Syllabus

School of Human Sciences
HDFS 4319.500 Pre-Practicum
Fall 2023

Instructor: Lynsey Cortines, M.S.
Course Time & Location: HDFS 4319 is an online course
Office: EDAN 119B
Office Hours: T, 9:00-12:00; TH, 9:00-11:00
Office Phone: 936-468-2449
Credits: 3 hours

Other Contact Information: Email: Only through Brightspace/Desire 2 Learn (D2L) Email tool. To send an email, click Communication Tools in the navigation bar above, then select Email. Do not use text format; all e-mails should include a greeting (instructor’s title and name), proper grammar, correct spelling, and end with your name. Students should expect a response to emails within 24 hours. Please note that emails sent to the instructor after 5:00 p.m. on Fridays will receive a response on the following Monday.

I. Course Description:

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

HDFS 4319 “Pre-Practicum” (3 credits). Students will receive extensive course content information via online content modules equivalent to 2370 minutes for the 15 week semester. In addition, students have significant weekly reading assignments from either online resources or the course textbook. Students in the course will engage in a variety of assignments which can include, but are not limited to, course content exams, in-class or online discussions, academic papers, presentations, reflection papers or journals, interviews with professionals, and quizzes. Students in this course must submit paperwork for their practicum in order to be permitted into the HDFS practicum course. For every hour a student spends engaging with the course content, they spend at least two hours completing associated activities and assessments.

James I. Perkins College of Education Diversity Statement is found at the following link:
https://www.sfasu.edu/coe/about/deans-office-statements
Upon successful completion of the course, the student will be able to:

1. Develop an awareness of professional appearance and behaviors within a professional organization.
2. Utilize the NCFR principles for ethical thinking to address ethical behavior and ethical issues encountered in occupations related to human development and family studies.
3. Investigate and establish a practicum in a professional setting in the field of human development and family studies

III. Certification Competencies:

Family Life Educator Certification:

Course content in HDFS 4319 emphasizes the following Family Life Educator Content Areas identified by the National Council on Family Relations:

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

Notes from HDFS 4319 should be retained to review for the CFLE exam.

The following chart displays which assignments in the course address each outcome:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>SLO’s</th>
<th>NCFR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion 1: Introduction</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Discussion 2: Feelings about Practicum</td>
<td>1 &amp; 3</td>
<td></td>
</tr>
<tr>
<td>Discussion 3: Goals for Practicum</td>
<td>1 &amp; 3</td>
<td></td>
</tr>
<tr>
<td>Discussion 4: Final Course Discussion</td>
<td>1, 2, &amp; 3</td>
<td>IX</td>
</tr>
<tr>
<td>Career Analysis</td>
<td>1 &amp; 3</td>
<td></td>
</tr>
<tr>
<td>Agency/Organization Investigation</td>
<td>1 &amp; 3</td>
<td></td>
</tr>
<tr>
<td>Interviews with Professionals</td>
<td>1 &amp; 3</td>
<td></td>
</tr>
<tr>
<td>LinkedIn Profile Assignment</td>
<td>1 &amp; 3</td>
<td></td>
</tr>
<tr>
<td>Small Group Ethics Discussion</td>
<td>1 &amp; 2</td>
<td>IX</td>
</tr>
<tr>
<td>Written Ethics Case Study Reflection</td>
<td>1 &amp; 2</td>
<td>IX</td>
</tr>
<tr>
<td>Professional Meeting with Professor</td>
<td>1 &amp; 3</td>
<td></td>
</tr>
<tr>
<td>Selection &amp; Approval of Location</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Confirmation of Practicum Location</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

IV. Course Assignments, Activities, Instructional Strategies, use of Technology

1. HDFS 4319 is an online course. Class attendance and participation are crucial as students are expected to log into the course daily to stay current with course assignments/discussions, and course information. Students who have technical
difficulties accessing the course homepage, assignments or discussions should call SFA’s Brightspace/D2L Support Team at (936) 468-1919. The Brightspace/D2L Support Team is available Monday-Friday, 8:00 a.m. – 5:00 p.m.

