School of Human Sciences
HMSC 4120.640 Practicum
Fall 2021

Instructor: Lisa Mize, Ph.D.

Course Time & Location: This is a totally on-line course. Please note that you will have assignments due on specific days and times of the week.

Office Hours: Tuesday/Thursday 9:30 – noon; or by Appointment

Zoom: Meeting ID: 996 1147 2182 Passcode: 100108

Office: EDAN 120

Email: ONLY use D2L and include the COURSE NUMBER and a Hint of what you are asking in the SUBJECT LINE

Credit Hours: 3 Credits

Prerequisite: None

I. Course Description

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

Credit Hour Justification: HMSC 4120 Practicum (3 credits) is a supervised on-the-job training experience with an approved organization or community agency. 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. Total student/faculty contact is a minimum of 2250 minutes.

Course Expectations for Fall 2021: Due to COVID-19 and the challenges it has posed to students and community agencies alike, two alternatives were developed for HMSC 4120 during the 2020-21 academic year. Students had the option to complete 120 hours, reduced from 200 hours, at an agency in combination with other limited online coursework. Or, students had the option to complete HMSC 4120 fully online to substitute for the agency hours in addition to completing other online coursework. In order to be approved for 120 hours at an agency, all student and supervisor paperwork had to be submitted to and approved by Dr. Mize in the HDFS 4319 course during Fall 2020. If at any point during the Fall 2021 semester a student should need to switch from the 120 hours agency option to the fully online coursework option, the student will need to contact Dr. Mize as soon as possible for approval. However, students who chose the fully online coursework option for the Fall 2021 semester will not be permitted to change to the 120 hours agency option.

Acknowledgment of Risks of Off-Campus Experiences Due to COVID-19: Practicum experiences, like any other activity that exposes an individual to the general public, have always
presented a risk that one might come in contact with a contagious disease or virus. Currently, the most notorious risk is exposure to COVID-19. Symptoms common to COVID-19 include fever, cough, chills, muscle pain, sore throat, and shortness of breath. By participating in the practicum experience, you acknowledge and accept the risks associated with potentially being exposed to a contagion, including COVID-19. You agree to follow the site’s and university’s health and safety protocols, including any disclosure and distancing requirements. Practicum sites are not owned or controlled by the university and therefore outside its ability to manage and minimize exposure risk. The university cannot ensure the practicum site is free of contagions. You should monitor your own personal health status and determine whether the practicum environment is in your best interest this semester.

Non-HDFS Students: Some students in other HMS specializations may be allowed to enroll in this section of HMSC 4120. In these situations, students will be supervised by a professor within their own specialization and may be enrolled in their own section of Brightspace/D2L. These students should contact their supervising faculty for a syllabus, due dates, and assignments.

The James I. Perkins College of Education is committed to proactively recruiting and retaining a diverse faculty, staff, and student population. Through open dialogue, mutual respect, and shared responsibility, faculty, staff, and students will demonstrate an understanding and sensitivity to ethnicity, race, gender, exceptionalities, culture, language/dialect, age, social class, family structure, sexual orientation, religion, and spiritual values in order to enhance the quality of life in a diverse, global community.

Prerequisites: HDFS 4319

II. Intended Learning Outcomes/Goals/Objectives

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

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

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**

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 develop culturally-competent educational materials and learning experiences.
6. Learners will demonstrate professional behaviors that are reflective of ethical standards and practice.

**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. HMSC 4120 is an online course. Class attendance and participation are crucial as students are expected to log into the course daily to stay current with all course information. Students experiencing technical difficulties accessing the course homepage, discussions and assignments should call SFA’s D2L Support Team at (936) 468-1919. The D2L Support Team is available Monday–Friday, 8 a.m.–5 p.m. There is also a virtual lab that is offered. You can access the virtual lab from the Homepage of D2L/Brightspace.
2. Information notices for all discussions and assignments will be posted on the course homepage. The homepage includes tools for discussion board questions, assignments, and grades which will be posted in Brightspace/D2L. All coursework will be accessible online.
3. Course content is delivered via Brightspace/D2L, which includes: course modules, discussions, and assignments directly relevant to the course content. Students are responsible for completing all coursework by the due dates/times.

**IV. Evaluation and Assessments (Grading)**
The course is graded on a letter grade basis (A-F). There are tentatively 775 required points for the course. Final grade will be determined by a percentage of total required points for the course. A=90-100%; B=80-89%; C=70-79%; D=60-69%; F=0-59%.

