

FCHD 4980, FCHD 4970 & FCHD 4950 Practicum

Fall 2016

Grant Bartholomew, FCHD Practicum Coordinator

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Practicum Assistant: Judy Hendrickson (435-797-7415), FL 205 E-mail: judy.h@usu.edu

***Practicum credits must be registered for through Banner or the Registrar's Office. Your name will be added to the CANVAS site when you are approved for practicum but in this case having your name on CANVAS does not mean that you are registered for the course on Banner. YOU MUST STILL REGISTER FOR THE APPROPRIATE PRACTICUM CLASS. (You must be registered for practicum by the end of the first week of classes during the semester in which you want to complete your practicum work or you will not be able to register until the next semester. As noted below only work completed during a semester in which you are registered or are completing an incomplete grade can be counted toward your practicum grade.)**

This is a variable credit course, so please make sure you are registered for the number of credits you need to take. In addition to your tuition, a practicum fee will be charged for each semester in which you register for practicum to help pay the expenses involved with practicum supervision.

All hours for practicum credit must be worked during the officially scheduled dates of a semester in which the student is registered for practicum credit due to risk management and other concerns. However, if a student is doing a practicum at the same site for two consecutive semesters the student may continue to work hours during the break between semesters. In the event that the student is unable to complete all of the required hours during the semester that practicum is registered for an incomplete will be given for a grade and the student may continue to accrue hours until the required total is met. The student must contact the practicum coordinator, Grant Bartholomew to establish timeframes and conditions for the completion of the required hours.

A significant portion of the hours and work required must be completed during the semester in which the student is registered (if you have questions or special circumstances you must contact the practicum coordinator, Grant Bartholomew early in the semester for clarification or approval, a significant portion would normally be at least 1/2 of the requirement).

If you are completing the practicum credits required for graduation or a certificate or second degree or elective credit at two (or more) separate sites then you will be required to complete the agreement form, objectives, mid-practicum evaluation, and final evaluation for all sites.

All other assignments and paperwork (confidentiality agreement, written assignments 1 and 2, site visit, and on-line discussion) will only need to be completed one time and the student can decide which site to relate the assignment to where the assignment is site specific. If you are doing a second practicum either for a second degree, a certificate, or elective credit then all assignments and paperwork must be completed for the second practicum.

*It is your responsibility to make sure your site supervisor has a copy of the *Practicum Supervisor's Handbook*. The student and supervisor's version of the handbook are both on line at the practicum site on the department site.

Your assignment scores will be recorded in CANVAS. Your name will be removed from CANVAS after all practicum requirements have been completed and your grade has been submitted.

DUE DATES:

ALL PAPERWORK MUST BE TURNED IN BY December 9, 2016. IF ANY PAPER WORK IS MISSING AT THAT POINT IT WILL RESULT IN AN INCOMPLETE GRADE UNLESS THE STUDENT HAS MADE ARRANGEMENTS WITH THE PRACTICUM COORDINATOR (GRANT BARTHOLOMEW) IN ADVANCE.

Please see individual requirement descriptions for due date information. In general assignments and other paperwork are due when it fits with the number of hours you have completed at your practicum site. If you are completing your required hours over more than one semester you should adjust the due dates to reflect the number of hours you have completed. Assignments may be turned in to Judy in the advising office, e-mailed as attachments, mailed, or faxed. All paperwork is kept in your file for two years after the semester in which you register for or complete practicum to facilitate references and letters-of-recommendation you may request. (**NOTE:** If you list any USU employee as a reference, the law prohibits any release of your information without your permission. Therefore, you must contact any USU employee before using their names as a reference.) Any assignment or paperwork that is turned in after the listed due date must be accompanied by a note explaining the reason for lateness and indicating the number of site hours completed.

Practicum forms are in the **Practicum Forms** section of your handbook. **Written assignments 1 & 2 will be described in this document, and on CANVAS, please disregard any description in the practicum handbook.**

The on-line threaded discussion on CANVAS will be open Monday, September 12, 2016, through Friday, December 2, 2016.

ALL PAPERWORK NOT TURNED IN BY December 9, 2016 MAY RESULT IN AN INCOMPLETE GRADE.

