FYC 4941: Practicum in Family, Youth and Community Sciences

Spring 2026
[Course Format: Online] [Credits: 3-6 depending on catalog year]

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Office Hours: Via Zoom. Email to request meeting.

Course Description

Supervised field work experience in a human/community service agency and professional seminar to discuss student progress, workplace experience, and the intersectionality of current topics and issues in society as they relate to families, youth, and communities. Required course assignments aid in processing and assessing the practicum experience and relate to professional issues and responsibilities.

Course Learning 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 affected their professional goals.
- prepare for future employment or advanced education in related fields.
- develop an understanding of the community needs their agency/organization seeks to address.

Course Overview and Purpose

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 practical experiences can the efficient application of knowledge, ideas, and skills in a realistic work setting occur. 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.

Course Prerequisites

To enroll in the practicum experience, **FYCS majors who enrolled at the university <u>prior to</u> Summer B 2022** must have completed the following required courses, earning a C or better in each:

- FYC 3001
- FYC 3101 or SYG 2430
- FYC 3201
- FYC 3401
- FYC 4622
- FYC 4801
- FYC 4931

To enroll in the practicum experience, **FYCS majors who enrolled at the university <u>starting </u>Summer B 2022** must have completed the following required courses, earning a C or better in each:

- FYC 3001
- FYC 3112
- FYC 3115
- FYC 3201
- FYC 3401
- FYC 4114
- FYC 4622
- FYC 4801
- FYC 4931

*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, in addition to the appropriate prerequisite courses listed above.

Textbooks, Learning Materials, and Supply Fees
None Required

Required Technology & Software Use
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.*

All faculty, staff and students at 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.

The University of Florida requires all students to have continuous ongoing access to computer hardware and software appropriate to their degree program. Course work in all degree programs requires the use of a computer and reliable high-speed internet connectivity. Activities related to student life including academic advisement, course registration, official university correspondence, use of library resources, and student financial affairs are predicated on access to a computer with internet connectivity.

It is expected that most students will meet this requirement by owning or leasing a computer appropriate to their degree program. The cost of meeting this requirement may be included in financial aid considerations. It is also expected that students have access to the internet both on and off campus. Visit the UF Information Technology website for information on how to connect: https://it.ufl.edu/get-connected/

Failure to adhere to the policy is likely to result in a negative impact on academic performance if students choose not to obtain the computing technology necessary to engage in course work appropriately.

The use of Microsoft Word (Office 365) is required to submit assignments in this course. The University of Florida provides Microsoft Office 365 free of charge to all students. Visit this website for more information on accessing collaboration tools: https://cloud.it.ufl.edu/collaboration-tools/office-365/

Using the Canvas App
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, instructors are unable to see you attempted to submit something using the app (we 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, you should take and save 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.

Technical Support
UF Computing Help Desk & Ticket Number: All technical issues require a UF Helpdesk Ticket Number. The UF Helpdesk is available 24 hours a day, 7 days a week. https://helpdesk.ufl.edu/ | 352-392-4357

Communication Guidelines: How to contact your instructor
Please contact Dr. Johnson through @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 (i.e., follow professional 'netiquette'). Although most faculty (and TAs) try to answer emails promptly, you should allow 2 business days before expecting a response. To respect a work-life balance, you should not expect instructors to respond to emails outside business hours.

Class Demeanor/Expectations

Please review the etiquette expectations (sometimes called 'Netiquette') found under "Start Here" on the course Canvas page. Since this is an experiential learning course, you are expected to practice and demonstrate professional communication not only while at your site, but also in this course.

Attendance Expectations

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, Juneteenth, Labor Day, Independence Day, etc.), as well as University holidays (spring break, homecoming, etc.). Although time off for National and University holidays is preapproved 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 (onsite). Students are not permitted to earn hours while working offsite or remotely (i.e., home). Note: If a circumstance precludes UF students from completing practicum hours onsite, the FYCS Practicum Coordinator will contact practicum students and site supervisors to discuss the processes involved with working remotely.

