FYCS 4941: Practicum in Family, Youth and Community Sciences — Section: 1310
SP17 — ONLINE ONLY COURSE

CATALOGUE DESCRIPTION

Work experience in a human/community services agency and a professional seminar to discuss student progress, workplace experiences and issues, and critical topics in professional development. (S-U)

PREREQUISITE(S)

For FYC Majors/Minors: FYC 3001, FYC 3101 or SYG 2430, and FYC 3201, FYC 3401 or URP3001, all with C or better.

For all Nonprofit Minors: *FYC4409 with a B or better.

COURSE DESCRIPTION

This course provides upper division students with 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.

COURSE OBJECTIVES

Upon successful completion of this course, learners will able to:

1. Develop an understanding of your professional role in the agency/organization.
2. Reflect on the practicum experience and how it has affected your career plans and goals.
3. Apply classroom knowledge and skills to a practical work environment.
4. Gain hands on experience in a professional setting.

Kate H. Fletcher, M.S. Senior Lecturer,
Academic Advisor, Practicum Coordinator, &
FYCS Club Faculty Advisor
Dept. of Family, Youth & Community Sciences

Contact Info:
MCCB G085
352-273-3517
Office Hours: M 2-3pm & T 11am -1pm & by appointment
Kate Fletcher Email: **Canvas only** – Please know that I respond to emails M – F 8-4:00pm; **Please Plan Accordingly** ☺

UGTA:
Reed Jostes - r.jostes@ufl.edu

COURSE REQUIREMENTS

The practicum is a three-credit requirement for students majoring or minoring in Family, Youth and Community Sciences or who are working to complete a minor in Nonprofit Organizational Leadership. The student in this class earns three credits for 240 hours of practical work completed. Assignments are also given to fulfill course requirements.

Requirements

In order to complete this practicum students are required to do the following:

1. Complete 240 hours for three credits of practical work experience. Points for these hours are applied when you submit the "Final Signature Form" signed by your site supervisor at the end of the semester.
   <u>This form MUST be received by the due date; failure to do so will result in not passing this course.</u>
2. Read the syllabus and take the Syllabus Quiz.
3. Complete and submit five journal entries by their respective due dates.
4. Submit the Final Signature Form by the due date.

COURSE POLICIES

Attendance: This course does not meet as a regular class.

Contacting the Instructor: Please ONLY use the CANVAS mailbox.

Also, please note the timeframe that I will use for responding to emails: standard office hours (8AM – 4PM, M-F). This timeframe means that if you email me at 9:00 PM I will not respond until 8:00 AM the next business day.

Late Assignments: All assignments are submitted through CANVAS. You are expected to complete all assignments within the course during the timeframe specified. Points will be deducted for late assignments.

> *If you submit your Journals and Final Assignment AFTER the due date, but before the end of the grace period (2 days), you will receive .2 off that Journal or Final Assignment. If you submit your work AFTER the grace period (3 or more days), then it's .3 per business day. Please keep track of each due date and submit your work on or before each due date.*

Follow the instructions provided for each individual Journal, which are all located in *Assignments* in CANVAS. You are responsible for submitting five (5) Journals. Each Journal has an open and close date, you MUST submit your Journals by each due date to receive credit. I will not accept back to back journals. In other words do not send two or more 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 CANVAS on time.

If you encounter any ***technical issues*** with Canvas you should contact the help desk at (352) 392-HELP. I will not accept late Journals, the Final Assignment or the Quizzes unless you have a "ticket number" from the HELP Desk. Please include the ticket number when you email me about your technical issue via my CANVAS email.

Assignments are due on the dates listed in the syllabus, with the following exceptions:

- University-excused absence – You must provide the instructor and site supervisor a written notice of excused absence before your absence.
- Medically-excused absence – You must provide a written notice of excused absence immediately after your return to both the instructor and the practicum site supervisor.

Academic Integrity: Any assignments that you submit must be original works authored by you as an individual student in the course. Your thoughts are unique and valuable, and written assignments provide you with an opportunity to share your insights about our class topics with me. Please remember, that as a result of the registration process at the University of Florida, any enrolled student has acknowledged the following:

> *…the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action…*

and have agreed to the Honor Pledge:

> *We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code.*

Furthermore, on all work submitted for credit by students at the University of Florida, the following pledge is either required or implied:

> *On my honor, I have neither given nor received unauthorized aid in doing this assignment.*

For more information about the University of Florida Student Honor Code, visit the Dean of Students website: https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code

GRADING

Your grade is a direct result of the effort that you put into this course. Each assignment has a possible point value attached to it. You will earn points as you successfully complete each assignment. These points will accumulate to create your final score (see point ranges below for associated letter grade). The journal entries, the quizzes, and final assignment count for 50% of your overall grade. These assignments will be graded on the quality & content of the writing. Be sure to spell check, grammar check, and proof read your work before submitting. Points will be deducted for not following directions, poor grammar and spelling errors.

