

University of Florida
Department of Family, Youth and Community Sciences (FYCS)
FYC 4941 x 14014
PRACTICUM IN FYCS (3 credits)
FALL 2022 Online
Practicum Coordinator & Instructor: Dr. Emily R. Johnson
Email: Canvas **Office Hours:** As requested via Zoom

Note: The instructor reserves the right to change any aspect of this syllabus and to make appropriate updates. Changes to the syllabus, including the course calendar, will be communicated to students in a timely manner.

CATALOGUE DESCRIPTION

In-person 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.

COURSE DETAILS

This course provides students with hands-on experience in their chosen profession and is meant to be a time of service and innovation to the supervising agency, as well as a significant learning opportunity for the student. Only through a practical experience such as this can the efficient application of knowledge, ideas, and skills in a realistic work setting occurs. With this, both the practicum student and the agency should benefit immensely.

Students are expected to learn about the agencies' organizational culture, policies, goals and objectives, relationships with other organizations and the community at large, the various roles of agency personnel, and the clientele served. Required course assessment are to aid in processing and assessing the practicum experience, and all course assessments relate to professional issues and responsibilities, such as understanding the culture of the organization, issues in ethics, and workplace communication.

PREREQUISITES

To enroll in the practicum experience, **FYCS majors** must have completed the following required courses, earning a C or better in each:

- FYC 3001: Principles of FYCS
- FYC 3101 or SYG 2430: Parenting and Family Development; Marriage and Family
- FYC 3201: Foundations of Youth Development
- FYC 3401: Introduction to Social and Economic Perspectives on the Community
- FYC 4622: Program Planning and Evaluation
- FYC 4801: Applied Social Research Methods
- FYC 4931: Professional Development Seminar

To enroll in the practicum experience, **Nonprofit Minors** must have completed FYC 4409: Working with Nonprofits in Community, earning a C or better.

To enroll in the practicum experience, students completing an area of specialization in **Family Life Education (CFLE)** must have completed FYC 4503: Methods of Family Life Education, earning a C or better.

COURSE OBJECTIVES

The major objectives for the practicum experience will enable the student to:

- develop an understanding of their professional role in the agency/organization.
- complete tasks required of a professional in the field.
- apply theory and classroom knowledge and skills to a practical work environment.
- develop skills and increase knowledge in areas of interest.
- contribute significantly to the activities, events, and projects of the agency/organization.
- reflect on the practicum experience and how it has affected their career plans and goals.
- prepare for future employment or advanced education in related fields.
- develop an understanding of the social issues, disparities, and inequities their agency/organization seeks to address.

COURSE REQUIREMENTS

The practicum is a three-credit requirement for students majoring in FYCS or who are working to complete a minor in Nonprofit Organizational Leadership. Students enrolled in this course earn three credits for 240 hours of completed practical work while engaging in-person with their approved agency/organization. assessments are also given to fulfill course requirements.

0. Practicum Agreement and Syllabus Quiz (ungraded, required)
1. Journal Assignments
2. Electronic Portfolio
3. Midterm and Final Evaluation
4. Post-Practicum Exercise
5. Practicum Experience Survey
6. Social Issues Paper

COURSE POLICIES

1. Special Accommodations: Accommodations are changes in the learning environment that remove barriers and provide equitable opportunities for accessible learning and participation. Given that barriers may vary depending upon the environment, students should meet with a Disability Resource Center (DRC) Learning Specialist well in advance of their practicum to discuss reasonable accommodations. Contact the DRC: 0001 Reid Hall, (352) 392-8565, <http://disability.ufl.edu>

Classroom accommodations may not be applicable or appropriate for a practicum site. Students are responsible for communicating accommodation modifications to their instructor and site supervisor.

All students must meet the following requirements as an expectation of the program:

- a. Students have 15 weeks in Fall 2022 (must complete a minimum of 12 on-site weeks) to complete 240 contact hours at their approved site.
- b. FYCS recognizes diverse learners may need additional time to complete assessments. Assessments open at least two weeks prior to due dates and students can complete assessments during this time. Thus, there is no need for extensions and therefore none will be provided.