Course Schedule

Spring Semester is from Monday, January 12th – Wednesday, April 22nd
(13.5 weeks + 1 week for Spring Break)

Week	Assessment	Due (5:00 p.m. EST)
1 (1/12-1/16)	Practicum Agreement & Syllabus Quiz SI Prep Assignment	Wednesday, 1/14
2 (1/19-1/23)	Journal 1	Wednesday, 1/21
3 (1/26-1/30)	SI Assignment: Part 1	Wednesday, 1/28
4 (2/2-2/6)	LinkedIn Learning Training	Wednesday, 2/4
5 (2/9-2/13)	Journal 2	Wednesday, 2/11
6 (2/16-2/20)	SI Assignment: Part 2	Wednesday, 2/18
7 (2/23-2/27)	Midterm Evaluation	Wednesday, 2/25
8 (3/2-3/6)	SI Assignment: Part 3	Wednesday, 3/4
9 (3/9-3/13)	Post-Practicum Exercise	Wednesday, 3/11
BREAK (3/16-3/20)	--	--
10 (3/23-3/27)	SI Assignment: Part 4	Wednesday, 3/25
11 (3/30-4/3)	Journal 3	Wednesday, 4/1
12 (4/6-4/10)	Electronic Portfolio	Wednesday, 4/8
13 (4/13-4/17)	SI Oral Examinations	*See Canvas announcement*
14 (4/20-4/23)	Practicum Experience Survey Final Evaluation*	Wednesday, 4/22

*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

Grading Policy

Course grading is consistent with UF grading policies.

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, in part, on the quality and content of the writing. Students should spell check, grammar check, and proofread work before submitting. Expectations are high for this capstone, experienced-based course. Points will be deducted for not following instructions, poor grammar, spelling errors, and lack of appropriate etiquette.

It is unethical and in direct violation of the Honor Code to request an unjustifiable grade adjustment. When students ask faculty to disregard clear policies, they are not merely asking for flexibility. Rather, they are asking faculty to violate professional ethics and engage in institutional dishonesty. No extra credit opportunities are offered in this course. Please note that students have 1 week (while class is in session) 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 or additional feedback.

Since assignment feedback is valuable to your success in this course, I take care to provide extensive feedback on assignments. As your instructor, I will do my best to return all assignments within 7 business days of the assignment due date.

Course Grading Structure

Assessment	Point Value	Percent of Final Grade
Practicum Agreement & Syllabus Quiz	10	2%
Journal Assignments	60	12%
Midterm Evaluation	35	7%
Electronic Portfolio	80	15%
Final Evaluation	70	13%
Post-practicum Exercise	30	5%
Practicum Experience Survey	20	4%
LinkedIn Learning Training	10	2%
SI Assignments + Oral Exam	210	40%
Total	525	100%

Grading Scale

Grade	Percentage	Points
A	93-100	488-525
A-	90-92.99	471-487
B+	88-89.99	462-471
B	83-97.99	435-470
B-	80-82.99	420-434
C+	78-79.99	409-419
C	73-77.99	383-408
C-	70-72.99	367-382
D+	68-69.99	357-366
D	63-67.99	331-356
D-	30-62.99	315-330
E	0-59.99	0-314

Late Assessment Policy

Assessments are primarily submitted through Canvas (except for evaluations completed by the supervisor and assignments that use Qualtrics) and are due by 5:00 p.m. on the date indicated on the course calendar. There is a 7-hour grace period (until 11:59 p.m. on the due date) for online (Canvas) 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.

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 and site supervisor as soon as possible. Be proactive and forthcoming. Failure to communicate with your instructor and/or site supervisor may result in a zero (0) grade.

Academic Policies and Resources

Academic policies for this course are consistent with university policies. See
https://syllabus.ufl.edu/syllabus-policy/uf-syllabus-policy-links/

Academic Policies and Resources: Accommodations for a Practicum Experience

Accommodations are changes in the learning environment that remove barriers and provide equitable opportunities for accessible learning and participation. FYCS is committed to providing reasonable accommodations to assist students in their coursework.

Due to the nature of the program, accommodations can vary from the Academic (classroom) setting to the Practicum (fieldwork) setting. Students requesting *Practicum* accommodations (which is different from *course* accommodations) should first register with the Disability Resource Center (Get Started With the DRC) by providing appropriate documentation. Once registered, students will meet with a DRC representative where reasonable accommodations will be discussed.

Accommodation letters generated from the DRC website will not be accepted for Practicum placement. Students must meet with their Accessibility Specialist to discuss reasonable accommodations for the Practicum experience. The student's Accessibility Specialist will create a Practicum accommodation letter for the student to share with the Practicum Coordinator and their Practicum site supervisor. Students with disabilities should follow this procedure as early as possible in the semester.

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

a. Students have **13.5 weeks in the Spring 2026 semester** (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.

Academic Honesty and Integrity

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.

