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)

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 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 assignments are to aid in processing and assessing the practicum experience, and all course assignments 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: Introduction to 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 B or better.

To enroll in the practicum experience, Certified Family Life Educator students 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.

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 or Certified Family Life Specialist certificate. Students enrolled in this course earn three credits for 240 hours of completed practical work. Assignments are also given to fulfill course requirements.

1. Journal Assignments (4 total)
2. Electronic Portfolio
3. Midterm and Final Evaluation
4. Post-Practicum Exercise
5. Practicum Experience Survey

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 16 weeks in Fall/Spring (must complete a minimum of 12 on-site weeks) and 13 weeks in Summer C (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 assignments. Assignments open at least two weeks prior to due dates and students can complete assignments 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 assignment has been assigned a possible point value. Points are earned when assignments are completed. These points accumulate to create a final score. Assignments 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/
The grading scheme for this class is Satisfactory/Unsatisfactory (S/U). To receive a ‘Satisfactory’ (S) grade, students must earn 200 of 230 possible points.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Point Value</th>
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<tbody>
<tr>
<td>Journal Assignments (4 total at 15 points each)</td>
<td>60</td>
</tr>
<tr>
<td>Midterm Evaluation</td>
<td>30</td>
</tr>
<tr>
<td>Electronic Portfolio</td>
<td>50</td>
</tr>
<tr>
<td>Final Evaluation</td>
<td>30</td>
</tr>
<tr>
<td>Post-practicum Exercise</td>
<td>30</td>
</tr>
<tr>
<td>Practicum Experience Survey</td>
<td>30</td>
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</tbody>
</table>

Total points 230

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 assignment grades/comments and contact the instructor with questions concerning the grade. Students who fail to review their assignment scores within one week of release of grades may not request retroactive adjustments on scores at the end of the term.

4. Late Assignments: Assignments 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 assignment. If you wait until close to 11:59 p.m. before attempting to submit your assignment 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 try and submit for the first time as work will not be accepted late (after 11:59 p.m.) if something goes wrong.**

- Assignments 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 assignment is due.

You are expected to complete all assignments within the course by the specified dates. Assignments that are submitted after the date and time provided in the syllabus will receive a zero (0) grade. That is, late assignments will not be accepted. Requirements for class assignments and other work are consistent with university policies that can be found at: [https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/](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 assignments as the uploading procedure is very 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 assignments. 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.

5. 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.

6. 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.

ASSIGNMENTS

1. Journal Assignments (4 total at 15 points each): 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. Students will post their reflections 4 times throughout the semester. Each journal will be slightly different, so please pay close attention to the directions for each entry. Refer to the provided rubrics for specific grading criteria.

   Journal assignments must be submitted directly into the assignment textbox in Canvas (not submitted as an attachment) and are due on or before their respective due dates. Assignments will be graded on the quality and content of the writing. Be sure to spell check, grammar check, and proofread your work before submitting. Points will be deducted for not following instructions, poor grammar, spelling errors, and lack of appropriate etiquette. Details for each specific assignment are provided on Canvas.

2. Electronic Portfolio (EP; 50 points): The purpose of the EP is to highlight what you have accomplished during your time as a practicum student. Since there is a great level of diversity in the FYCS major and the Nonprofit minor, this is a unique opportunity to showcase all the various activities you have been involved with and document the on the job skills you acquired throughout the semester.

   In addition to using this assignment as an opportunity to showcase your work, it is also an opportunity for you to be creative. A variety of platforms are accepted, including Google sites, Weebly, and Wix. Powerpoint and Prezi are not accepted platforms. Reach out to Dr. Johnson if you are unsure if the platform you are using is appropriate. Examples of the EP assignment and grading rubric can be found on Canvas.
3. Midterm and Final Evaluation (30 points each): 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 both the practicum student and the supervisor. The midterm and final evaluations must be emailed directly to the instructor by the site supervisor. Failure to meet the required 240 hours, or turn in the final evaluation by the due date, will result in the student receiving an unsatisfactory, or “U” grade, in the course.

4. Post-practicum Exercise (30 points): Students are expected to demonstrate professionalism and proficiency by completing two post-practicum exercises worth 15 points each. More information on this assignment can be found on Canvas.

5. Practicum Experience Survey (30 points): This survey allows the student to ‘grade’ their practicum site and provide feedback regarding their practicum experience. Information contained in this survey will assist the department with recommending the site for future practicum students. The student is encouraged to provide honest, constructive evaluation of their experience. This typed form is uploaded to Canvas for the instructor to review, and with the student’s permission, will be available to other FYCS students after the end of the semester. This form does not need to be submitted to the site supervisor.

COURSE CALENDAR

Spring 2020 Practicum is from January 6th – April 22nd.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Journal 1</td>
<td>Friday, 1/17/20 @ 5:00 p.m.</td>
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<tr>
<td>Journal 2</td>
<td>Friday, 1/31/20 @ 5:00 p.m.</td>
</tr>
<tr>
<td>Midterm Evaluation</td>
<td>Friday, 2/14/20 @ 5:00 p.m.</td>
</tr>
<tr>
<td>Journal 3</td>
<td>Friday, 2/28/20 @ 5:00 p.m.</td>
</tr>
<tr>
<td>Journal 4</td>
<td>Friday, 3/27/20 @ 5:00 p.m.</td>
</tr>
<tr>
<td>Post-practicum Exercise</td>
<td>Friday, 4/10/20 @ 5:00 p.m.</td>
</tr>
<tr>
<td>Electronic Portfolio</td>
<td>Friday, 4/17/20 @ 5:00 p.m.</td>
</tr>
<tr>
<td>Final Evaluation</td>
<td>*Wednesday, 4/22/20 @ 5:00 p.m.</td>
</tr>
<tr>
<td>Practicum Experience Survey</td>
<td>Wednesday, 4/22/20 @ 5:00 p.m.</td>
</tr>
</tbody>
</table>

*Failure to submit the final evaluation by this time will result in an unsatisfactory grade or “U” for the course. There are no exceptions to this date. This form must be emailed to Dr. Johnson by the site supervisor.

ACADEMIC HONESTY

As a student at the University of Florida, you have committed yourself 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/

**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 in this course using a standard set of CALS and university criteria.

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing a course evaluation online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens and can complete the evaluation through the email they receive from GatorEvals or in the Canvas course menus under GatorEvals. Summaries of course evaluation results are available to students at https://gatorevaluations.aa.ufl.edu/public-results/.

**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.

1. **Counseling and Wellness Center** ([https://counseling.ufl.edu/](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

2. **Office of Victim Services** ([https://police.ufl.edu/about/divisions/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.

3. **GatorWell Health Promotion Services** ([http://gatorwell.ufsa.ufl.edu/](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.
4. UF Computing Help Desk ([http://helpdesk.ufl.edu/](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.

5. U Matter, We Care ([http://www.umatter.ufl.edu/](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 contact umatter@ufl.edu

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

7. Student Complaints
   - For online courses: [https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/](https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/)
   - For residential courses: [https://distance.ufl.edu/student-complaint-process/](https://distance.ufl.edu/student-complaint-process/)

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.