School of Human Sciences  
HMS 342.501 Pre-practicum  
Spring 2018

Instructor: Jennifer Newquist, Ph.D., CFLE  
Office: EDAN 133  
Office Phone: (936) 468-1082  
Mail: Only through D2L Mail  
Office Hours: Mondays 1-3pm, Wednesdays 9-11am, Thursdays 2-3pm

Course Time and Location: Online  
Credits: 3

I. Course Description:  
Study of professionalism and ethics in the early childhood and family life education environments. Emphasis on decision-making, problem solving, and collaborative efforts among early child and family service career professionals.

Prerequisites: Junior standing, child development and family living major. Must take prior to HMS 420.

II. Intended Learning Outcomes/Goals/Objectives:  
The mission of the College of Education 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
- Collaboration 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
- Learners will identify social and cultural influences affecting family life.
- Learners will recognize healthy and unhealthy characteristics pertaining to family relationships.
- Learners will apply appropriate practices based on theories of human growth and development to individuals and families.
- Learners will apply strategies based on the child’s age/stage of development to promote effective developmental outcomes.
• Learners will demonstrate professional behaviors that are reflective of ethical standards and practice.
• Learners will develop culturally competent educational materials and learning experiences.

Student Learning Outcomes

• Develop an awareness of professional appearance and behaviors within a professional organization
• Utilize the NCFR principles for ethical thinking to address ethical behavior and ethical issues encountered in occupations related to child development and family living
• Investigate and establish an practicum in a professional setting in the field of child development and family living

Family Life Educator Certification

Course content in HMS 342 emphasizes the following Family Life Educator Content Areas identified by the National Council on Family Relations:

IX Professional Ethics and Practice
An understanding of the character and quality of human social conduct and the ability to critically examine ethical questions and issues as they relate to professional practice.

Notes from HMS 342 should be retained to review for the CFLE exam.

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

1. HMS 342 is an online course and all content will be delivered through D2L. Information notices will be posted on the course home page. Home page includes tools for class assignments, discussion board questions, and grades. Students may contact the instructor and/or other students by clicking in the mail tool and selecting individual's name or click on class instructor's name or all instructors to send mail.
2. Course content is delivered via class online content modules, assigned article readings, assignments and discussion board questions directly relevant to the course content. Students should check the homepage on a daily basis for notices, mail, and assignments.
3. Students should check their grade points at least once a week. Any discrepancies in points must be resolved within one week after assignment grades have been posted otherwise the posted grade points are considered final and will not be reviewed at a later date.

IV. Evaluation and Assessments (Grading):
The course is graded on a letter grade basis (A-F). Final grade will be determined by a percentage of total required points for the course. There are tentatively 375 required points for the course. Tentative: A=100-90% B=89-80 C=79-70 D=69-60 F=59 or below

The total number of required points may be adjusted at the end of the semester.

Course Points:

1. **Student Introduction- 10 points.** Students will introduce themselves to classmates through the discussion board by due date/time for credit. Do not e-mail discussion board responses to the instructor. No credit will be given for e-mail responses.

2. **Discussion board assignments- 20 points.** Discussion questions are related to course content topics, such as education about practicum and professionalism. Students must post discussion response directly to the discussion board by due date/time for credit. Do not e-mail discussion board responses to the instructor. No credit will be given for e-mail responses. In order to fully engage in discussion, a student must post a response to the discussion question and also reply to 2 other students in the discussion board to obtain full credit. Students will receive 6 points for their post and 4 points for their responses to 2 other students (2 points per response).

Late posts to the discussion board will not be accepted unless there is a compelling reason. Having problems with the computer and/or printer or failing to view the assignment are unacceptable reasons for failing to complete an assignment on the due date. Do not request to turn in a post late for any of these reasons.

3. **Written Assignments- 245 points.** Assignments pertain to course content, such as career exploration, practicum site investigation, and professional ethics in the field. Students are responsible for all course assignments and notices posted on the course home page, and all messages sent to students via e-mail. All out of class assignments must be typed in 12 font and uploaded to the Dropbox in D2L.