A = 775 – 697  B = 696 – 620  C = 619 – 542  D = 541 – 465
F = 464 & Below

Late work on any assignment will not be accepted unless there is a compelling reason (written documentation must be provided). Experiencing problems with the computer and/or printer, failing to view the assigned coursework, and submitting discussions/assignments via e-mail to professor are unacceptable reasons for failing to complete coursework by the due date/time. Do not request to turn in coursework late for any of these reasons. Students should always review any document that is uploaded to the Dropbox to ensure that it is readable and that it is the most appropriate document for the given assignment.

Course points are earned through:

**Dropbox Assignments- (4 x 25 points) 100 points.** Assignments relate to course content, such as ethics and professionalism in the field. All assignments must be submitted in the Dropbox as Word documents (.doc or .docx files) or PDF files by the due date/time. No credit will be given for assignments posted incorrectly.

**Student Monthly Time Records- (3 x 100) 300 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. All-time records must be submitted through the Dropbox. 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.**

The Timesheet to be completed is located in the module titled “Time Sheets”.

The major items to include are the following:

**Date and time of hours accrued**

**Signature of site supervisor**

**Accumulate 120 hours by the final 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 submitted in the Dropbox as Word documents (.doc or .docx files) or PDF files by the due date/time. No credit will be given for assignments posted incorrectly.

Supervisor Dispositions- (2 x 25; 1 x 50 points) 100 points. Students will be evaluated on their Dispositions by the Practicum Field Supervisor & the Professor.

The Practicum supervisor will complete 2 dispositions (evaluations) of the student during the semester. Supervisors will be emailed a Qualtrics survey, which they will complete to evaluate the student.
- One survey will be completed at the midterm (25 pts),
- The other at the end of the semester (50 pts).

The professor will meet with each student individually via Zoom to discuss their practicum experience at which time the professor will evaluate the student’s dispositions (25 pts).

Student Disposition-25 points. Students will complete one self-disposition (evaluation) on themselves near the end of the semester. Students will be emailed a Qualtrics survey to their SFA email address. Failure to complete the survey by the due date results in earning zero points.

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.

Accruing Practicum Hours-Students are required to complete 120 Practicum hours for the course and document accrued Practicum hours on the time record posted in Brightspace/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 course timeline). Practicum hours may be accrued once the Fall 2021 semester begins (August 23, 2021). If you complete your 120 Practicum hours before the final due date (listed on the course timeline), you will need to continue to submit the monthly time record until the due date (for the professor’s information). You will simply write the following statement on the time sheets “I have completed my Practicum hours” to receive credit.
V. Tentative Course Outline/Calendar

Dates may change at the discretion of the instructor. Should a date change be required, it will be announced on the course homepage.

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<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Assignments Due</th>
<th>Points</th>
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<tbody>
<tr>
<td>1</td>
<td>Aug 23 – Aug 30</td>
<td><strong>Introduction and Overview of Course</strong></td>
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<td><strong>Start Practicum Hours</strong></td>
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<td>2</td>
<td>Aug 30 – Sept 6</td>
<td><strong>Work Schedule Due September 6 by 11 PM</strong></td>
<td>25</td>
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<td><strong>Journal Entry 1 Due September 6 by 11 PM</strong></td>
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<td><strong>Continue Hours</strong></td>
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<td>3</td>
<td>Sept 6 - 13</td>
<td><strong>Read Professional Dress Information Found in Dropbox Assignment Module- “Professional Dress”</strong></td>
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<td><strong>Continue Hours</strong></td>
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<td>4</td>
<td>Sept 13 - 20</td>
<td><strong>Practicum Dress Code Assignment Due September 20 by 11 p.m.</strong></td>
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<td><strong>Continue Hours</strong></td>
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<td>5</td>
<td>Sept 20 - 27</td>
<td><strong>Continue Hours</strong></td>
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<td>6</td>
<td>Sept 27 – Oct 4</td>
<td><strong>Time Sheet # 1 (Hours for August &amp; September) Due October 4 by 11 PM</strong></td>
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<td><strong>Continue Hours</strong></td>
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<td>7</td>
<td>Oct 4 - 11</td>
<td><strong>Continue Hours</strong></td>
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<td>8</td>
<td>Oct 11 - 18</td>
<td><strong>Journal Entry 2 Due October 18 by 11 PM</strong></td>
<td>50</td>
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<td><strong>Supervisor (Midterm) Disposition Due October 18 by 11 PM</strong></td>
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<td><strong>Professor Midterm Meetings</strong></td>
<td>25</td>
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<td>Week</td>
<td>Dates</td>
<td>Event</td>
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| 9    | Oct 18 - 25 | Continue Hours
      |     | Professor Midterm Meetings
      |     | Read Code of Ethics Information Found in Dropbox
      |     | Assignment Module-“Code of Ethics”
      |     | Continue Hours                                                   | 25    |
| 10   | Oct 25 – Nov 1 | Continue Hours
      |     | Code of Ethics Assignment Due November 1 by 11 PM
      |     | Continue Hours                                                   | 25    |
| 11   | Nov 1 - 8   | Continue Hours
      |     | Time Sheet #2 (Hours for October) Due November 8 by 11 PM
      |     | Continue Hours                                                   | 100   |
| 12   | Nov 8 - 15  | Continue Hours
      |     | Read Thank-You Information Found in Dropbox
      |     | Assignment Module- “Thank-You Letter”
      |     | Thank-You Letter Due November 15 by 11 PM                         | 50    |
| 13   | Nov 15 - 22 | Continue Hours
      |     | Journal Entry 3 Due November 22 by 11 PM                           | 50    |
      |     | Student Disposition Due by November 22 at 11 PM
      |     | Read “My Practicum” PowerPoint Presentation
      |     | Information Found in Practicum PowerPoint Presentation Module
      |     | Begin to Wrap-up Completion of your Hours                          | 25    |
| 14   | Nov 22 – 28 | Continue Hours
      |     | Thanksgiving Break                                               |       |
| 15   | Nov 29 – Dec 6 | Continue Hours
      |     | Time Sheet #3 (Hours for November/December) Due December 6 by 11 PM | 100   |
      |     | Supervisor (Final) Disposition
      |     | Due December 6 by 11 PM                                          | 50    |
VI. Readings