The grading scheme for this class is Satisfactory/Unsatisfactory.

In order to receive a "Satisfactory" grade, students must accumulate 90 points.

Assignment	Possible Points
Syllabus Quiz	**Out of 5 points**
LinkedIn Profile	**Out of 10 points**
Journal Entries (5 at 7 points each)	**Out of 35 points**
Final Signature Form (240 hours)	**Out of 50 points**
Total	**Out of 100 points**

SPECIFICS REGARDING EACH ASSIGNMENT

Syllabus Quiz (5 points):

Before taking the Syllabus Quiz (5 points), you will need to read this syllabus thoroughly. After reading the syllabus in its entirety, click on *Quizzes* to take the Syllabus Quiz worth 5 points. The Syllabus Quiz will only be for the first two weeks of class. You may retake this quiz up to 2 times to get a perfect score, be mindful that you are responsible for the contents of the syllabus at all times during the semester you are enrolled.

LinkedIn Profile (10 points):

Practicum is considered an emerging professional experience, and as emerging professionals we in FYCS want to help make your transition to the "real world" as successful and smooth as possible. Our goal for this professional LinkedIn profile is to help make you as marketable as possible. One of the requirements for this course is to create a LinkedIn Profile. There are two YouTube videos (included in Assignments) that describe, detail and instruct you on how to create your LinkedIn profile. This profile will include your basic information (you may add specific information to your profile by clicking on "view more" to add: language, volunteering experience and opportunities, organizations, courses, projects, publications, and certifications), a summary, list your experience, education, additional info, honors and awards, and groups (for 2 points extra credit you may choose to join the UF FYCS Department Group on LinkedIn).

You may already be "LinkedIn" with your instructor, Kate H. Fletcher, M.S., if that is the case I will be able to access your account. If you are not already "LinkedIn" with me, please "invite" me. Once you have "invited" me I will receive an email with your invitation (the process is very simple). You will have 2 months to create and add to your LinkedIn profile. I encourage you to add me early so that you can see my profile (as an example). **I must have access to your LinkedIn Profile by the due date** (see course calendar) so that I may grade your profile. Remember, this profile will assist you when you are gearing up to graduate and make that first step into the real world. LinkedIn is considered the "Professional" version of Facebook, so do your best to market yourself accurately and well. If you have any questions or comments please email your instructor in Canvas. There is a grading rubric available to consult when creating/updating your LinkedIn profile.

Journals (5 at 7 points each = 35 points):

In order to help students reflect on their practicum experience, each student will be responsible for keeping a journal. Students will have to post their reflections five (5) times throughout the semester. Each journal will be slightly different so please pay close attention to the directions for each Journal entry.

There are specific questions to answer for each of the four journal entries. Each entry **must include** the following:

- Site name,
- Total hours reported for the current journal submission,
- Dates that correspond to the hours reported for the current journal submission, and
- The Cumulative hours.

Journal entries must be submitted on or before their respective due dates, failure to do so will result in a loss of points. Each journal entry must be submitted directly into the Assignment textbox, not as an attachment. Loss of points will occur for grammar or spelling issues - PLEASE PROOF READ YOUR WORK before hitting the submit button. It is also possible to lose points for not following instructions. Minimum word requirement for each journal entry is 500 words, which does not include any questions asked, only your responses/answers. Not all journals will require a written submission, so please pay attention to the directions for each journal.

Journal 1 will ask you questions that will help get you "thinking" about your site and how what you're doing applies to FYCS/Nonprofits. For those of you who took FYC3001, these questions are very similar to the SLJ questions.

Journal 2 will ask you to move past those initial thoughts discussed in Journal 1. Journal 2 requires you to "dig deeper"-to make significant connections between your practicum site and any of the courses you've taken at UF. Please include up to three (3) references to support "best practices" in this specific environment (organization, agency, NGO, public/government, private). You may use specific theories and/or theorists to support "best practices". You may also use journal articles too.

Journal 3 is geared towards a mid-point evaluation of your progress with your Practicum and a mid-point evaluation of your Practicum Site.

Journal 4 will be an Electronic aka E-Portfolio (EP). This will be a way for you to showcase your work at your Practicum.