- c. Late arrival accommodations must be negotiated with the site supervisor in advance and should be taken into consideration with the required 240 contact hours.

2. Grading: Grades are a direct result of the effort put into this course. Each assessment has been assigned a possible point value. Points are earned when assessments are completed and accumulate to create a final score. assessments will be graded on the quality and content of the writing. Students should spell check, grammar check, and proofread work before submitting. Points will be deducted for not following instructions, poor grammar, spelling errors, and lack of appropriate etiquette. For information on current UF policies for assigning grade points, see <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

Assessment	Point Value	Grading Scale		
Journal Assignments	60	A	93%-100%	372-400
Midterm Evaluation	35	A-	90%-92.99%	360-371
		B+	88-89.99%	352-359
Electronic Portfolio	80	B	83-87.99%	332-351
		B-	80-82.99%	320-331
Final Evaluation	70	C+	78%-79.99%	312-319
		C	73%-77.99%	292-311
Post-practicum Exercise	30	C-	70%-72.99%	280-291
		D+	68%-69.99%	272-279
Practicum Experience Survey	25	D	63%-67.99%	252-271
		D-	60%-62.99%	240-251
Social Issues Paper	100	E	0%-59.99%	0-239
Total points	400			

3. Grade adjustments: It is unethical and in direct violation of the Honor Code to request an unjustifiable grade adjustment. No extra credit opportunities are offered in this course. Please note that students have 1 week to review assessment grades/comments and contact the instructor with questions concerning the grade. Students who fail to review their assessment scores within one week of release of grades may not request retroactive adjustments on scores.

4. Late Assessments: Assessments are primarily submitted through Canvas and are due by 5:00 p.m. on the date indicated on the course calendar (page 5). There is a 7-hour grace period (until 11:59 p.m. on the due date) for online submissions. Late points will not be deducted during this time.

- *A grace period is intended to accommodate for any technical difficulties while trying to submit your assessment. If you wait until close to 11:59 p.m. before attempting to submit your assessment for the first time and experience technical difficulties, you will not be granted additional time as a result. My advice is to attempt to submit by the scheduled due date (5:00 p.m.) and use the grace period to resolve technical issues that may arise, if any. **Do not wait until 11:59 p.m. to submit for the first time as work will not be accepted late (after 11:59 p.m.) if something goes wrong.***
- *Assessments will not be accepted after the grace period ends without written instructor approval at least 24 hours prior to the scheduled due date. That is, approval must be obtained via email by*

5:00 p.m. the day before an assessment is due. The Midterm and Final Evaluations must be received by 5:00 p.m. The grace period does not apply to these emailed evaluations.

You are expected to complete all assessments within the course by the specified dates. Late assessments will not be accepted. Requirements for class assessments and other work are consistent with university policies that can be found at: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>. Please see university policy regarding university and medically-excused absences. In the event of an unforeseen emergency (death in the immediate family, sudden illness, etc.), please contact your instructor as soon as possible. Be proactive and forthcoming. Failure to communicate with your instructor may result in a zero (0) grade.

The Canvas app is a great tool for checking your mail, announcements, and viewing your grades. It is not a great tool for submitting assessments as the uploading procedure is unreliable. In addition, I am unable to see you attempted to submit something using the app (I can view your activity in Canvas when using an internet browser). To protect yourself in the event of any technical glitch, do not use the mobile app for submitting assessments. Additionally, I recommend taking and saving screenshots of all Canvas submission confirmations. Failure to document your submission will result in a zero (0) grade should there be a system error. Do not contact your instructor without proper documentation to support your claims, which includes screenshots of submissions and a ticket number from the Help Desk.

5. Attendance: Practicum students should maintain the schedule agreed upon by the site supervisor and approved by the FYCS Practicum Coordinator, as indicated in the practicum proposal packet. All students are expected to have a typical weekly schedule with the understanding that additionally scheduled hours may be required on an as-needed basis as determined by the supervisor.

Practicum students are permitted to observe nationally recognized holidays also observed by the agency (MLK Day, Memorial Day, Labor Day, Independence Day, etc.), as well as University holidays (spring break, homecoming, etc.). Although time off for National and University holidays is pre-approved by the Department, final approval for time off during these holidays is at the discretion of the practicum supervisor.

