

## Cover Sheet: Request 13282

### 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	10/22/2018 2:30:59 PM
Updated	11/27/2018 3:52:13 PM
Description of request	We are adding three additional prereq courses to FYC4941 to better prepare our students to meet expectations our community partners that serve as Practicum sites.

#### Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CALS - Family, Youth and Community Sciences 514932000	Tracy Irani		10/22/2018
No document changes					
College	Approved	CALS - College of Agricultural and Life Sciences	Joel H Brendemuhl	Revisions requested by the CALS CC on 11/16/18 have been completed.	11/27/2018
FYC4941 Syllabus _Proposed.docx					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			11/27/2018
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 13282

### Info

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

**Description of request:** We are adding three additional prereq courses to FYC4941 to better prepare our students to meet expectations our community partners that serve as Practicum sites.

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

**Created:** 10/22/2018 2:21:38 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** 2019

**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?** No

**Change Contact Type?** No

**Change Rotating Topic Designation?** No

**Change Repeatable Credit?** No

**Maximum Repeatable Credits** 0

**Change Course Description?** No

**Change Prerequisites?** Yes

**Current Prerequisites** FYC3001, FYC3101 or SYG2430, FYC3201, FYC3401

**Proposed Prerequisites** FYC3001, FYC3101 or SYG2430, FYC3201, FYC3401, FYC4622, FYC4801 and FYC4931

**Change Co-requisites?** No

**Rationale** After meeting with program stakeholders and department faculty, we determined adding three additional prerequisite courses would benefit in preparing students for their practical work experience. FYC4931 is a professional development course in which students learn how to seek a practicum, professionalism while in practicum and beyond, and prepare them for job search and graduate school. Adding FYC4622 prepares students to plan, implement and evaluate programs in various settings including typical practicum sites. Adding FYC4801 prepares students to evaluate research pertaining to their site.

University of Florida  
Department of Family, Youth and Community Sciences  
**FYC 4941**  
**PRACTICUM IN FYCS**  
**Practicum Coordinator: Emily Johnson, PhD, CHES**  
**Phone: (352) 273-3551 Email: CANVAS Office: MCCD 3041**  
**Drop-in Office Hours: Monday and Wednesday, 1:00-2:30; Or by appointment**

### **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: Planning and Evaluating Family, Youth and Community Science Programs
- 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:** Students requesting classroom accommodations must first register with the Dean of Students Office. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services, and mediating faculty-student disability related issues. The Dean of Students Office will provide the appropriate documentation to the student, who must then provide documentation to the instructor. Please provide documentation to the instructor within the first two weeks of class. 0001 Reid Hall, 352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)

**2. Grading:** Your grade is a direct result of the effort you put into this course. Each assignment has been assigned a possible point value. You will earn points as you complete each assignment. These points accumulate to create your final score. 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.

The grading scheme for this class is Satisfactory/Unsatisfactory. To receive a 'Satisfactory' grade, students must earn 90 points.

Assignment	Possible Points
Journal Assignments (4 total at 7.5 points each)	30
Electronic Portfolio	20
Midterm Evaluation	15
Final Evaluation	15
Practicum Experience Survey	20
<b>Total</b>	<b>100</b>

**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. Additionally, grades are only discussed face-to-face (never via email or phone) to protect student privacy. If a grade input error occurs, students are encouraged to notify the instructor as soon as possible. If examination of the e-learning platform determines an error occurred, the grade will be adjusted accordingly. *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:** All assignments are submitted through CANVAS. You are expected to complete all assignments within the course by the specified dates. Requirements for missed assignments and other work are consistent with university policies that can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx> .

**5. Contacting your instructor:** Please contact your instructor through CANVAS 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 Spring 2019 drop-in office hours.

## **ASSIGNMENTS**

**1. Journal Assignments (4 total at 7.5 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. Minimum word requirement for each journal is 500 words, which does not include any questions asked. A sample journal assignment, as well as details for each specific assignment, is provided on CANVAS.

**2. Electronic Portfolio (EP; 20 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, Wix, Prezi, ePortfolio (be sure to check the box to make it public). Reach out to Dr. Johnson if you are unsure if the platform you are using is appropriate. Whatever electronic delivery method you use, please be sure to include it as an attachment when you submit this assignment. Examples of the EP assignment can be found on CANVAS.

**3. Midterm and Final Evaluation (15 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 evaluation should be scanned into a PDF and uploaded to CANVAS by the student. **Please note that since the final evaluation verifies that the student met the 240 required hours, it 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 (20 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 as a PDF 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

Assignment	Due Date
Journal 1	Friday, 1/25 @ 11:59 p.m.
Journal 2	Friday, 2/15 @ 11:59 p.m.
Midterm Evaluation	Friday, 2/22 @ 11:59 p.m.
Journal 3	Friday, 3/15 @ 11:59 p.m.
Journal 4	Friday, 4/5 @ 11:59 p.m.
Electronic Portfolio	Friday, 4/19 @11:59 p.m.
Final Evaluation	*Wednesday, 4/24 @ 11:59 p.m.
Practicum Experience Survey	Wednesday, 4/24 @ 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 in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). 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, please see: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

## 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.

**2. Disability Resource Center** (<https://drc.dso.ufl.edu/>) is available to students in need of support and/or accommodations for physical, learning, sensory, or psychological disabilities. (352) 392-8565

**3. 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.

**4. UF Computing Help Desk** (<http://helpdesk.ufl.edu/>) is available to help students with technical issues, including CANVAS.

**5. 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) so that the U Matter, We Care Team can reach out to that person.

*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.*