



School of Human Sciences  
Practicum  
HMS 420.501 – Online  
Fall 2019

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**Office Hours:** Monday 9:00-11:00am,  
Tuesday 8:15-9:15am & 10:50- 11:50am,  
Thurs 8:15-9:15am

**Course Time & Location:** Online  
**Office:** EDAN 129  
**Credits:** 3  
**Prerequisites:** HMS 342: Pre-Practicum

**I. Course Description:**

Individualized instruction. Supervised on-the-job training in the field.

**Pre-requisites:** HMS 342

**Course Justification:** HMS 420 Practicum (3 credits) is a supervised on-the-job training experience with an approved organization or community agency. Typically, for a 3 hour practicum, students will work 200 hours (67 hours per unit of credit). Students will complete practicum in fields directly related to their career or academic objectives, and practicum sites will foster development of career-related skills. In addition to onsite work expectations, students will have required academic deliverables: written work (journals, essays, or other appropriate work relative to the practicum site), and during the final examination period a final self-evaluation assessment and project summarizing their practicum experiences. These activities, inclusive of the on-site expectations and academic components, average a minimum of 16 hours a week.

**II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):**

The mission of the College of Education is to prepare competent, successful, caring, and enthusiastic professionals dedicated to responsible service, leadership, social justice and continued professional and intellectual development in an interconnected global society.

Additional information about the College of Education's vision, mission, and core values can be found at <http://coe.sfasu.edu/about-us>.

This course relates to the College of Education's Conceptual Framework (CF) and/or Vision, Mission, Goals, and Core Values (VMGV). It also aligns with the standards of the National Council on Family Relations and the National Association for the Education of Young Children in order to promote learning and understanding of child development and family relationships and the National Council for Family Relations (NCFR) standards in the area of child development.

### 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

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

### III. Course Assignments, Activities, Instructional Strategies, Use of Technology:

1. **Dropbox Assignments.** Assignments pertain to course content, such as ethics and professionalism 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 assignments must be typed in 12 font and uploaded to the Dropbox in D2L. Assignments must be submitted as a .doc, .docx or PDF attachment.**
2. **Student Monthly Time Records.** 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!!!

The best method for submitting hours is to scan and upload the document. There are a variety of free scanner apps that you can use on a smart phone.

Students may upload 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 for those hours. **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 it.**

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:

- **Date and time of hours accrued**
- **Signature of Site Supervisor**
- **Accumulate 200 hours by the final due date**
- **Accumulate the hours over several weeks – according to the Site Supervisor's recommendation (approximately 67 hours for each time sheet).**

- **Verification/Signature from the site supervisor**
- 3. **Journal Assignments.** Students will reflect on their practicum experiences and complete 3 journal assignments based on their reflections. **All journal assignments must be typed in 12 font and uploaded to the Dropbox in D2L. Assignments must be submitted as a .doc, .docx or PDF attachment.**
- 4. **Supervisor Dispositions.** Practicum supervisor will complete 2 dispositions (evaluations) of the student during the semester. Supervisors will be emailed a Qualtrics survey, which they will take to evaluate the student. One survey will be completed at the midterm, the other at the end of the semester.
- 5. **Student Disposition.** Students will complete one self-disposition (evaluation) on themselves at the end of the semester. Students be emailed a Qualtrics survey to their SFA email address.
- 6. **Student “My Practicum” Power Point Presentation.** 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

**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.

**General notes on assignments:**

- HMS 420 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.
- Course content is delivered via class online content modules, Dropbox 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.
- 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.

- **Late assignments will not be accepted** e.g., submitting assignments as an attachment via email to professor, requesting to submit assignment after the due date has passed, requesting to redo assignment after points have already been assigned, and if assignment was submitted with improper formatting. You should always review documents that you upload in Dropbox to ensure that it is readable and it is the most appropriate document for the given assignment. When an assignment is uploaded correctly into Brightspace, you will receive a confirmation email letting you know it was submitted. Lastly, if you submit an assignment and did not follow all directions correctly, then you automatically receive a zero for the assignment since it is incomplete and you cannot resubmit.

Use of Technology:

Please make sure that you have access to a working computer that has a reliable internet connection. You will also need to have speakers/headphones that work to complete the course. You will use D2L to access all course materials, submit your assignments, take your quizzes, check your grades, and communicate with both your classmates and with me. Internet access is an essential part of the course.