Practicum students must earn all hours at the agency office or during agency sponsored events (on-site). Students are not permitted to earn hours while working off-site or remotely (i.e., home). Note: If a circumstance precludes UF students from completing internship hours on-site, the FYCS Practicum Coordinator will contact practicum students and site supervisors to discuss the processes involved with working remotely.

6. Contacting your instructor: Please contact your instructor through Canvas (not @ufl) email. Keep in mind that email exchanges between students, faculty, and staff are a form of professional correspondence and permanent documentation between two (or more) people, and they are NOT confidential. Be sure your emails are polite, professional, and well prepared before hitting send. Although most faculty try to answer emails promptly, you should allow 2 business days before expecting a response. To maintain a work-life balance, I do not answer emails outside business hours.

7. Email and web access requirement: All students are required to have a UF email account and must be able to access Canvas. You are responsible for regularly checking the Canvas site for the course calendar,

announcements, and other course resources/materials. If you are experiencing issues with Canvas call 352-392-HELP or connect via email (helpdesk@ufl.edu). Phone and email support are available 24/7. *Do not contact your instructor without a ticket number from the help desk.*

ASSESSMENTS

0. Practicum Agreement & Syllabus Quiz: To ensure students understand expectations for their practicum experience, including FYC 4941 course assessments, students are required to complete this quiz during the first week of the semester. Failure to complete this quiz may result in dismissal from the course or the inability to submit subsequent course assessments. This quiz is ungraded but required.

1. Journal Assignments: To help students monitor their progress and reflect on their practicum experience, each student will be responsible for submitting journal assignments throughout the practicum experience. Refer to the provided rubrics for specific grading criteria.

2. Electronic Portfolio (EP): The purpose of the EP is to highlight accomplishments as a practicum student and undergraduate student at the University of Florida. The EP is a unique opportunity to showcase various activities, achievements, and skills acquired throughout the course of the undergraduate career. More information on this assessment can be found on Canvas.

3. Midterm and Final Evaluation: The midterm and final evaluations are completed by the agency supervisor at the midpoint of the semester (midterm) and again at the end of the practicum (final). These forms should be provided by the student to the site supervisor and may be hand-written. These forms must be signed by the site supervisor and emailed directly to the instructor by the site supervisor. These forms directly impact student grades. Failure to meet the required hours or turn in the final evaluation by the due date will result in the student receiving a failing grade in the course. Practicum students must meet the required minimum hours by the last class day of the semester.

4. Post-practicum Exercise: Students are expected to demonstrate professionalism and proficiency by completing a three-part post-practicum exercise. More information on this assessment can be found on Canvas.

5. Practicum Experience Survey: This survey allows the student to 'grade' their practicum site and provide feedback regarding their practicum experience, including the course (FYC 4941) and course instructor/practicum coordinator. The student is encouraged to provide an honest, constructive evaluation of their experience. This form is not shared with the site supervisor.

6. Social Issues Paper: This semester-long assessment requires students to describe, research, interpret, and discuss the social issue(s), disparities, and inequities that align with their chosen agency. This includes systemic sources and societal structures that contribute to these disparities and inequities. This assessment will be completed in steps and students will receive formative feedback prior to the final submission. More information on this assessment can be found on Canvas.

COURSE CALENDAR

Fall 2022 Practicum is from Wednesday, August 24 – Wednesday, December 7th (15 weeks)

Assessment	Due (@ 5:00 p.m.)
Practicum Agreement & Syllabus Quiz	Friday 8/26
Journal 1	Monday, 9/5
Social Issues Paper: Part 1	Monday, 9/12
Journal 2	Monday, 9/26
Social Issues Paper: Part 2	Monday, 10/10
Midterm Evaluation	Monday, 10/24
Post-Practicum Exercise	Monday, 10/31
Social Issues Paper: Part 3	Monday, 11/7
Journal 3	Monday, 11/14
Practicum Experience Survey	Monday, 11/21
Electronic Portfolio	Monday, 11/28
Social Issues Paper: Part 4	Monday, 12/5
Final Evaluation	*Wednesday, 12/7/22
Social Issues Paper: Final	Monday, 12/12

