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

Course Time and Location: Online  
Credits: 3

I. Course Description:  
Individualized instruction. Supervised on-the-job training in the field.

Prerequisites: HMS 342

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

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:

1. 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.
2. 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.
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 550 required points for the course. The total number of points may be adjusted at the end of the semester.

A=100-90%  B=89-80  C=79-70  D=69-60  F=59 or below
Note: Students must earn a “B” or better to pass HMS 420

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

Course Points:

- Dropbox Assignments- (4x25 points) 100 points. 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.
• **Student Monthly Time Records** - (3x 25 points) 75 points. 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 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 due date**
- **Accumulate the hours over several weeks – according to the Site Supervisor’s recommendation**
- **Verification/Signature from the site supervisor**

• **Journal Assignments** - (3 x 50 points) 150 points. 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.**

• **Supervisor Dispositions** - (2 x 50 points) 100 points. 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.

• **Student Disposition** - 25 points. 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.

• **Student “My Practicum” Power Point Presentation** - 100 points. 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

• 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.

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.

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>Date</th>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 21</td>
<td></td>
<td>MLK Day-No School</td>
<td></td>
</tr>
</tbody>
</table>
### Jan 22-25
- **Begin Practicum Hours**

### Jan 28-Feb 1
- **Work Schedule due 2/1 at 11pm**
- **Journal Entry 1 due 2/1 at 11pm**

### Feb 4-8
- **Continue Hours**
- **Professional Dress Code due 2/8 at 11pm**

### Feb 11-15
- **Continue Hours**

### Feb 18-22
- **Continue Hours**

### Feb 25-Mar 1
- **Continue Hours**

### Mar 4-8
- **January and February Time Sheet due 3/8 at 11**

### Mar 11-15
- **Continue Hours**
- **Journal Entry 2 due 3/15 at 11pm**
- **Supervisor Disposition Midterm due 3/15**

### Mar 18-22
- **SPRING BREAK**

### Mar 25-29
- **Continue Hours**

### Apr 1-5
- **Continue Hours**
- **March Time Sheet due 4/5 at 11pm**

### Apr 8-12
- **Continue Hours**
- **Code of Ethics due 4/12 at 11pm**

### Apr 15-17
- **Continue Hours**

### Apr 18-21
- **EASTER BREAK**

### Apr 22-28
- **Continue Hours**

### Apr 29-May 3
- **Continue Hours**
- **Journal Entry 3 due 5/3 at 11pm**
- **Thank You Letter due 5/3 at 11pm**

### May 6-10
- **Finish Hours**
- **Supervisor Disposition Final due 5/10**
- **Student Disposition due 5/10**
- **My Practicum Presentation**
- **April and May Time Sheet due 5/10 at 11**

### May 13-17
- **FINALS WEEK**
- **No Final for HMS 420**

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**VI. Readings:**

No Textbook is required for HMS 420.

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

**FEM Statement**- There is no FEM assignment for this course. Disposition evaluations will be completed in Qualtrics.
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/<http://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.