Important notes about D2L:

1. Course notices will be posted on the course homepage and it is the responsibility of each student to review D2L daily as you will be responsible for any information disseminated through D2L. You log-on to D2L on a daily basis to check for notices. Neglecting to check D2L is NOT a valid excuse for not knowing course information.
2. Students should check their grades **at least once a week**. Any discrepancies in grades must be resolved within one week after assignment grades have been posted. Otherwise, the posted grade is considered final and will not be changed at a later date. I am always willing to discuss ways you can improve your future work, even if the one-week limit for a grade change has passed.
3. Most assignments that you will upload to D2L should be done using a Word document or PowerPoint. If you do not currently have, or anticipate having, access to Microsoft Office, then please make the appropriate arrangements to secure the appropriate software for use in this course. It would be virtually impossible for the professor to save work in multiple formats to accommodate for all individual software available—as such Microsoft Office is the sole means of acceptable software to be used for uploading relevant documents.
4. The most appropriate browsers to use with D2L are either Google Chrome or Firefox.

Re-taking the Course: If you are retaking the course, all your work must be original. You may not use the work that you submitted previously to count as credit for this semester. It is a new semester and new work should be produced. If you submit previously written work and attempt to pass it as newly produced work, you will receive a “0” for the assignment. If you have questions or are in doubt about what you are producing, please talk with me about the assignment.

**IV. Evaluation & Assessments (Grading):**

The course is graded on a letter grade basis (A-F). Final grade will be determined by a percentage of total grades. All assignments will be graded on a 100 point scale, but will be weighted according to the percentages below.

- A = 89.5% -100%
- B = 79.5% - 89.4%
- C = 69.5% - 79.4%
- D = 59.5% - 69.4%
- F = 0% - 59.4%

Assignments & Quizzes Weights:

Category	Assignment Name	Points	Weight
<b>Dropbox Assignments</b>			
	Work Schedule	25	
	Practicum Professional Dress	25	
	Code of Ethics	25	
	Thank-you Letter	25	
	<b>TOTAL</b>	<b>100</b>	<b>10%</b>
<b>Student Monthly Time Records</b>			
	August/September	100	15%
	October	100	15%
	November/December	100	15%
<b>Journal Assignments</b>			
	Journal #1: Introduction	100	5%
	Journal #2: Midterm	100	5%
	Journal #3: Conclusion	100	5%
<b>Supervisor Disposition</b>			
	Midterm Disposition	50	
	Final Disposition	50	
	<b>TOTAL</b>	<b>100</b>	<b>10%</b>
<b>Student Disposition</b>			
	Student Disposition	100	5%
<b>Student PowerPoint Presentation</b>			
	PowerPoint Presentation	100	15%
<b>TOTAL</b>			<b>100%</b>

Note: All assignments are graded on a 0-100 scale (points) but are weighted differently (weight). An excel spreadsheet will be provided in D2L for you to use to keep track of your standing. D2L also auto-calculates your *weighted* grade for you throughout the semester.

**V. Tentative Course Outline**

**NOTE:** All submissions, unless otherwise noted, are to be uploaded to D2L Dropbox by 5:00 PM (CST) on the day they are due!!! Please note that in this course, the week ends at Friday at 5:00 PM and the next module opens Friday at 5:01 PM (CST).

<b>Week</b>	<b>Date</b>	<b>Assignments Due</b>
1	Aug 26-30	Start Practicum Hours
2	Aug 30-Sep 6	Continue Hours Work Schedule Due by September 6 <sup>th</sup> at 5:00 PM (CST) Journal Entry 1 due by September 6 <sup>th</sup> at 5:00 PM (CST)
3	Sep 6-13	Continue Hours Read Professional Dress information found in Dropbox Assignment Module – “Professional Dress” Practicum Dress Code Assignment due by Sept 13 <sup>th</sup> at 5:00 PM
4	Sep 13-20	Continue Hours
5	Sep 20-27	Continue Hours
6	Sep 27-Oct 4	Continue Hours Time Sheet #1: August & September Due Oct 4 <sup>th</sup> by 5:00 PM (CST)
7	Oct 4-11	Continue Hours
8	Oct 11-18	Continue Hours Journal Entry #2 due Oct 18 by 5:00 PM (CST) Supervisor Disposition Midterm Due by Oct 18 by 5:00 PM (CST)
9	Oct 18-25	Continue Hours
10	Oct 25-Nov 1	Continue Hours
11	Nov 1-8	Continue Hours Time sheet #2: October Due Nov 8 <sup>th</sup> by 5:00 PM (CST)
12	Nov 8-15	Continue Hours Read Code of Ethics information found in Dropbox Assignment Module – “Code of Ethics” Code of Ethics due Nov 15 <sup>th</sup> by 5:00 PM (CST)
13	Nov 15-22	Continue Hours Journal Entry #3 Due by Nov 22 <sup>nd</sup> at 5:00 PM (CST) Thank you Letter Due by Nov 22 <sup>nd</sup> at 5:00 PM (CST) Read thank-you information found in Dropbox Assignment Module – “Thank-You Letter”
<b>Thanksgiving Holiday Saturday November 23-Sunday December 1</b>		