4. **Selection and Confirmation of an Internship Site- 100 points.** Upon successful completion of this course, many students will enroll in the HMS 420 practicum course to complete program requirements for graduation. Program practicum requires students to complete 200 hours of practicum with a community-based organization providing services to children and families. All sites must allow the student to directly interact with children and family receiving services from the organization. Completing observations at a community-based program without directly interacting with the population is unacceptable. The goal of practicum is to allow students’ the opportunity to learn value skills and to test out the knowledge learned in the classroom to an actual population receiving community-based services. Thus, it is expected that all internship sites affords students the opportunity to build skill, expand knowledge and learn hands on prevention and intervention activities designed to improve the well-being of others.

**Assignment instructions:** Locate and confirm an internship site that fits your career aspirations after college. Practicum sites may include community-based social services, Head Start programs, public schools, child care and child development centers, faith-based organizations
providing services to children and families, state and government agencies, college campuses, health care & family wellness programs, etc. If you have a question about whether a site is appropriate, email the instructor. It is important you locate a practicum site you find most interesting to ensure you have a rewarding learning experience that may also lead to a paid employment position after graduation.

During the middle of the semester students will contact the instructor to set up an appointment to discuss ideas for practicum. This appointment can either be face to face, via telephone or video chat. See course timeline for dates available to set up an appointment to meet. The instructor will not take your practicum paperwork unless you have met (face to face, telephone or video chat) to discuss your ideas for practicum.

All practicum sites must be approved prior to the due date of this assignment. It is highly recommended that you contact potential site(s) early. You will be competing with other students from related disciplines seeking internship sites as well. Most organization accepts a limited number of interns. You may complete your practicum at your place of employment if it is approved by the instructor. In order for the instructor to approve your place of employment, your employment must be in the field of human development and family studies. You and your supervisor must develop a detailed plan of how your practicum will be different than your current employment at the agency/organization you are employed at.

If you are not able to find and secure a practicum site prior to the end of finals week you receive a grade of Withheld in HMS 342. As stated above, you are required to directly interact with the population receiving services provided by the internship site. Students cannot complete internship hours until he/she are enrolled in the HMS 420 course. See the course timeline for the due date.

Late work on any assignment will not be accepted unless there is a compelling reason. Having problems with the computer and/or printer or failing to view the assignment are unacceptable reasons for failing to complete an assignment on the due date. Do not request to turn in an assignment late for any of these reasons.

Extra-Credit Optional

Opportunities to earn extra-credit will be given during the semester. These assignments may not be announced ahead of time and cannot be made up if missed.

