Instructor: Kate H. Fletcher, M.S.  
Phone: 352.273.3517  
Office: 3038 McCarty D  
E-mail via Sakai ONLY: Fletcher, Kathleen

Office Hours: By appointment

Description:

This course does not meet as a regular class. All assignments are submitted through E-Learning except for the Final Signature/Evaluation Form. Points will be deducted for late assignments. Follow the instructions provided for each individual assignment. You are responsible for sending in four (4) Journals. Journal 1 should be submitted after 30-40 hours of agency work time for 160 hour practicum students, or 65-80 hours for 300 hour practicum students. I will not accept back to back journals. In other words do not send two or three journals together or wait until the end of the semester to submit them all. You will not be given credit for these types of submissions. It is your ultimate responsibility to submit each portion of this course via E-Learning. If you encounter any technical issues with E-Learning you should contact the help desk at (352) 392-HELP. I will not accept late assignments or email unless you have a "ticket number" from the HELP Desk. Please include the ticket number when you submit your assignment via E-Learning's email.

E-Learning: https://lss.at.ufl.edu/

All assignments with the exception of the final signature/evaluation form will be turned in to the E-Learning site at https://elearning2.courses.ufl.edu/.

*Note: This course does NOT use the calendar tab in sakai. Please see the Calendar Fall 2013 document (in resource tab and at end of this syllabus) for the due dates of this semester.

Course Overview:

Course title: Practicum in Family, Youth and Community Sciences  
Course number: FYC 4941

Course description: The practical component of this course provides upper division students hands-on experience in their chosen profession. Students will work under the direct supervision of agency or organization personnel, while practicing the cognitive and relational skills learned in previous courses. Students are expected to learn about the agencies' organizational culture, policies, goals and objectives, relationships with other agencies, the various roles of agency personnel, and the clientele served. Required assignments are to provide assistance in processing and assessing the practicum experience. Topics covered are related to professional issues and responsibilities such as understanding the culture of the organization, issues of communication and ethics, technology in the workplace, career planning, etc. In addition to assisting students in processing the learning from their individual work experience, the course provides hands-on experience to useful career planning and resume building.

Prerequisite(s): FYC 3001, FYC 3101 or SYG 2430, and FYC 3201, FYC 3401, all with C or
better.

FYC4409 for all Nonprofit Minors

Goals & Learning Objectives:

This course will enable students to:
1. Develop an understanding of their professional role in the agency.
2. Reflect on the practicum experience and how it has affected each student's career plans and goals.
3. Apply classroom knowledge and skills to a practical work environment.
4. Gain hands-on experience in a professional setting.

Course Requirements & Assignments:

The practicum is a two (2) or three (3) credit requirement for students majoring in Family, Youth and Community Sciences or who are working to complete a minor in Organizational Leadership for Non-Profits. The student in this class earns two (2) credits for 160 hours or three (3) credits for 300 hours of practical work completed. Assignments are also given to fulfill course requirements.

In order to complete this practicum students are required to do the following:
1. Complete 160 hours (or 300 hours if taken for three credits) of practical work experience (50 points). You are awarded these points when you submit the “Final Signature/Evaluation Form” signed by your site supervisor at the end of the semester.
2. Complete three (3) of five (5) Read and Respond assignments (5 points each).
3. Complete and submit four (4) journal entries (6 points each).

Introduction:

Requirements:

Prior to starting practical work, students should have completed and had their adviser approve the "Student Proposal for FYCS Practical Learning Experience". Upon completion of the proposal you should make a copy and share it with your agency supervisor.

Upon completion of the required hours students must complete and submit the FYC4941 “Final Signature/Evaluation Form”. The form must be signed by the employer/supervisor and the student. Forms are available/downloadable on the Home Page on E-Learning. The practical work component of this course counts for 50% of the overall grade (50 points out of 100). Should you not complete the required hours, points will be deducted from your final score at .50 points for each hour.

Journals:

To help students reflect on their practicum experience, a journal or log will be posted on the E-Learning site discussion board by each student. Each journal entry should focus on the events of the time period they worked, how knowledge and skills from class impact those experiences, and how the practicum is affecting the student’s career plans and goals. Each entry must include the name of the site, number of hours worked and the dates. Journal entries are expected to submit them in a timely manner according to the number of hours you have completed. If you are working 160 hours, then submit a journal approximately every 40 hours of time spent at the agency. Students working 300 hours should submit approximately every 75 hours. NOTE: The journals must accurately reflect the work you are doing at the agency during a specific time period and be submitted in a timely manner (i.e., the journals should be submitted shortly after you complete the hours). If more than one journal entry is submitted at the same time only one will be accepted. Each Journal must be submitted directly into the E-Learning textbox, not as a Word document or PDF attachment. Type your responses in a word document and then cut and paste into the E-Learning textbox. Not following instructions will result in a point deduction.

Read & Respond Assignments:

Located in the "Assignments Module" section of this website are five articles that are relevant to the practicum experience. Students are required to read at least three of the five articles (over the course of the whole semester) and then answer the questions in the assignment folder. The questions
are also stated at the bottom of the articles. Each Read and Respond assignment involves reading and responding to 1 article and its subsequent questions. There are 3 Read and Respond Assignments over the course of the whole semester. Read and Respond should be submitted by the required due dates listed in the resources tab under respective summer section. Each R & R assignment must be submitted in the text box of E-learning not as a Word document or PDF attachment. Type your responses in a word document and then cut and paste into the E-Learning textbox for that assignment. Format Correctly in accordance to assignment directions. Include your name, a heading to your submission stating which Read and Respond you are completing and write out the question before writing your response.