Week	Date	Assignments Due
14	Nov 22-Dec 6	Finish Hours Supervisor Disposition Final Due Dec 6 <sup>th</sup> by 5:00 PM (CST) Student Disposition Due Dec 6 <sup>th</sup> by 5:00 PM (CST) Time Sheet #3: Nov/Dec Due Dec 6 <sup>th</sup> by 5:00 PM(CST)
15	Dec 6-9	<b>My Practicum Presentation Due by MONDAY DECEMBER 9<sup>th</sup> at 5:00 PM (CST)</b>

**VI. Course Readings (Required):** There is no textbook required for HMS 420.

**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: Found at <http://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 (including the first 12 day attendance report) 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. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism, as well as the appeal process.

#### **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;
- 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;
- 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 <http://www.sfasu.edu/judicial/earlyalert.asp> or call the office at 936-468-2703.

**Additional Information:**

**Code of Ethics for the Texas Educator:**

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification.

Please go to TAC 247.2 – Code of Ethics and Standard Practices for Texas Educators. This can be found at [https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=4&ti=19&pt=7&ch=247&rl=Y](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=19&pt=7&ch=247&rl=Y).

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

1. Candidates must undergo a criminal history background check prior to clinical teaching and prior to employment as an educator. The public school campuses are responsible for completing the criminal background check. A person who is enrolled or planning to enroll in a State Board for Educator Certification-approved educator preparation program or planning to take a certification examination may request a preliminary criminal history evaluation letter regarding the person's potential ineligibility for certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

A Preliminary Criminal History Evaluation is a non-mandatory, non-binding evaluation of an individual's self-reported criminal history. In addition, the agency obtains your name-based Texas criminal history information. The service is provided to the requestor for a **non-refundable fee**. The requestor will receive an evaluation letter by email from agency staff advising of potential ineligibility for educator certification.

You are eligible to request a Preliminary Criminal History Evaluation if:

- You enrolled or planning to enroll in an educator preparation program or
- You are planning to take a certification exam for initial educator certification, and

- You have reason to believe that you may be ineligible for educator certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

You are not eligible for a preliminary evaluation of your criminal history if you do not have a conviction or deferred adjudication for a felony or misdemeanor offense.

In addition, you must complete the fingerprinting process when you apply for certification. Participation in the evaluation does not preclude you from submitting to a national criminal history review at the time you apply for your educator certification. Your criminal history will be reviewed and you may be subject to an investigation based on that criminal history, including any information you failed to submit for evaluation.

Additional information can be found at

[https://tea.texas.gov/Texas\\_Educators/Investigations/Preliminary\\_Criminal\\_History\\_Evaluation-FAQs/](https://tea.texas.gov/Texas_Educators/Investigations/Preliminary_Criminal_History_Evaluation-FAQs/).

2. Provide one of the following primary ID documents: passport, driver's license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at [http://www.tx.nesinc.com/PageView.aspx?f=GEN\\_Tests.html](http://www.tx.nesinc.com/PageView.aspx?f=GEN_Tests.html)). 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 Martin at 936-468-1740 or [snyderke1@sfasu.edu](mailto:snyderke1@sfasu.edu).**

#### **X. Other Relevant Course Information:**

##### **Acceptable Student Behavior**

In an online course, acceptable behavior includes how you interact with your fellow students in class discussions, online discussion forums, and any group work. Language used should always be professional. While you are encouraged to share personal experiences as examples for synthesizing class information, it will never be required of you to disclose information that makes you uncomfortable. When disagreeing with other students in the class, please be professional and refrain from profanity, personal attacks, and slurs.

##### **Class participation**

Class participation promotes a valuable learning environment, and is therefore encouraged and expected. Participation includes asking questions (for clarification or better understanding), discussing current or controversial issues related to course content, exploring applications of ideas or concepts, problem solving, and other exchanges of ideas. It is the student's responsibility (and to his/her benefit) to read the material assigned in the class schedule prior to the assignment to be able to participate effectively in discussion postings and/or activities. Students are encouraged to collaborate with others in the class when studying and/or reviewing material via chat, student-created discussion board postings, in person, or other methods by which they will be successful.