Required: There is no textbook required for HMSC 4120.

VII. Course Evaluations:

Near the conclusion of each semester, students in the College of Education electronically evaluate courses taken within the COE. 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 COE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical! In the 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 may be found at 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; 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 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**

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. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may be in violation of this policy as well. Engaging in physical violence of any nature against any person. This includes fighting; assaulting; battering; using a knife, gun, or other weapon; or acting in a manner that threatens or endangers the physical health or safety of any person or causes a reasonable apprehension of such harm.

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.

SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students mental health and wellness. Many of these resources are free, and all of them are confidential.

**On-campus Resources:**
SFASU Counseling Services
[www.sfasu.edu/counselingservices](http://www.sfasu.edu/counselingservices)
3rd Floor Rusk Building
936-468-2401

SFASU Human Services Counseling Clinic
[www.sfasu.edu/humanservices/139.asp](http://www.sfasu.edu/humanservices/139.asp)
Human Services Room 202
936-468-1041

**Crisis Resources:**
Burke 24-hour crisis line 1(800) 392-8343
Suicide Prevention Lifeline 1(800) 273-TALK (8255)
Crisis Text Line: Text HELLO to 741-741
**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.


**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_Eval-
uation-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
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, contact the Office of Assessment and Accountability at 936-468-
1282 or edprep@sfasu.edu.

IX. Other Relevant Course Information:

• Class attendance and participation are crucial. Students are responsible for checking the course
homepage on a regular basis; recommendation is at least once a day to stay current with all class
work and information. All coursework must be completed and submitted by the due date/time for
credit.
• E-mailing:
  o When e-mailing me, please include the Course Number (HMSC 4120) in the Subject
    Line and a “hint” of what you are asking!
  o Also, if you have a solution to your issue, please include that in your e-mail.
• No late assignments are accepted
• All grade discrepancies must be addressed within 7 days of the grade being posted. Waiting until the end of the semester to address grade issues will result in the original grade being firm and the professor will not revisit the grade issue.

• Additional times to meet with the instructor are available, please e-mail to make an appointment.

• A polite, courteous attitude is expected and greatly appreciated

• For careers working with children and families, you are almost always required to pass a criminal background check in order to be employed. In our degree, you are required to participate in service learning and a practicum that will likely require you to pass a criminal background check. It is the student’s responsibility to pass any required background checks. If you cannot pass a background check for a school related activity that is required for the course, you will not receive any credit for that assignment. In the case of a practicum, you will not be able to pass the course without securing a practicum related to the field of human development and family studies. If you cannot pass a criminal background check (and don’t anticipate your record to be cleared/expunged in the foreseeable future), you should seriously consider if enrollment in this degree program will lead to your career goals.