

Cover Sheet: Request 10533

FYC 4941--Practicum in Family, Youth and Community Sciences

Info

Process	Course Modify Ugrad/Pro
Status	Pending
Submitter	Ivey, Kathryn Beaty kbeaty@ufl.edu
Created	11/4/2015 3:29:03 PM
Updated	12/14/2015 1:58:42 PM
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)

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CALS - Family, Youth and Community Sciences 514932000	Irani, Tracy Anne		11/4/2015
Deleted FYC4941_Proposed syllabus.docx					11/4/2015
College	Approved	CALS - College of Agricultural and Life Sciences	Brendemuhl, Joel H	Approved at CALS CC on 11/13/15.	11/13/2015
No document changes					
University Curriculum Committee	Comment	PV - University Curriculum Committee (UCC)	Baker, Brandi N	Added to December agenda.	11/19/2015
Deleted FYC4941_Proposed syllabus FINAL.docx					11/17/2015
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			11/19/2015
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

Course|Modify for request 10533

Info

Request: FYC 4941--Practicum in Family, Youth and Community Sciences

Submitter: Ivey, Kathryn Beaty kbeaty@ufl.edu

Created: 11/4/2015 3:29:03 PM

Form version: 1

Responses

Current Prefix: FYC

Course Level: 4

Number : 941

Lab Code : None

Course Title : Practicum in Family, Youth and Community Sciences

Effective Term : Fall

Effective Year : 2016

Requested Action : Other (selecting this option opens additional form fields below)

Change Course Prefix?: No

Change Course Level?: No

Change Course Number?: No

Change Lab Code?: No

Change Course Title?: No

Change Transcript Title?: No

Change Credit Hours?: Yes

Current Credit Hours: Variable

Proposed Credit Hours: 3

Change Variable Credit?: No

Change S/U Only?: No

Change Contact Type?: No

Change Rotating Topic Designation?: No

Change Repeatable Credit?: No

Change Course Description?: No

Change Prerequisites?: Yes

Current Prerequisites: FYC 3001, FYC 3101 or SYG 2430, FYC 3201, FYC 3401 or URP 3001 and FYC 4931

Change Co-requisites?: No

Rationale: No co-requisites allowed for this courses

- FYC4941 – Practicum in Family, Youth and Community Sciences [CA]

Request: Add “or URP 3001 and FYC4931” to end of prerequisites. Make 3 credit course (not 2-3, as it currently is).

UCC:

- This course is S/U only. Students must accumulate 90/100 points for an “S.” Please ensure that this is in compliance with UF Grade Policy for S/U courses: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx#suoption>. Note that S equates to a grade of C or better.
- Can you please provide a rationale for changing from variable credit to 3 credit hours? What concern(s) in the curriculum for these majors is this change addressing?

The FYC Undergraduate committee, in an effort to better align with the core concepts taught in the FYCS Major as well as better align with the CALS key strategic area #4 to produce society-ready graduates by increasing student participation in experiential learning opportunities, including internships have increased the credit hours to better prepare our students for transitioning into their chosen professions. All of our students will graduate with a consistent number of credit hours and will have completed the same amount of time towards completing the practicum (Experiential Learning) experience.

We do not foresee any negative impact as the total credit hours for the major remain the same, however, we perceive retention of knowledge, skills, and competencies learned to increase by making this change in the curriculum.

FYCS 4941

Practicum in Family, Youth and Community Sciences

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, and FYC 4931 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 be able to:

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

COURSE REQUIREMENTS

Introduction

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.

