Stephen F. Austin State University  
School of Human Sciences  
HMS 420.501 - Practicum  
Fall, 2018

Instructor: Vicky L. Milstead, M.Ed  
Office: Virtual Instructor only  
Office Phone: (936) 554-4250  
Office Phone: (936) 554-4250 cell phone  
Other Contact Information: Texting will result in quicker responses. Be sure to include name and course

Course Time & Location: 100% Online  
Office Hours: Monday, 7pm – 9pm, or online, or make for a phone consultation or email/text  
Credits: 3 credits = 200 hours  
Email: milsteadvl@sfasu.edu

Prerequisite: HMS 342. Course

Description:

Supervised on-the-job training program in professions related to the field of Human Development and Family Studies

II. Intended Learning Outcomes/Goals/Objectives:

The College of Education’s mission is to prepare competent, successful, caring and enthusiastic professionals dedicated to responsible service, leadership and continued professional and intellectual development.

In the College of Education at Stephen F. Austin State University, we value and are committed to:

• Academic excellence through critical, reflective and creative thinking  
• Life-long learning  
• Collaborative and shared decision making  
• Openness to new ideas, culturally diverse people and innovation and change  
• Integrity, responsibility, diligence and ethical behavior, and  
• Service that enriches the community

Program Learning Outcomes

1. Learners will identify social & cultural influences affecting family life.  
2. Learners will recognize healthy and unhealthy characteristics pertaining to family relationships.  
3. Learners will apply appropriate practices based on theories of human growth and development to individuals and families.  
4. Learners will apply strategies based on the child’s age/stage of development to promote effective developmental outcomes.  
5. Learners will demonstrate professional behaviors that are reflective of ethical standards and practice  
6. Learners will develop culturally-competent educational materials and learning experiences.
Student Learning Outcomes

1. Increase knowledge of a profession related to Human Development and Family Studies.
2. Gain experience of how professionals interact within the work environment.
3. Implement positive interpersonal skills in the work environment.
4. Expand decision-making skills in the work environment.
5. Improve organizational and time management skills.

III. Course Assignments, Activities, Instructional Strategies, use of Technology:

Course Assignments/Activities include: Dropbox and Discussion submissions, Site Supervisor Evaluations, Letter of Appreciation to the Agency, and My Practicum Presentation.

IV. Evaluation and Assessments (Grading):

Students must earn a "B" or better to pass HMS 420

1. **Student Dropbox Assignments: (4 X 25 = 100 Pts)**
   HMS 420 is the capstone course for students majoring in Human Development and Family Studies. You will submit 4 assignments which align with standards from the National Council on Family Relations and Program Standards at SFA.

   - **Student Discussion Assignments (25 X 2 assignments = 50 pts):**
     HMS 420 is the capstone course for students majoring in Human Development and Family Studies. You will submit 4 assignments which align with standards from the National Council on Family Relations and Program Standards at SFA.

     You must respond to a minimum of two postings to receive full-credit.

   - **Student Monthly Time Records Dropbox (25 pts each/ February, March, April)**
     All students must document accrued Practicum hours. Each time record must be signed by your agency supervisor. Time records submitted without the site supervisor signature will not receive credit. Refer to the Course Timeline for due dates. Monthly records should not be mailed or placed in instructor's mailbox or under office door. The Dropbox closes on the scheduled due date – so plan ahead!!!

     Students may send a photo from their phone of the timesheet. The main issue with this method is to make sure that the professor can read your timesheet AND it includes the site supervisor signature. If the professor is unable to read the submitted document, you will receive zero (0) credit until a readable timesheet is sent to the professor. **NOTE: the “readability” is at the discretion of the instructor of record......just because you can read it does not mean that the professor can read.......**

     Students may create and submit their own version of the Timesheet. The Timesheet in the Dropbox is simply an example of information that is needed. The major items to include are the following: o Date and time of hours accrued o Signature of Site Supervisor

     Accumulate 200 hours by the due date.
Accumulate the hours over several weeks – according to the Site Supervisor’s recommendation
Verification/Signature from the site supervisor

3. Site Supervisor Evaluations (150 pts)
   a. Dispositions (50 pts)
   b. Work Ethics (2 X 50 pts each = 100 pts):

5. Student “My Practicum” Power Point Presentation (100 pts)
Create an 8 - 10-slide presentation giving an overview of your Practicum Site and activities. Upload via Discussions. Please include the following:
   • Slide 1 – Title Slide
     Provide your name and photo plus “Interning at....(give the name of your Practicum location)
     (be sure to have permission from your site to use photographs in your presentation).
   • Slide 2 – Agency Overview
     The agency Mission Statement (brief)
     Other locations (if any)
     Scope of services provided to public
   • Slide 3 – Employer/Supervisor
     Title of your employer/Supervisor with brief biographical sketch of his/her professional
     Activities and qualifications
     The agency organizational chart
   • Slides 4 – 8/10 - Your Experience
     Include highlights of what you did during your Practicum
     Provide Pictures/photos

Post your presentation to the Dropbox.