Final Paper Assignment and Signature/Evaluation Form:

The final report and assignment instructions will be available to you later in the semester via E-Learning. The final assignment counts for approximately 11% of your overall grade (11 points). This assignment is required, if not completed you will receive an unsatisfactory grade or “U”. A template is provided for you on the course website. Your final assignment should follow this template exactly or points will be deducted.

The Final Signature/Evaluation Form (worth 50 points) must be submitted upon completion of the practicum. You must have your supervisor’s signature and evaluation completed by April 25, 2014. If you continue to work beyond the designated hours please be certain this form is completed by your supervisor before the final due date so that an S or U grade can be entered for you. Complete instructions for you and your supervisor will be attached to the form on the E-Learning site.

Grading:

The journal entries, read and respond, and final paper count for 50% of your overall grade. These assignments will be graded on the quality & content of the writing. Be sure to spell check and proof read before submitting, I will take points away for not following directions, poor grammar and spelling errors.

Grading Summary:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical Work Experience</td>
<td>50</td>
</tr>
<tr>
<td>Read and Respond: (3 x 5 points ea)</td>
<td>15</td>
</tr>
<tr>
<td>Journal entries: (4 x 6 points ea)</td>
<td>24</td>
</tr>
<tr>
<td>Final Report and Evaluation:</td>
<td>11</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

The grading scheme for this class is Satisfactory/Unsatisfactory. In order to receive a “Satisfactory” students must accumulate 90 points.

Assignment Submissions & Due Dates:

All assignments should be submitted through the E-Learning course site (for due dates see the course calendar)

Class Meetings:

Online

UNIVERSITY POLICIES

Incomplete “I”

All of the following must be true for the student to be eligible to receive a grade of “I.” The student has completed a major portion of the course work with a passing grade (D or better), the student is unable to complete course requirements because of documented circumstances beyond their control, and the student and instructor have discussed the situation prior to the final exam (except under emergency conditions).

Academic Honesty Policy

The University requires all members of its community to be honest in all endeavors. The process of learning is diminished by cheating, plagiarism, and other acts. When students enroll at UF they commit themselves to honesty and integrity. Your instructor fully expects you to adhere to the academic honesty guidelines you signed when you were admitted to UF.

As a result of completing the registration form at the University of Florida, every student has signed the following statement: “I understand the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University. Furthermore, on work submitted for credit by UF students, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

Plagiarism is a very serious form of academic dishonesty. UF faculty use software programs to detect plagiarism. You, and only you, are responsible for preventing plagiarism in your own work. ‘I didn’t know’ is not an acceptable excuse. IMPORTANT!!! Cutting and pasting information from the web has become a tool for writing papers and too often students fail to make appropriate changes to the information or fail to appropriately cite the
information. ANY WRITTEN ASSIGNMENTS THAT ARE NOT PROPERLY CITED WILL RECEIVE A '0' THE FIRST TIME, THE SECOND TIME, THE STUDENT WILL FAIL THE COURSE AND THE CASE WILL BE TURNED IN TO THE DEAN OF STUDENTS OFFICE.

Service for Students with Disabilities

The Dean of Students Office provides individual assistance to students with documented disabilities based upon the need and impact of the specific disability. There is no requirement for a student to self-identify his/her disability. However, students requesting classroom accommodations must register with the Dean of Students Office in 202 Peabody Hall, 392-1261 (Voice)/392-3008 (TDD). Please contact me if you have questions or concerns in this regard.

Computing Desk Help

http://helpdesk.ufl.edu The UF Computing Help Desk is there to assist you with all your computing questions. Phone: 392-HELP, E-mail: helpdesk@ufl.edu, Location: CSE 214/520

Counseling Support Services

Resources are available on campus for students having personal problems or lacking clear career and academic goals, which interfere with their academic performance. These resources include:

- UF Student Mental Health Services: (352) 392-1171 Daytime direct line: Mon. & Fri., 8-5; Tues./Wed./Thurs: 8-6. During hours when the SHCC facility is not open, call the same number to be referred to an on-call counselor. http://www.shcc.ufl.edu
- UF Counseling Center: (352) 392-1575 Daytime direct line M-F, 8-5. After hours, please see other numbers listed in this site: www.counsel.ufl.edu
- Alachua County Crisis Center: (352) 264-6789
- Phone counseling 24 hours a day, 7 days a week.
- Sexual Assault Recovery Services (SARS): Student Health Care Center, 392-1161, sexual assault counseling.
- Career Resource Center: Reitz Union, 392-1601, career development assistance and counseling.

Course Calendar SP14

Students may turn in assignments earlier than the indicated due date.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read and Respond Assignment 1</td>
<td>January 24</td>
</tr>
<tr>
<td>Read and Respond Assignment 2</td>
<td>February 7</td>
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<tr>
<td>Read and Respond Assignment 3</td>
<td>February 21</td>
</tr>
<tr>
<td>Journal 1</td>
<td>January 31 (no later)</td>
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<tr>
<td>Journal 2</td>
<td>February 21</td>
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<tr>
<td>Journal 3</td>
<td>March 21</td>
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<tr>
<td>Journal 4</td>
<td>April 11</td>
</tr>
<tr>
<td>Final Assignment</td>
<td>April 18</td>
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<tr>
<td>Supervisor Signature Form</td>
<td>April 25</td>
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</tbody>
</table>