***Because the final evaluation verifies hours earned, failure to submit the form by this time will render the course incomplete. All hours must be earned by the last day of the practicum semester. There are no exceptions to this date and there is no submission grace period. This form must be emailed to Dr. Johnson by the site supervisor by 5:00 p.m.**

ACADEMIC HONESTY

Any assessment you submit, including your practicum proposal, must be original works authored by you as an individual in the course unless your instructors provide explicit permission for collaboration. Your thoughts are unique and valuable, and assessments and examinations provide you with an opportunity to share your insights with your instructor.

- Please be mindful that as a result of the registration process at the University of Florida, any enrolled student is committed to uphold the Honor Code, which includes the following 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."*
- You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit 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."*
- It is assumed that you will complete all work independently unless the instructor provides explicit permission for you to collaborate on course tasks. Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code.

- Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the student honor code, or student complaints, please see: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

FYCS DIVERSITY, EQUITY, AND INCLUSION STATEMENT

The UF/IFAS Department of Family, Youth and Community Sciences is committed to engaging positively in a global and diverse society through its teaching, extension, and research efforts. That commitment is demonstrated by creating an inclusive educational environment that fosters belonging as we mentor students, perform relevant scholarship, and conduct outreach for families, youth, and communities that is sensitive and responsive to the needs of diverse audiences. Intentional effort is made to providing access and equity to underrepresented, underserved, marginalized, and minoritized people in Florida and beyond.

ONLINE COURSE EVALUATIONS

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students will be given the opportunity to provide feedback on the quality of instruction via the Practicum Experience Survey.

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing the Practicum Experience Survey.

SOFTWARE USE

All faculty, staff and students of the university 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 policies and rules, disciplinary action will be taken as appropriate.

UNIVERSITY RESOURCES

The University of Florida has support services available for all students. If you need additional support, you are encouraged to reach out to your instructor.

Counseling and Wellness Center (<https://counseling.ufl.edu/>) offers services and resources related to a variety of personal concerns, including but not limited to test-related stress, anxiety and depression, substance use, relationships, and sexual orientation and gender. All services are confidential. If a student is having a mental health emergency, they may call 352-392-1575 to speak to a crisis counselor. Additional contact information: 3190 Radio Road, (352) 392-1575, <http://counseling.ufl.edu>

Office of Victim Services (<https://police.ufl.edu/about/divisions/office-of-victim-services/>) recognizes that few events, if any, that may occur in one's life can compare to the potentially traumatizing effects of being a victim of a crime. A victim advocate is available 24/7 to provide support for victims of actual or threatened violence. All services are free and confidential. You can speak to an advocate directly by calling 352-392-5648 during business hours (M-F, 8:00 a.m. – 5:00 p.m.) or 24/7 by calling the University Police Department's Dispatch Center at 352-392-1111.

GatorWell Health Promotion Services (<http://gatorwell.ufsa.ufl.edu/>) is UF's campus health promotion department. Services include HIV testing, Quit Tobacco coaching, Wellness Coaching for Academic Success, Health Huts, and various other outreach/educational events. GatorWell also provides free condoms and other sexual health resources to students. Visit one of their three campus locations including their main location on the First Floor of the Reitz Union.

Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the website: <https://shcc.ufl.edu/>

University Police Department: Call 352-392-1111 (or 9-1-1 for emergencies) or visit the website: <https://police.ufl.edu/>

UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the UF Health Emergency Room and Trauma Center website: <https://ufhealth.org/emergency-room-trauma-center>

UF Computing Help Desk (<http://helpdesk.ufl.edu/>) is available to help students with technical issues, including CANVAS. You can call the UF Help Desk 24/7 at 352-392-HELP.

U Matter, We Care (<http://www.umatter.ufl.edu/>) is an initiative committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if someone is in need. If you or a friend is in distress, please submit a care concern here: <https://umatter.ufl.edu/refer-or-report/>

Career Connections Center (<https://career.ufl.edu/>) can help you across the lifespan of your career and is located on the First Floor of the Reitz Union.