The following grading scale will be used to determine your final grade for the course.
   90% = A
   80% = B
   70% and below = F and student must repeat HMS 420

Accruing Practicum Hours

Students are required to complete 200 Practicum hours for the course and document accrued Practicum hours on the time record posted in D2L. You will need to collaborate with your site supervisor to develop a schedule that will allow you to complete the Practicum hours by the due date (refer to timeline). Practicum hours accrued prior to the start of the semester should be pre-approved by the HMS 420 Instructor. If you complete your 200 Practicum hours before the semester ends, you will need to continue to submit the monthly time record and journal
entries until the due date (for the professor’s information). You will simply write the following statement on both the time sheets and journal entries “I have completed my Practicum hours” to receive credit.

Successfully completing HMS 420.

In order to successfully complete HMS 420, students must adhere to the requirements set forth by the Practicum site and course requirements as scheduled in this class. You should be mindful to present yourself in a professional manner and exhibit behaviors that express your willingness to assist children and families with improving their wellbeing. Be sure to complete all required assignments and abide by the directives provided by your site supervisor. Keep in mind that you are required to obtain a “B” as the overall grade for the course. Students who fail to achieve a B will not successfully complete the HMS 420 and be required to retake the course at a different time. A grading scale for number of possible points is listed in the course syllabus.

If you are asked to leave the Practicum site, a committee from the HDFS program will review the situation and interview you to determine the eligibility of granting you an alternative placement.

Assignment Policy
All posted assignments must be double-spaced, typed in 12 inch font, use Arial or Times New Roman writing style. No late assignments are accepted
Review your grades frequently. Any discrepancy of points must be resolved within one week after the grade is posted. Otherwise, the posted grade will be considered the final grade and will not be reviewed at a later date.

Communication Etiquette Policy: When communicating with professor using email, please send emails through the D2L system instead of sending emails to the professor’s SFA email address. You can expect emails to be answered within 24-48 hours after receipt of your email. I do not check e-mails 24/7......so, the e-mail will be answered during the typical work day 8 AM to 5 PM. (I have a wonderful family and enjoy spending time with them and participating in all of their activities!)

Emails received after 12 noon on Friday’s will most likely not receive a response until the following Monday. If the Monday is a holiday, then your email will most likely receive a response on the following Tuesday. Be sure end the email by including your first and last name and student ID #
V. Tentative Course Outline/Calendar:
Each student’s schedule for completing 200 hours is coordinated with their agency supervisor.