2. Information notices for all assignments/discussions will be posted on the course homepage. The homepage includes tools for class assignments, discussion board questions, 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: instructor content notes, assignments, and discussion board questions directly relevant to the course content. Students are responsible for reading assigned content and completing all posted assignments and discussion questions by the due dates/times.

V. Evaluation and Assessments (Grading):

The course is graded on a letter grade basis (A-F). There are **tentatively 640** 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%. If necessary, revised required course points will be posted before the final examination time period.

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 assignments and discussions, and submitting 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 an assignment/discussion 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:

**Discussion Board (80 Points).** There will be four discussion board assignments throughout the semester. Each discussion is worth 20 points. Students must post responses directly to the discussion board by due date/time for credit. No credit will be given for responses submitted via e-mail or posted incorrectly.

**Written Course Assignments (160 Points).** There will be four written course assignments throughout the semester. Each assignment is worth 40 points. Class assignments related to course content will be submitted to the Dropbox as Word documents (.doc or .docx files) or PDF files by the due date/time. No credit will be given for assignments submitted via e-mail or posted incorrectly.

a. Career analysis assignment
b. Agency/organization investigation
c. Interviews with professionals
d. LinkedIn profile assignment
Ethics Case Study (100 points). For this assignment, you will be randomly assigned to a case study through the discussion board. The assignment will include a group discussion post and then an individual reflection using the case study analysis process outlined in the course text. Both the discussion (discussion will be submitted directly to the discussion board) and the individual reflection (individual reflection will be submitted to the Dropbox as either a Word document (.doc or .docx file) or as a PDF file) will be worth 50 points each for a total of 100 possible points.

Professional Meeting with Professor (100 points). During the middle of the semester students will meet with the professor to discuss ideas for practicum. This appointment can either be face to face, via Zoom or telephone. The instructor will not approve your practicum paperwork unless you have met (face to face, Zoom or telephone) to discuss your ideas for practicum.

Selection, Approval, and Confirmation of Practicum Site Assignment (200 points)

Selection & Approval of Practicum Location (100 points). All practicum sites must be approved prior to the due date of the “Confirmation of Practicum Location” assignment. You will submit information about the site to the Dropbox and provide the contact information for the supervisor of your practicum to receive approval of the site. It is highly recommended that you contact potential site(s) early. You will be competing with other students from related disciplines seeking practicum sites as well. Most organizations accept only a limited number of interns. Being early is also a sign of professionalism. Most, if not all, supervisors do not look favorably upon being approached at the last minute.

Important notes about practicum sites:

- Upon successful completion of this course, many students will enroll in the HMSC 4120 practicum course to complete program requirements for graduation. The HDFS program practicum requires students to complete 200 hours of practicum with a community-based organization providing services to children and families.
- All sites must allow the student to directly interact with children and family receiving services from the organization. Completing observations at a community-based program without directly interacting with the population is unacceptable.
- The goal of practicum is to allow students the opportunity to learn value skills and to test out the knowledge learned in the classroom to an actual population receiving community-based services. Thus, it is expected all internship sites afford students the opportunity to build skills, expand knowledge and learn hands on preventions and intervention activities designed to improve the well-being of others.
- You may complete your practicum at your place of employment if it is approved by the instructor. In order for the instructor to approve your place of employment, your employment must be in the field of human development and family studies. You and your supervisor must develop a detailed plan of how your practicum will be
different than your current employment at the agency/organization in which you are employed.

- If you are not able to find and secure a practicum site prior to the end of finals week you receive a grade of Withheld in HDFS 4319. As stated previously, you are required to directly interact with the population receiving services provided by the internship site.
- Students cannot complete internship hours until he/she is in the HMSC 4120 course.

**Confirmation of Practicum Site (100 points).** By the end of the semester it is expected that you have located and confirmed a practicum site that fits your career aspirations after college. Practicum sites may include community-based social services, Head Start programs, public schools, child care and child development centers, faith-based organizations providing services to children and families, state and government agencies, college campuses, health care & family wellness programs, etc. If you have a question about whether a site is appropriate, email the instructor. It is important you locate a practicum site you find most interesting to ensure you have a rewarding learning experience that may also lead to a paid employment position after graduation.