Library Support: Various ways to receive assistance with respect to using the libraries or finding resources: <https://uflib.ufl.edu/find/ask/>

Teaching Center: Located in Broward Hall. To make an appointment for general study support and tutoring, call 352- 392-6420 or visit the website: <https://teachingcenter.ufl.edu/>

Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers. <https://writing.ufl.edu/writing-studio/>

Student Complaints

- For online courses: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>
- For residential courses: <https://em.ufl.edu/complaint>

PRACTICUM AGREEMENTS

The practicum student agrees to:

- Ensure the practicum site has all the materials that they require (i.e., proof of vaccinations, training, background checks, etc.) prior to the practicum start date listed on practicum proposal packet.
- Consider themselves an integral part of the agency and perform respected duties to the best of their ability.
- Respect the agency, their rules, guidelines, and protocols.
- Regard their relationship with their site supervisor in the same manner they do their relationships with university faculty. They expect the supervisor to guide, correct, and advise on a regular basis.
- Conduct themselves as a professional, which includes dressing appropriately and arriving on time.
- Demonstrate personal characteristics appropriate for a professional, including, but not limited to voice, speech, reliability, manner, confidence, enthusiasm, and rapport with others.
- Respect the confidentiality of the workplace, the people it serves, and its staff.
- Be enthusiastic and positive about the practicum. They will offer to assist in all organizational activities.
- Prepare thoroughly for and conscientiously conduct each task related to the practicum.
- Be open to supervision and feedback, which will facilitate learning and personal growth. This includes taking initiative to ask their supervisor for feedback concerning their performance.
- Adhere to the mutually agreed upon schedule. If they cannot adhere to the assigned schedule, they will contact their supervisor immediately so alternative agreements can be made.
- Notify the FYCS Practicum Coordinator immediately of any changes to the practicum proposal packet.
- Earn a minimum of 240 hours at their practicum site (not virtually) by the end of the practicum semester.
- A semester-long commitment. They understand they are expected to be at their site the entirety of the semester, as listed on the practicum proposal packet, and for at least 12 weeks. All hours earned will be in-person.
- Inquire with the agency supervisor regarding protocol for being absent, tardy, or requesting days off.
- Inform the agency supervisor and the FYCS Practicum Coordinator of any concerns related to the practicum experience. This will be done in a timely manner.
- Complete all Canvas assessments on time per the FYC 4941 syllabus in a satisfactory manner.
- Provide the agency supervisor with both the midterm and final evaluation forms in a timely manner. This includes allowing time for the supervisor to complete and discuss the evaluations prior to their submission due date.
- Regard the practicum experience (FYC 4941) an intensive experience that requires a significant amount of time. The student will manage coursework and other commitments in order to be successful.

The practicum site supervisor agrees to:

- Provide adequate information and training for the practicum student including information about the agency's mission, clientele, organizational structure, operations, and facilities within the first week of the practicum experience.
- Ensure the student clearly understands all responsibilities and expectations.
- Provide adequate, regular supervision of the practicum student and provide feedback on performance.
- Provide on-site experience through the agency which is pertinent and meaningful to students enrolled in the Family, Youth and Community Sciences Department at the University of Florida.
- Assure that adequate work time and space is available for the student to complete the practicum in the agreed upon timeframe (240 hours in the allotted semester).
- Maintain the integrity of the practicum experience by not extending the semester timeframe for students to complete practicum requirements.
- Ensure that a minimum of 85% of the student's workday consists of job duties that align with the responsibilities and competencies of a Family, Youth and Community Sciences professional. No more than 15% of a student's experience may consist of job duties outside these responsibilities and competencies.
- Inform the student of any potential risks involved in completing this practicum experience.
- Inform the FYCS Practicum Coordinator of a student's lack of attendance, punctuality, or any problems.
- Keep the FYCS Practicum Coordinator informed regarding the level of education the student receives, as well as the student's level of performance and to notify and consult with the Department in the event the student fails to make satisfactory progress.
- Complete, sign, and email both the Midterm and Final Evaluation forms by the stated deadlines directly to the FYCS Practicum Coordinator.