V. Tentative Course Outline/Calendar:

**Schedule of Assigned Readings and Assignment Due Dates**

**All due dates are in Central time**

<table>
<thead>
<tr>
<th>Week of:</th>
<th>Dates</th>
<th>Content/Assignments</th>
<th>Points</th>
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<tbody>
<tr>
<td>Jan 16-19</td>
<td></td>
<td>Getting Started Module</td>
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<td></td>
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<td>Review Syllabus</td>
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<td>Date Range</td>
<td>Module/Assignment</td>
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<tr>
<td>Jan 22-26</td>
<td>Module 1: What is Practicum? Feelings about Practicum Discussion due</td>
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<td>Jan 22-26</td>
<td><strong>Student Introduction due</strong> Friday 1/19 at 11pm</td>
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<td></td>
<td>Complete HMS 342 Agreement Quiz Subsequent Modules will not open until you get 100% on quiz</td>
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<tr>
<td>Jan 29-Feb 2</td>
<td>Module 1: What is Practicum? Personal Goals for Practicum due</td>
<td>25</td>
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<tr>
<td>Jan 29-Feb 2</td>
<td><strong>Feelings about Practicum Discussion due</strong> Friday 1/26 at 11pm</td>
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<tr>
<td>Feb 5-9</td>
<td>Module 2: Career Preparation Career Analysis Assignment due</td>
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<tr>
<td>Feb 5-9</td>
<td><strong>Module 2: Career Preparation Career Analysis Assignment due</strong> Friday 2/9 at 11pm</td>
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<td>Feb 12-16</td>
<td>Module 3: Finding a Practicum Site Agency/Organization Investigation Assignment due Friday 2/16 at 11pm</td>
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<tr>
<td>Feb 19-23</td>
<td>Module 3: Finding a Practicum Site Begin Interview with Professionals</td>
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<tr>
<td>Feb 19-23</td>
<td>Schedule meeting to discuss practicum ideas</td>
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<tr>
<td>Feb 23-Mar 2</td>
<td>Module 3: Finding a Practicum Site Schedule meeting to discuss practicum ideas</td>
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<td><strong>Module 3: Finding a Practicum Site Schedule meeting to discuss practicum ideas</strong></td>
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<tr>
<td>Feb 23-Mar 2</td>
<td>Continue Interview with Professionals</td>
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<tr>
<td>Mar 5-9</td>
<td>Module 3: Finding a Practicum Site Schedule meeting to discuss practicum ideas</td>
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<td>Mar 5-9</td>
<td><strong>Module 3: Finding a Practicum Site Schedule meeting to discuss practicum ideas</strong></td>
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<tr>
<td>Mar 5-9</td>
<td>Interview with Professionals due Friday 3/9 at 11pm</td>
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<td>Mar 12-16</td>
<td><strong>SPRING BREAK</strong></td>
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<td>Mar 19-23</td>
<td>Module 4: Professionalism and Ethics LinkedIn Profile Assignment due Friday 3/23 at 11pm</td>
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<td>Mar 26-28</td>
<td>Module 4: Professionalism and Ethics Begin Ethical Case Studies</td>
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<td>Mar 29-30</td>
<td><strong>EASTER BREAK</strong></td>
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<td>classes resume Monday 4/2</td>
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<tr>
<td>Apr 2-6</td>
<td>Module 4: Professionalism and Ethics Ethical Case Studies due 4/6</td>
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<td>Apr 9-13</td>
<td>Module 5 Securing a Practicum Site Lone Star Legislative Summit 4/12-13</td>
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VI. Readings:

No Textbook is required for HMS 342.

**LiveText Statement** - There is no LiveText assessment assignment for this course.

**FEM Statement** - The LiveText FEM (Field Experience Module) is not required in this course. However, you will need to purchase and activate the FEM add-on 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.

VII. Course Evaluations:

Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses taken within the PCOE. Evaluation data is used for a variety of important purposes including:

1. Course and program improvement, planning, and accreditation;
2. Instruction evaluation purposes; and
3. Making decisions on faculty tenure, promotion, pay, and retention.

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!

In the Perkins College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

VIII. Student Ethics and Other Policy Information: These policies are found at https://www.sfasu.edu/policies

   Class Attendance and Excused Absence: Policy 6.7
Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

**Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6**

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 936-468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

**Student Academic Dishonesty: Policy 4.1**

Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

**Definition of Academic Dishonesty**

Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:
- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment; and/or;
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to:
- submitting an assignment as one's own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or,
- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.
Penalties for Academic Dishonesty
Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.

Student Appeals
A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

Withheld Grades: Policy 5.5
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Student Code of Conduct: Policy 10.4
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This policy applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early Alert Program at SFA. Information regarding the iCare program is found at https://www.sfasu.edu/judicial/earlyalert.asp or call the office at 936-468-2703.

Additional Information:

To complete Certification/Licensing Requirements in Texas related to public education and other professional settings, you will be required to:

1. Undergo criminal background checks for field or clinical experiences on public school campuses; the public school campuses are responsible for the criminal background check; YOU are responsible for completing the information form requesting the criminal background check. If you have a history of criminal activity, you may not be allowed to complete field or clinical experiences on public school campuses. At that point, you may want to reconsider your major while at SFASU.
2. Provide one of the following primary ID documents: passport, drivers license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at www.texas.ets.org/registrationBulletin/). YOU must provide legal documentation to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU.

3. Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU.

For further information concerning this matter, contact Katie Snyder 936-468-1740 or snyderke1@sfasu.edu.