Lecturer, Academic Advisor, Practicum Coordinator, & FYCS Club Faculty Advisor:

Kate H. Fletcher, M.S. (Mrs. Fletch)
Family, Youth & Community Sciences

Office Hours: M 2-3, T 9-10 & 12-2, W 2-3

Contact Info:

McCarty B G085

352-273-3517

Office hours: TBA

Email: CANVAS only – Please make a note that I only respond to emails M-F 8-4:30pm; **Please Plan**

Accordingly

UGTA:

Connor Santo csanto@ufl.edu

Office hours: TBA

Requirements

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

1. Complete 300 hours 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. This form MUST be received by the due date; failure to do so may result in not passing this course.
2. Read the syllabus and take Quiz #1.
3. Complete and submit four journal entries by their respective due dates.
4. Read the five assigned articles and take Quiz #2.
5. Submit the Final Assignment 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 and please click the "Send a copy of this message to recipients' email address(es)". Doing so benefits you, since I've set up my UF account to also appear on my phone.

Also, please note the timeframe that I will use for responding to emails: standard office hours (8 AM – 4:30 PM, M-F). This timeframe means that if you email me at 9:00 PM do not expect a response before 8:00 AM the next business day. This will require greater planning on your part (and provides less room for procrastination).

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 four (4) 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 three 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 E-Learning 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 (equivalent to a C or better), students must accumulate a minimum of 73 points.

Assessment	My Score	Possible Points
Syllabus Quiz		Out of 5 points
Journal Entries (4 at 7 points each)		Out of 28 points
LinkedIn Profile		Out of 7 points
Articles Quiz		Out of 10 points
Final Signature Form (160 or 300 hours)		Out of 50 points
Total		Out of 100 points

SPECIFICS ABOUT EACH ASSESSMENT**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 7 days 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.

Journals (4 at 7 points each = 28 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 four (4) 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 current journal submission,
- Dates that correspond to the hours, and
- Cumulative Practicum 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.

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.

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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. You must include three (3) references to support “best practices” in this specific environment (organization, agency, NGO, public/government, private). You may use specific theories and theorists to support “best practices”. You may also use journal articles too.

Journal 3 is geared towards the Articles Quiz. It is imperative that you read all 5 articles, write your responses for Journal 5 and take the Articles Quiz (students who have done this have done exceptionally well on Journal 3).

Journal 4 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. Points will be deducted for late assignments as following:

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.**

LinkedIn Profile (7 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). 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.

Articles Quiz (10 points):

Before taking the Articles Quiz, please read through each of the 5 Articles. The topics covered by these articles (Ethics, Communication Issues, Diversity in the Workplace, Technology, and Organizational Culture) are all very relevant to your practicum experience. After reading these articles click on *Quizzes* to take the Articles Quiz worth 10 points. The Articles Quiz will start from the very first day of class until Journal 3’s due date (see Journal 3 above). All 5 Articles will be located in Assignments.

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 and submit the Final Signature/Evaluation Form via CANVAS. The form must be signed by the employer/supervisor and you the student. Forms are available/downloadable via clicking the Assignments tab in CANVAS. The Final Signature Form must be submitted via CANVAS by the due date (please refer to the course calendar); **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 by: 9/18/15 by 11:55pm**
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 by: 8/31/15 by 11:55pm**
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 by: 11/20/15 11:55pm**

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.

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

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- Career Resource Center, First Floor J.W. Reitz Union, 352-392-1601
 - www.crc.ufl.edu
- U Matter We Care
 - www.umatter.ufl.edu/

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

COURSE CALENDAR

Assignment	Due Date
Syllabus Quiz	Monday August 31, 2015 11:55pm
Journal 1	Friday September 18, 2015 11:55 pm
Journal 2	Friday October 16, 2015 11:55 pm
LinkedIn Profile*	Friday October 30, 2015 11:55 pm
Journal 3**	Friday November 13, 2015 11:55 pm
Articles Quiz**	Friday November 13, 2015 11:55 pm
Journal 4	Friday December 4, 2015 11:55 pm
Final Signature Form	Friday December 11, 2015 11:55pm

*In order for your instructor to grade your LinkedIn Profile You will connect w. Kate H. Fletcher, M.S. via LinkedIn.

**Please read all 5 Articles before taking the Articles Quiz and answering Journal 3 questions (they go together).