



School of Human Sciences  
Practicum  
HUSC 5320.501 – Online  
Fall 2020

**Instructor:** Rachel Jumper, Ph.D.

**Office Phone:** (936) 468-2209

**Email:** [jumperr@sfasu.edu](mailto:jumperr@sfasu.edu) or through D2L

**Office Hours (via Zoom):** Monday 9-11am, Tuesday

10am - 12pm, Thursday 9am-10am, & by appointment

**Course Time & Location:** Online

**Office:** EDAN 129

**Credits:** 3

**Prerequisites:** None

**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 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

- Communicate effectively, both orally and in writing, about human science theories, arguments, methods, and concepts.
- Synthesize, critique, and critically consume quantitative and qualitative data in the field of human science.
- Conduct research and apply theories of human sciences (thesis) OR analyze and synthesize research from the field of human sciences (comprehensive exam).

### Student Learning Outcomes

- Advanced knowledge of a profession related to Human Development and Family Studies.
- Network & develop relationships with professionals in the field of human sciences
- Develop professional quality products for an organization in the field of human sciences.
- Improve organizational and time management skills.

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

1. **Professional Assignments- (4x25 points).** Assignments pertain to course content, such as a report on the organization, self-evaluations, and a professional thank-you note. 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 Time Records- (4x25 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. Time 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.**

3. **Resume & Cover letter – (100 points).** Students will submit a professional resume & mock cover letter for the organization where they have done their practicum (if student is applying for another job, they can discuss with the professor if it is appropriate to submit a cover letter for the actual job for which they are applying) **All documents 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- (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.

5. **Organization Product:** Student will work in conjunction with the organization to create a product that is useful for the organization in some way. This product will be created outside of the 200 hours of practicum time. Examples include social media campaign development, infographics, newsletters, planning a volunteer appreciation event, planning a fundraiser, etc. Student will submit the product (or images of the product) along with a 5-7 page paper explaining the product, the value of the product to the organization & how it aligns with the field of human sciences. A minimum of 3 sources should be cited in the paper.

**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 HUSC 5320 Instructor.

**General notes on assignments:**

- HUSC 5320 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
Professional Assignments			
	Report on the Organization	25	
	Midterm Self-Evaluation	25	
	Thank-you Letter	25	
	Final Self-Evaluation	25	
	TOTAL	100	20%
Student Monthly Records			
	50 hours	25	
	100 hours	25	
	150 hours	25	
	200 hours	25	
	TOTAL	100	20%
Resume & Cover letter			
	Professional Resume	50	
	Cover letter	50	
	TOTAL	100	10%
Supervisor Disposition			
	Midterm Disposition	50	
	Final Disposition	50	
	TOTAL	100	20%
Organization Product			
	Organization Product	100	30%
<b>TOTAL</b>			<b>100%</b>

Note: All categories 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!!!

<b>Week</b>	<b>Date</b>	<b>Assignments Due</b>
1	Aug 24-30	Start Practicum Hours
2	Aug 31-Sep 6	Continue Hours Work Schedule Due by September 6 <sup>th</sup>
3	Sep 7-13	Continue Hours Report on the Organization Due by Sept 13 <sup>th</sup>
4	Sep 14-20	Continue Hours Time Sheet #1 (50 Hours) due September 20 <sup>th</sup>
5	Sep 21-27	Continue Hours
6	Sep 28-Oct 4	Continue Hours
7	Oct 5-11	Continue Hours
8	Oct 12-18	Continue Hours Student Disposition Midterm Due by October 18 by 5:00 PM (CST) Supervisor Disposition Midterm Due by Oct 18 by 5:00 PM (CST)
9	Oct 19-25	Continue Hours Time Sheet #2 (100 Hours) due October 25 <sup>th</sup>
10	Oct 26-Nov 1	Continue Hours
11	Nov 2-8	Continue Hours
12	Nov 9-15	Continue Hours Time Sheet #3 (150 Hours) due November 15 <sup>th</sup>
13	Nov 16-22	Continue Hours Professional Resume & Cover Letter Due November 22 <sup>nd</sup>
<b>Thanksgiving Holiday November 23-29</b>		
14	Nov 30-Dec 6	Finish Hours Supervisor Disposition Final Due Dec 6 <sup>th</sup> Student Disposition Due Dec 6 <sup>th</sup> Time Sheet #4 (200 hours) Due Dec 6 <sup>th</sup> Thank-you Letter Due by December 6 <sup>th</sup>
15	Dec 7-9	<b>Organization Product</b> <b>Due by WEDNESDAY DECEMBER 9<sup>th</sup> at 5:00 PM (CST)</b>

**VI. Course Readings (Required):** There is no textbook required for HUCS 5320.

**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 by the deadline set by the instructor of record, not to exceed 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., Military Service Activation (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**

Disruptive Behavior--Interference or disruption of students, faculty, administration, staff, the educational mission, or routine operations of the university is prohibited. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to profit from the class or program. To remain in the vicinity of activity that is disrupting normal university functions when requested to leave by a university official is prohibited. 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 Early Alert Program at SFA.

Masks (cloth face coverings) must be worn over the nose and mouth at all times in this class and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave the class. All incidents of not wearing a mask and/or



not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or not observing appropriate physical distancing may be subject to disciplinary actions.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

**X. Other Relevant Course Information:**

**Acceptable Student Behavior**

In a face-to-face 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.

**Zoom Office Hours**

I conduct my office hours (as much as I can) as if we were still in person! I want to see your face and get to visit with you. :) If you came to my physical office for office hours and another student was there, you would wait in the hall until I finished with the person who was already there, and then you would come in and have your time with me. What that means for you now that we are on Zoom is that when you follow the link below and log on to the office hours, you will be put into a "waiting room." You'll see a message that I will let you in shortly. If there is no student there already, I will immediately let you in. If you have to wait for a few minutes, that means I'm with someone. Don't worry, I WILL get to you in the order that you entered the waiting room. Even it is past the time for my office hours to end, I'll get to everyone who logs on! So if you have to wait, please be patient and know that I haven't forgotten you are there.