REQUIREMENT DESCRIPTIONS:

Statement of Confidentiality: (See the Forms Section of your handbook) this form is signed by you & Grant Bartholomew, the FCHD Practicum Coordinator should be turned in by the first day you start at your practicum site. **Due September 2, 2016 (if turning the form in later please attach a brief**

explanation for the lateness (i.e. Started at practicum site later in the semester, etc.)).

Agreement: (See the Forms Section of your handbook) this form is signed by you, your site supervisor, & Grant Bartholomew, the FCHD Practicum Coordinator should be turned in by the end of the first week at your practicum site. **Due September 2, 2016 (if turning the form in later please attach a brief explanation for the lateness (i.e. Started at site practicum later in the semester, site supervisor not available, etc.)).**

Objectives: (See the Forms Section of your handbook) this form is filled out by you and approved by your site supervisor should be turned in by the end of the fourth week at your site. The original should be turned in, but you should also keep a copy as a guide during your practicum experience and to refer back to in order to complete written assignment #2. **Due September 23, 2016 (if turning the form in later please attach a brief explanation for the lateness (i.e. Started at site practicum later in the semester, site supervisor not available, etc.)).**

Written Assignments: There are two written assignments that are self-reflective in nature. Written assignments should focus on your thoughts about your practicum experience. Since this is a professional experience, double-spaced , neatly-typed, professional-looking (no folders, please) papers with correct spelling, punctuation, grammar, and sentence and paragraph structure are expected. Assignment 1 should be turned in by the time you have ½ of your hours completed, assignment 2 should be turned in by the time you have completed all of your hours. **Assignment 1 due October 21, 2016, Assignment 2 due December 9, 2016 (if turning an assignment in late please attach a brief explanation for the lateness (i.e. Too early in practicum hours, completing hours started in a previous semester, etc.)).**

Written Assignment Descriptions:

Assignment 1: To be completed when you have ½ of your required hours. This should be a summary of your experience working at your practicum site so far. What have you learned? How has your course work at USU and other universities you have attended helped you in your practicum experience? What have you learned about potential careers? This paper should be about 2 pages long.

Assignment 2: To be completed when you have completed your practicum experience. Provide a summary of your entire experience working at your practicum site(s). In this paper you need to make connections with the coursework you have completed towards your degree. Choose at least five concepts from your Academic coursework (coursework you have completed over the past years pertinent to this family studies field, not this practicum course) and explain how you were able to apply them in your work at the practicum site. Be clear with your connections. This paper should be 5 to 7 pages in length.

Site Visit: Only one site visit is required during your practicum. Site visits should include you, your site supervisor, and Practicum Coordinator, Grant Bartholomew. The purpose of a site visit is to meet with you and your site supervisor to discuss your practicum experience. You may sign up in FL 205 or call Judy Hendrickson at 435-797-7415, or email her at judy.h@usu.edu to schedule a site visit. Judy will need your name and phone number, your site name, address, and phone number, and your site supervisor's name and phone number along with some possible dates that work for you and your site supervisor in order to schedule your site visit. If more than one student is at a site, please try to coordinate site visits so they can either be done together or sequentially at the same time. A site visit generally takes 20-30 minutes. Students outside of Cache Valley may make arrangements for a phone site visit if an on-site visit is not possible. **Site visits should be scheduled by October 21, 2016 and must be completed prior to December 9, 2016 no exceptions.**

Students in the Uintah Basin: You may make arrangements with Dr. David Law to do your site visit or arrange a phone site visit with Grant Bartholomew.

Mid Practicum and Final Student Evaluations: (See the Forms Section of your Student Handbook) These are completed by your site supervisor in cooperation with you and signed by both you and your site supervisor. The mid practicum evaluation should be completed mid-way through your practicum even though a site visit may not have been completed yet. **Due by October 21, 2016, should be completed when about ½ of your site hours are completed, (if turning the form in late please attach a brief explanation for the lateness including the number of hours completed at the time the evaluation was completed (i.e. Too early in practicum hours have now completed 150 hours, site supervisor unavailable, etc.)).** The final practicum evaluation is completed at the end of your practicum and must have a suggested letter grade **and your total hours** (the actual number of hours worked during the semester or semesters you were registered for practicum or completing an incomplete grade, no hours outside the scheduled dates of the semester can be counted as practicum hours except where the student is completing the practicum at the same site for two consecutive semesters or the student has negotiated an extension of the time to complete the hours with the practicum coordinator) signed off at the end of the form. **Due by December 9, 2016 Should be turned in only when all of your site hours are completed (if turning the form in late please attach a brief explanation for the lateness (i.e. completing hours or a practicum started during a previous semester, etc.) (Final evaluation and written assignment 2 can be turned in as soon as hours are completed when the hours are completed early or the hours continue from one semester to the next).** You are responsible for giving your site supervisor copies of the evaluation forms, getting them filled out, and turning them in by the due dates. The FCHD 4980 Handbook has two sets of evaluations--general forms and Pre-school and School Age forms. Please use the forms that best fit your practicum setting.