**DUE DATES ARE IN PURPLE**

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<thead>
<tr>
<th>DATE</th>
<th>ASSIGNMENT</th>
<th>POSSIBLE POINTS</th>
<th>DUE DATE</th>
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</thead>
<tbody>
<tr>
<td>August 27 – September 2</td>
<td>Review Syllabus, communicate with professor</td>
<td>25</td>
<td>September 10&lt;sup&gt;th&lt;/sup&gt; by 11:59 PM</td>
</tr>
<tr>
<td>September 3 – 9</td>
<td>Dropbox 1 = Work Schedule</td>
<td>25</td>
<td>September 17&lt;sup&gt;th&lt;/sup&gt; by 11:59 PM</td>
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<tr>
<td>September 10 – 16</td>
<td>Discussion 1 “Office Dress Code”</td>
<td>25</td>
<td>September 24&lt;sup&gt;th&lt;/sup&gt; by 11:59 PM</td>
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<tr>
<td>September 17 – 23</td>
<td>FEM Assignment</td>
<td>25</td>
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<tr>
<td>September 24 – 30</td>
<td>Dropbox 2 = Professional Photo</td>
<td>25</td>
<td>October 1&lt;sup&gt;st&lt;/sup&gt; by 11:59 PM</td>
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<tr>
<td>October 1 – 7</td>
<td>August – September Time Sheet Due</td>
<td>25</td>
<td>October 8&lt;sup&gt;th&lt;/sup&gt; by 11:59 PM</td>
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<tr>
<td>October 8 - 14</td>
<td>Site Supervisor Dispositions</td>
<td>50</td>
<td>October 15&lt;sup&gt;th&lt;/sup&gt; by 11:59 PM</td>
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<tr>
<td>October 15 – 21</td>
<td>Discussion 2 – TBD</td>
<td>25</td>
<td>October 22&lt;sup&gt;nd&lt;/sup&gt; by 11:59 PM</td>
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<tr>
<td>October 22 – 28</td>
<td>Site Supervisor 100 Hour Supervisor Evaluation</td>
<td>50</td>
<td>October 29&lt;sup&gt;th&lt;/sup&gt; by 11:59 PM</td>
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<td>October 29 – November 4</td>
<td>October Time Sheet Due</td>
<td>25</td>
<td>November 5&lt;sup&gt;th&lt;/sup&gt; by 11:59 PM</td>
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<tr>
<td>November 5 – 11</td>
<td>Dropbox 3 = Salary Comparison</td>
<td>25</td>
<td>November 12&lt;sup&gt;th&lt;/sup&gt; by 11:59 PM</td>
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<td>November 12 – 18</td>
<td>Dropbox 4 = Letter of Appreciation for Review</td>
<td>25</td>
<td>November 19&lt;sup&gt;th&lt;/sup&gt; by 11:59 PM</td>
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<tr>
<td>November 19 – 25</td>
<td>Site Supervisor 200 Hour Supervisor Evaluation</td>
<td>50</td>
<td>November 26&lt;sup&gt;th&lt;/sup&gt; by 11:59 PM</td>
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<tr>
<td>November 26 – December 2</td>
<td>November Time Sheet “My Practicum Presentation”</td>
<td>25</td>
<td>December 3&lt;sup&gt;rd&lt;/sup&gt; by 11:59 PM</td>
</tr>
<tr>
<td>December 3 - 9</td>
<td>Mail letter of Appreciation to Site Supervisor</td>
<td>50</td>
<td>December 10&lt;sup&gt;th&lt;/sup&gt; by 11:59 PM</td>
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<tr>
<td>December 10 - 14</td>
<td>Class Ends</td>
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VI. Readings (Including websites and LiveText)


FEM Statement: In this course you must purchase and activate the LiveText add-on, Field Experience Module (FEM), PRIOR to your first day of field experience/clinical teaching. Failure to purchase and activate the account and/or submit the required assignment(s) within the FEM system may result in course failure. FEM must be purchased from www.livetext.com for a fee of $18.00 for a multiple year subscription.

LiveText Statement: This course uses the LiveText data management system to collect critical assessments for students who are Perkins College of Education majors (undergraduate, graduate, and doctoral) or majors in other colleges seeking educator certification through the Perkins College of Education. Students who do not have an existing LiveText account will receive an access code via the SFA email system within the first week of class. You will be required to register your LiveText account, and you will be notified how to do this via email. If you forward your SFA email to another account and do not receive an e-mail concerning LiveText registration, please be sure to check your junk mail folder and your spam filter for these e-mails. If you have questions about obtaining or registering your LiveText account, call ext. 1267 or e-mail SFALiveText@sfasu.edu. Once LiveText is activated, if you have technical questions, call ext. 7050 or e-mail livetext@sfasu.edu. Failure to activate the account and/or submit the required assignment(s) within the LiveText system may result in course failure.

VII. Course Evaluations:

Near the conclusion of each semester, the university will send information electronically to evaluate courses taken. Evaluation data is used for a variety of important purposes such as course and program improvement, planning, and accreditation, and instruction evaluation purposes. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the PCOE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical! Five extra-credit points will be awarded for each student who completes the online course evaluation by the specified date.

VIII. Student Ethics and Other Policy Information:

Abiding by university policy is a responsibility of all university faculty and students. Specific policies may be located at http://www.sfasu.edu/atcofaadvising/176.asp

A. Class Attendance and Excused Absence: Policy 6.7

B. Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6

C. Student Academic Dishonesty: Policy 4.1

D. Student Appeals: Policy 6.3

E. Withheld Grades: Policy 5.5

F. Student Code of Conduct: Policy 10.4

IX. Other Relevant Course Information:

The Course Timeline is Tentative.