.

Implement positive interpersonal skills in the work environment.

Expand decision-making skills in the work environment.

Improve organizational and time management skills.

III. Course Assignments, Activities, Instructional Strategies, use of Technology:

Course Assignments/Activities include: Journal entries, Time records, Self-evaluations and Site Supervisor Evaluations at 60, 125, 300 hours, Letter of Appreciation to the Agency, and My Practicum Presentation

IV. Evaluation and Assessments (Grading):

Students must earn a “B” or better to pass HMS 420
Student Work Schedule (50 pts):

You will submit a work schedule during the 3rd week of the semester through the Dropbox. In the event that your work schedule changes, it your responsibility to inform the professor of the changes in a timely manner.

Student Monthly Journal Entries (60 pts each/Feb March and April):

All students are required to submit a monthly journal entry capturing your weekly Practicum experiences. Journal entries must be typed, double-spaced and uploaded as an attachment to the Dropbox. Download the journal entry form and type responses directly on the journal entry forms. Late journal entries will not be accepted. The Journal Entry Form is located on the contents page in D2L.

3. Student Monthly Time Record (60pts each/Feb March and April):

All students must document accrued Practicum hours on the Time Record Form posted in D2L. Each time record must be signed by your agency supervisor and then scanned and attached to the corresponding Dropbox assignment each month. Time records submitted without the site supervisor signature will not receive credit. Refer to the Course Timeline for due dates. If you do not have a personal scanner, you should locate a place to scan your weekly Time Sheet, such as a computer lab, library, Staples, etc. Monthly records should not be mailed or placed in instructor’s mailbox or under office door. The Dropbox closes on the scheduled due date – so plan ahead!!!

3. Site Supervisor Evaluations of the Student (100 pts each):

Supervisors will complete an evaluation at the 60, 125, and 300 Hour Mark. The instructor will e-mail each site supervisor with instructions.

4. Student Self-Evaluations (25pts each)

Students are required to conduct an evaluation of the Practicum experience at the 60, 125 & 300 hour mark. Review the Dropbox for information regarding Practicum Self-Evaluations. Use the Practicum Self-Evaluations to complete this assignment. Refer to course Timeline for due dates.

Letter of Appreciation (50 pts)

Develop a letter that will be mailed to your Site Supervisor showing your appreciation for this learning experience. Refer to timeline for due date.

6. Student “My Practicum” Power Point Presentation (100 pts)

Create an 8 - 10-slide presentation giving an overview of your Practicum Site and activities. Upload via Discussions. Please include the following:

Slide 1 – Title Slide
Provide your name and photo plus “Interning at….(give the name of your Practicum location) (be sure to have permission from your site to use photographs in your presentation).

Slide 2 – Agency Overview

The agency Mission Statement (brief)

Other locations (if any)

Scope of services provided to public

Slide 3 - Employer/Supervisor

Title of your employer/supervisor with brief biographical sketch of his/her professional activities and qualifications

The agency organizational chart

Slides 4 – 8/10 - Your Experience

Include highlights of what you did during your Practicum

Provide Pictures/photos

Post your presentation to the Dropbox.

The following grading scale will be used to determine your final grade for the course.

90%=A 841 - 935

80%=B 748 - 840

70% and below = F and student must repeat HMS 420 (747 and below)

Accruing Practicum Hours

Students are required to complete 300 Practicum hours for the course and document accrued Practicum hours on the time record posted in D2L. Students may not accrue the 300 Practicum hours prior to the 13th week of the course. Thus, you will need to collaborate with your site supervisor to develop a schedule that will allow you to complete the Practicum hours over a period of at least 13 weeks. Practicum hours accrued prior to the start of the semester should be pre-approved by the HMS 420 Instructor. If you complete your Practicum hours before the semester ends, you will need to continue to submit the monthly time record and journal entries until dead week. You will write this statement on both the time sheets and journal entries “I have completed my Practicum hours” to receive credit.
Successfully completing HMS 420.

In order to successfully complete HMS 420, students must adhere to the requirements set forth by the Practicum site and course requirements as scheduled in this class. You should be mindful to present yourself in a professional manner and exhibit behaviors that express your willingness to assist children and families with improving their well-being. Be sure to complete all required assignments and abide by the directives provided by your site supervisor. Keep in mind that you are required to obtain a “B” as the overall grade for the course. Students who fail to achieve a B will not successfully complete the HMS 420 and be required to retake the course at a different time. A grading scale for number of possible points is listed in the course syllabus.

Assignment Policy

All posted assignments must be double-spaced, typed in 12 inch font, use Arial or Times New Roman writing style. No late assignments are accepted

Communication Etiquette Policy: When communicating with professor using email, please send emails through the D2L system instead of sending emails to the professor’s SFA email address. You can expect emails to be answered within 24-48 hours after receipt of your email. Emails received after 12 noon on Friday’s will most likely not receive a response until the following Monday. If the Monday is a holiday, then your email will most likely receive a response on the following Tuesday. Be sure end the email by including your first and last name and student ID #

V. Tentative Course Outline/Calendar:

Each student's schedule for completing 225 hours is coordinated with their agency supervisor.