Since writing, analytical, and critical thinking skills are part of the learning outcomes of this course, all writing assignments should be prepared by the student. Developing strong competencies in this area will prepare you for a competitive workplace. Therefore, AI-generated submissions are not permitted and will be treated as plagiarism. Faculty reserve the right to use Artificial Intelligence (AI) detection

software to find instances of AI-generated writing in student submissions. The findings are binding and can be subject to student code of conduct, academic dishonesty, and plagiarism policies in the course. Students who use AI software to compose assignments will face disciplinary action. Ethics still matter and plagiarism is a serious University of Florida offense.

Academic Misconduct includes (but is not necessarily limited to) using ideas, words, images, or content in any other media that you did not create and presenting that content as if you were the creator. Copying content that other people created–either directly or in a modified form–without properly acknowledging the creator qualifies as academic misconduct, as does utilizing unauthorized digital tools such as artificial intelligence to create content.

- Review this webpage , this website, and watch this short video about plagiarism and/or academic misconduct.

- 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 by abiding by the Honor Code.*"

- 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.*" See the UF Conduct Code website for more information

- 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.

- Students agree that by taking this course all required assessments may be subject to submission for textual similarity review to Turnitin.com or other plagiarism detection services (directly or via Canvas) for the detection of plagiarism. All submitted assessments will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. The use of Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

- An assignment that is found to have been plagiarized or to have used unauthorized tools will automatically receive a zero and you will not be given an opportunity to repeat the assignment for a passing grade. Depending on the severity of the case, academic misconduct may result in a failing grade in the course. 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.

Campus Health and Wellness Resources

Visit https://one.uf.edu/whole-gator/topics for resources that are designed to help you thrive physically, mentally, and emotionally at UF. Please contact UMatterWeCare for additional and immediate support.

Privacy and Accessibility Policies

- Instructure (Canvas)
    - o Instructure Privacy Policy
    - o Instructure Accessibility
- Zoom
    - o Zoom Privacy Policy
    - o Zoom Accessibility

Practicum Agreements

As a practicum student enrolled in FYC 4941, you agree to the following statements:

☐I will ensure my practicum site has all the materials they require (i.e., proof of vaccinations, training, background checks, etc.) prior to the practicum start date previously indicated on the proposal.

☐I will consider myself an integral part of the agency and perform my respected duties to the best of my ability.

☐I will respect the agency, their policies, guidelines, and protocols.

☐I am confident this agency aligns with my own moral and ethical values.

☐I will regard my relationship with my site supervisor in the same manner as I do my relationships with university faculty. I expect my supervisor to guide, correct, and advise me on a regular basis.

☐I agree to conduct myself as a professional, which includes dressing appropriately and arriving on time.

☐I will demonstrate personal characteristics appropriate for a professional, including but not limited to voice, speech, reliability, manner, confidence, enthusiasm, and rapport with others.

☐I will respect the confidentiality of the workplace, the people it serves, and its staff.

☐I will be enthusiastic and positive about the practicum. I will offer to assist in all organizational activities.

☐I agree to prepare thoroughly for and conscientiously conduct each task related to the practicum.

☐I will be open to supervision and feedback, which will facilitate my learning and personal development. This includes taking initiative to ask my supervisor for feedback concerning my performance.

☐I will adhere to the mutually agreed upon schedule. If I cannot adhere to my assigned schedule, I will contact my supervisor immediately so alternative arrangements can be made.

☐If my typical schedule changes, I will notify the FYCS Practicum Coordinator immediately.

☐If anything on this proposal changes, I will notify the FYCS Practicum Coordinator immediately.

☐I will earn a minimum of 240 hours at my practicum site (not virtually) by the end date previously listed on my proposal.

☐I understand the practicum is a semester-long commitment and I am expected to be at my site for the entirety of the semester, as previously listed, and for at least 12 full weeks. I will work in-person.

☐I will inquire with the agency supervisor regarding protocol for being absent, tardy, or requesting time off.

☐I will inform my agency supervisor and the FYCS Practicum Coordinator of any concerns related to my practicum experience.

☐I will complete all Canvas assignments on time per the FYC 4941 syllabus in a satisfactory manner.

☐I understand I am responsible for providing my supervisor with both the midterm and final evaluation forms in a timely manner. This includes allowing time for my supervisor to complete and discuss the evaluation prior to their submission due date.

☐I understand FYC 4941 is an intensive experience that requires a significant amount of time. I must manage my coursework and other commitments to be successful.