Practicum Evaluation: (See form on the last page of your handbook) this form is completed anonymously by you and should be turned in to FL 205 or sent to the mailing address on the front of this syllabus. **Due with the final evaluation.**

Practicum threaded discussion: Each practicum student is expected to participate in the practicum threaded discussion during each semester in which they are enrolled for practicum credit. This is an opportunity to share ideas and experiences with other students. For this semester the discussion is scheduled **Monday, September 12, through Friday, December 2, 2016.** A student will be considered to have participated if he or she is on-line and makes a significant contribution to the discussion during the threaded discussions (a student must post at least 2 times, once to introduce yourself and your site and possibly tell a positive experience with you site and another to respond to someone else). The practicum coordinator will be on-line during and after the threaded discussion and will determine if a student has made a significant contribution during the discussion.

GRADING:

Points given for assignments and evaluations are as follows:

1. Confidentiality Statement is worth 5 points.
2. Agency Agreement is worth 5 points.
3. Objectives are worth 10 points.
4. Assignment one is worth 25 points.
5. Assignment two is worth 25 points.

6. Practicum site visit is worth 10 points.
7. Mid practicum evaluation is worth 90 points total.
8. Final evaluation with hours signed off is worth 110 points.
9. Practicum evaluation is not worth points but is helpful to us in making practicum a great experience
10. Practicum threaded discussion 20 points.

Grading for this class will be based on the percent of the total number of available points earned by each student for a given semester. The following break-down will be used to determine your grade:

95%-100%=A	87%-89%=B+	77%-79%=C+	67%-69%=D+
90%-94%=A-	83%-86%=B	73%-76%=C	63%-66%=D
	80%-82%=B-	70%-72%=C-	60%-62%=D-

CONFIDENTIALITY:

Please sign the Statement of Confidentiality found in the Forms Section of your Practicum Handbook and turn it in to FL 214 prior to beginning your practicum. **Your *Statement of Confidentiality* form must be in your practicum file during the first week of your practicum. For confidentiality reasons, assignments should not include client names.**

PERSONAL CRISES:

Depending on the type of practicum site you are in, you may find yourself in a situation that you can't handle emotionally. **If this happens, it is important that you contact the Practicum Coordinator (Grant Bartholomew).** It is not fair to yourself, the agency, or your clients if you continue working while you are experiencing a crisis in your own life that may affect your performance in your practicum setting.

PHYSICAL IMPAIRMENTS

Students with ADA-documented physical, sensory, emotional or medical impairments may be eligible for reasonable accommodations. Veterans may also be eligible for services. All accommodations are coordinated through the Disability Resource Center (DRC) in Room 101 of the University Inn, (435)797-2444 voice, (435)797-0740 TTY, or toll free at 1-800-259-2966. Please contact the DRC as early in the semester as possible. Alternate format materials (Braille, large print or digital) are available with advance notice.

In cooperation with the Disability Resource Center, reasonable accommodation will be provided for qualified students with disabilities. ***Please meet with the instructor during the first week of class to make arrangements.*** Alternative format print materials (large print, audio, CD, or braille) will be available through the Disability Resource Center.

Communications via email

Email is an official form of communication at USU. Any communication to you about this course will be to the email address you have listed in ACCESS as your preferred address. You are responsible for any information conveyed to you at that email address. To make sure that the university is using the email account you prefer, do the following:

- Log in using your A number and Password
- At the USU website, click on the link "MyUSU" at the top right of the page
- Click on "Launchpad" (on the left navigation)
- Click on "Banner"
- Under "Banner" click on the link "View/Edit Personal Information"

- Click on "Personal Information"
- Click on "View/Update Preferred E-mail Address"
- Follow the short instructions to update your preferred email address

It is your responsibility to check your email account regularly.

Have a great practicum experience!