

# Cover Sheet: Request 14127

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

### Info

Process	Course Modify Ugrad/Pro
Status	Pending at PV - University Curriculum Committee (UCC)
Submitter	Kathryn Ivey kbeaty@ufl.edu
Created	8/14/2019 11:13:17 AM
Updated	10/17/2019 12:59:42 PM
Description of request	Change FYC4941 from S/U to letter grade to align with all other required undergraduate courses within the department.

### Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CALS - Family, Youth and Community Sciences 514932000	Tracy Irani		8/15/2019
No document changes					
College	Approved	CALS - College of Agricultural and Life Sciences	Joel H Brendemuhl	Edits requested by the CALS CC have been addressed.	10/17/2019
FYC4941 Syllabus PROPOSED Spring 2020.docx					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			10/17/2019
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 14127

### Info

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

**Description of request:** Change FYC4941 from S/U to letter grade to align with all other required undergraduate courses within the department.

**Submitter:** Kathryn Ivey kbeaty@ufl.edu

**Created:** 8/14/2019 11:06:37 AM

**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** Earliest Available

**Effective Year** Earliest Available

**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?** No

**Change Variable Credit?** No

**Change S/U Only?** Yes

**S/U Only Status** Change from S/U Only

**Change Contact Type?** No

**Change Rotating Topic Designation?** No

**Change Repeatable Credit?** No

**Maximum Repeatable Credits** 0

**Change Course Description?** No

**Change Prerequisites?** No

**Change Co-requisites?** No

**Rationale** We are requesting to change this course from S/U to a letter grade in order to align with the other undergraduate grading scale within our program. This is the only required course in our undergraduate program besides Independent Research that is not a letter grade. The course has assignments that are assigned point values that will directly align with changing to a letter graded course.

## 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. 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:

- 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.
- 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.
- 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/>

Assignment	Point Value	Grading Scale		
Journal Assignments (4 total at 15 points each)	60	A	93%-100%	186
Midterm Evaluation	30	A-	90%-92.99%	180
Electronic Portfolio	50	B+	88-89.99%	176
Final Evaluation	30	B	83-87.99%	166
Practicum Experience Survey	30	B-	80-82.99%	160
<b>Total points</b>	<b>200</b>	C+	78%-79.99%	156
		C	73%-77.99%	146
		C-	70%-72.99%	140
		D+	68%-69.99%	136
		D	63%-67.99%	126
		D-	60%-62.99%	120
		E	0%-59.99%	0

**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. 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/>

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. To protect yourself in the event of any technical glitch, I strongly do not use the mobile app for submitting assignments. Additionally, I recommend taking and saving screenshots of all Canvas 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. Additionally, you may arrange a time to meet in Dr. Johnson’s office. See page 1 of this syllabus for drop-in office 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](mailto: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.

Each entry must include the following:

- Site name
- Supervisor’s name and phone number
- Total hours reported for the current submission
- Dates that correspond to the hours reported for current submission
- Cumulative hours earned

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 but not limited to: Youtube, Google sites, Weebly, and Wix. 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. 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 6 – April 22

Assignment	Due Date
Journal 1	TBD @ 11:59 p.m.
Journal 2	TBD @ 11:59 p.m.
Midterm Evaluation	TBD @ 11:59 p.m.
Journal 3	TBD @ 11:59 p.m.
Journal 4	TBD @ 11:59 p.m.
Electronic Portfolio	TBD @11:59 p.m.
Final Evaluation	*TBD @ 11:59 p.m.
Practicum Experience Survey	TBD @ 11:59 p.m.

**\*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 are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at: <https://gatorevals.ua.ufl.edu/students/> . Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluer.com/ufl/> . Summaries of course evaluation results are available to students at: <https://gatorevals.ua.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/> ) 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. 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.
- 3. UF Computing Help Desk** ( ) is available to help students with technical issues, including CANVAS.
- 4. 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 contact [umatter@ufl.edu](mailto:umatter@ufl.edu)
- 5. Career Connections Center** , First Floor JWRU, 392-1601, <https://career.ufl.edu/> .

## **6. Student Complaints:**

- Residential Course: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/> .
- Online Course: <http://www.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.*