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DUE DATES (for Time Sheets, Journal Entries and other assignments)</th>
<th>Possible POINTS Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Review the course syllabus, start accruing Practicum hours</td>
<td></td>
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<tr>
<td>Week 2</td>
<td></td>
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<tr>
<td>Week 3</td>
<td>Work Schedule due by 11 PM</td>
<td>50</td>
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<tr>
<td>Week 4</td>
<td></td>
<td></td>
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<tr>
<td>Week 5</td>
<td>TR &amp; JE Due by 11 PM</td>
<td>120 (60 each)</td>
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<td>Week 6</td>
<td></td>
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<tr>
<td>Week 7</td>
<td>60 hr. Student &amp; Supervisor Evaluations Due by 11pm</td>
<td>125</td>
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<tr>
<td>Week 8</td>
<td></td>
<td></td>
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<tr>
<td>Week 9</td>
<td>TR &amp; JE Due by 11 PM</td>
<td>120 (60 each)</td>
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<tr>
<td>Week 10</td>
<td></td>
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<tr>
<td>Week 11</td>
<td>125 hour Student &amp; Supervisor Evaluations Due by 11pm</td>
<td>125</td>
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<tr>
<td>Week</td>
<td>Assignment</td>
<td>Points</td>
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<tr>
<td>Week 12</td>
<td>Letter of Appreciation to Dr. Mize for review by 11 PM</td>
<td>50</td>
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<td>Week 13</td>
<td><strong>The Earliest that Practicum Hours can be complete</strong></td>
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<td>Week 14</td>
<td>“My Practicum” Presentation Due by 11 PM</td>
<td>100</td>
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<td></td>
<td></td>
<td>120 (60 each)</td>
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<tr>
<td>Week 15</td>
<td>Student and Supervisor 300-hour evaluations due by 11 PM</td>
<td>125</td>
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<td>Week 16</td>
<td>Final Exam</td>
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<td></td>
<td>Mail Letter of Appreciation to Site Supervisor</td>
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</tbody>
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VI. Readings (Recommended)


VII. Course Evaluations:

Near the conclusion of each semester, students in the College of Education electronically evaluate courses taken within the COE. Evaluation data is used for a variety of important purposes such as course and program improvement, planning, and accreditation, and instruction evaluation purposes. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the COE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical! Five extra-credit points will be awarded for each student who completes the online course evaluation by the specified date.

In the Perkins College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

VIII. Student Ethics and Other Policy Information:

In the event of widespread technical difficulty, (i.e., hurricane) due dates for assignments and exam deadlines will be adjusted. Each student should have a backup plan for submitting assignments on or before the due date in case of individual technical difficulty. Individual computer problems and inability to access internet is not an excuse for missed or late assignments or missed exams. Students are advised to not wait until the last few minutes to submit assignment or log on to take exams. Submit assignments and log on to exams early enough that you can implement a backup plan if necessary.
Each student should check their grade points regularly. Any grade point discrepancies must be resolved within one week after assignment grades have been posted, otherwise the posted grade points are considered final.

Students with Disabilities—To obtain disability related accommodations and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, Room 325, (936) 468-3004/ (936) 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information refer to: HYPERLINK "javascript:doWindowOpen('http://www.sfasu.edu/disabilityservices','new_frame','width=600,height=420,menubar=1,toolbar=1,scrollbars=1,status=1,location=1,resizable=1',0)" www.sfasu.edu/disabilityservices.

**Academic Integrity:**

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work that has been purchased or otherwise obtained from an Internet source or another source; and (2) incorporating the words or ideas of an author into one’s paper without giving the author due credit. Please read the complete policy at HYPERLINK "http://www.sfasu.edu/policies/academicintegrity.asp" http://www.sfasu.edu/policies/academicintegrity.asp

Stephen F. Austin State University considers academic dishonesty a completely unacceptable mode of conduct and, therefore, it will not be tolerated in any form. Students involved in academic dishonesty will receive a zero on the first assignment discovered to be falsified in any way. If an additional instance of cheating in any form is discovered, the student has chosen to receive an F in the course. Additional discipline may include suspension or expulsion from the University. (See Academic Integrity A-9.1)

**Penalties for Academic Dishonesty**
Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.

Student Appeals

A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

Withheld Grades Semester Grades Policy (A-54)

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which the WH is assigned, or the grade automatically becomes an F. If students register for the same course in future terms, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Acceptable Student Behavior

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

LiveText:

LiveText is the data management system used by the Perkins College of Education for program improvement and accreditation. All students are required to purchase a LiveText account, either through the University Bookstore or at HYPERLINK "http://www.livetext.com" www.livetext.com. This is a one-time purchase, and the account will be used throughout your program. Required program assignments must be submitted through LiveText. Successful completion of the course and program are dependent on submission of all required LiveText assignments. (At this time, there is not a Livetext assignment submission for this course.)

IX. Other Relevant Course Information:

The Course Timeline is Tentative.
Activity Details

Required: Automatic

View this topic to complete the activity

Draft Status For HMS 420 Syllabus fall 2015:
Published

Description

Add a description...

Options

Send to Binder is enabled

Learning Objectives
Completion Summary

HMS 420 Syllabus fall 2015.docx - Last Modified Jan 9, 2016 8:25 AM

Activity Details

Required: Automatic

View this topic to complete the activity

Edit restrictions for Syllabus HMS 420 Mize Spring 2016
Add dates and restrictions...

Draft Status For Syllabus HMS 420 Mize Spring 2016:
Published

Description

Edit description for Syllabus HMS 420 Mize Spring 2016
Add a description...

Options

Edit whether this topic can be sent to Binder
Send to Binder is enabled