- The purpose of this EP is to showcase/highlight what you have accomplished during your time at your Practicum site. Since there is a great level of diversity in FYCS and the Nonprofit minor, this is a unique opportunity to "showcase" all the various activities you've been involved and evidence of learning "on the job skills" during this semester.
    - This E-P will be a creative way for you to showcase your body of work at your Practicum site, therefore a variety of platforms will be accepted, including, but not limited to: Youtube, Google Sites, Wix, Prezi, ePorfolio in Canvas (check the box "Make it Public").
- Your E-P will allow you to connect back to your original learning goals and objectives, all that you've accomplished at your site, and an opportunity to showcase your talents.
- Your intended audience will be for all of the following: Self, Instructor, Peers, Prospective Employers, and FYCS/CALS/UF.
- Due to the timing of this Journal (late in the semester) please view this E-P as an intentional way of presenting an in-depth body of work, reflection, and assessment of your learning this semester.

Journal 5 will ask you questions that will help you reflect on your practicum/emerging professional experience.

Late Journal Submissions: All Journals are submitted through CANVAS. You are expected to complete all Journals within the timeframe specified.

- If you submit your Journals AFTER the due date, but before the end of the grace period (within 2 days of the due date), you will receive .2 off that Journal.
- If you submit your work AFTER the grace period (3 or more days after the due date), then it's .3 per business day.
- **Please keep track of each due date and submit your work on or before each due date.**

NO TWO JOURNALS WILL BE ACCEPTED DURING THE SAME WEEK OF THE SEMESTER.

Final Signature Form (50 points):

Prior to starting practical work, students should have completed and had their adviser approve the Practicum Proposal for FYCS Practical Learning Experience. Upon completion of the proposal you should make a copy and share it with your agency supervisor. The practical work component of this course counts for 50% of the overall grade (50 points out of 100).

Once you have completed the required hours, complete your portion of the Final Signature/Evaluation Form and give it to your Agency Supervisor. The form must be signed and completed by your site supervisor.

The Final Signature Form will then be emailed to khfletch@ufl.edu

NO EXCEPTIONS. If you continue to work beyond the designated hours please be certain this form is completed by your supervisor before the final due date and time so that an S or U grade can be entered. Failure to submit this document by the due date and time will result in an unsatisfactory grade or "U" for the course.

EXTRA CREDIT OPPORTUNITIES

There are several extra credit opportunities available during the course of the semester.

1. You may "stop by my office" (virtually or physically) during the semester you are enrolled for 2 point extra credit. Please email me to arrange a time to meet, either virtually or during my office hours. Availability is available on a First Come, First Served basis. For extra credit, this meeting must occur during the first four weeks of class. Due date will be provided in canvas.
2. You may also choose to add your picture to the Class Roster for 2 points extra credit. Performing this task is super helpful for me, since I may or may not have had you in a class before. To get extra credit, this task must be done during the FIRST week of class. Uploading a picture to the Roster is as simple as uploading a picture to Facebook – follow these steps: click *Setting* in Canvas – you will upload your picture there. Due date will be provided in canvas.
3. For 2 points extra credit you may choose to join the UF FYCS Department Group on LinkedIn. This is a private group for FYCS affiliated people only. We post internships and jobs on this site that are relevant to all FYCS related career paths. Due date will be provided in canvas. If you have *Already* joined this group please email your instructor to let her know so that you can be given those extra credit points.

SPECIAL CONSIDERATIONS

Software Use: All faculty, staff, and students of the University of Florida are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for

the individual violator. Because such violations are also against University rules and policies, disciplinary action will be taken as appropriate.

Student Disabilities: The Disability Resource Center coordinates the needed accommodations of students with disabilities. Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc) by providing appropriate documentation. Once registered, students will receive an accommodation letter, which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Student Complaint Process: http://www.distance.ufl.edu/student-complaint-process

University of Florida Counseling Services: Resources are available on campus for students having personal problems or lacking clear career and academic goals that interfere with their academic performance. These resources include:

- University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575
  www.counseling.ufl.edu/cwc
  - Counseling Services
  - Groups and Workshops
  - Outreach and Consultation
  - Self-Help Library
  - Training Programs
  - Community Provider Database
- Career Resource Center, First Floor J.W. Reitz Union, 352-392-1601
  - www.crc.ufl.edu
- UMatter – UMatter, We Care
  - http://www.umatter.ufl.edu/

Your instructor may also be able to help you locate additional assistance that you may need.

The course calendar is subject to change.

In order for your instructor to grade your LinkedIn Profile You will add me *Before* the due date; search for me as: Kate H. Fletcher, M.S.

Assignment	Due Date
Syllabus Quiz	Friday January 13th at 11:55pm
Journal 1	Friday January 20th at 11:55pm
LinkedIn Profile	Friday February 10th at 11:55pm
Journal 2	Friday February 17th at 11:55pm
Journal 3	Friday March 3rd at 11:55pm
Journal 4	Friday March 24th at 11:55pm
Journal 5	Friday April 14th at 11:55pm
Final Signature Form	Friday April 21st at 11:55pm