To confirm that you have found a location and have been approved by the supervisor, you will be required to submit information about the site and provide the contact information for the supervisor of your practicum. This assignment will be completed via a Qualtrics survey.

**VI. 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.**

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics/Content</th>
<th>Course Module &amp; Book Readings</th>
<th>Activities &amp; Assignments Due</th>
</tr>
</thead>
</table>
| 1    | Aug. 28th- Sept. 1st | Welcome to the Course | Course Module 1 | Complete HDFS 4319 Agreement Quiz  
*Subsequent modules will not open until you have earned 100% on the Agreement Quiz* |
<p>| 2    | Sept. 4th- 8th | What is a Practicum | Course Module 2 | “Pleased to Meet You”: Introduction Due Monday, Sept. 4th, by noon (12:00 p.m.) |
| 3    | Sept. 11th-15th | Setting Professional Goals | Course Module 3 | Feelings About Practicum Discussion Due Monday, Sept. 11th, by noon (12:00 pm.) |</p>
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics/Content</th>
<th>Course Module &amp; Book Readings</th>
<th>Activities &amp; Assignments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Sept. 18th-22nd</td>
<td>Career Preparation</td>
<td>Course Module 4</td>
<td>Goals for Practicum Discussion Due Monday, Sept. 18th, by noon (12:00 p.m.)</td>
</tr>
<tr>
<td>5</td>
<td>Sept. 25th-29th</td>
<td>First Steps to Finding a Location</td>
<td>Course Module 5</td>
<td>Career Analysis Assignment due Monday, Sept. 25th, by noon (12:00 p.m.)</td>
</tr>
<tr>
<td>6</td>
<td>Oct. 2nd-6th</td>
<td>Professionalism &amp; Interviewing Employers</td>
<td>Course Module 6</td>
<td>Agency/Organization Investigation Assignment due Monday, Oct. 2nd by noon (12:00 p.m.) Begin Interviews with Professionals Assignment</td>
</tr>
<tr>
<td>7</td>
<td>Oct. 9th-13th</td>
<td>Professionalism &amp; Branding</td>
<td>Course Module 7</td>
<td>Continue Interviews with Professionals Assignment Professional Meeting with Professor as scheduled</td>
</tr>
<tr>
<td>8</td>
<td>Oct. 16th-20th</td>
<td>Professionalism &amp; Family Life Education</td>
<td>Course Module 8 Read Text pgs. 27-41</td>
<td>LinkedIn Profile Assignment due Monday, Oct. 16th by noon (12:00 p.m.) Continue Interviews with Professionals Assignment Professional meeting with Professor as scheduled</td>
</tr>
<tr>
<td>9</td>
<td>Oct. 23rd-27th</td>
<td>Introduction to Ethics</td>
<td>Course Module 9 Read Text pgs. 1-16 &amp; 42-44</td>
<td>Professional Meeting with Professor as scheduled</td>
</tr>
<tr>
<td>10</td>
<td>Oct. 30th-Nov. 3rd</td>
<td>Ethics &amp; Family Life Education</td>
<td>Course Module 10 Read Text pgs. 17-21</td>
<td>Interviews with Professionals Assignment Due Monday, Oct. 30th by noon (12:00 p.m.)</td>
</tr>
<tr>
<td>Week</td>
<td>Date</td>
<td>Topics/Content</td>
<td>Course Module &amp; Book Readings</td>
<td>Activities &amp; Assignments Due</td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
<td>---------------------------------------</td>
<td>--------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------</td>
</tr>
<tr>
<td>11</td>
<td>Nov. 6th-10th</td>
<td>Case Study Analysis</td>
<td>Course Module 11 Read Text pgs. 19-26</td>
<td>Ethics Case Study Small Group Discussion board. Step 1 of Discussion due Thursday, Nov. 9th by noon (12:00 p.m.)</td>
</tr>
<tr>
<td>12</td>
<td>Nov. 13th-17th</td>
<td>Securing a Practicum Location/Paperwork for Practicum</td>
<td>Course Module 12</td>
<td>Ethics Case Study Small Group Discussion board. Steps 2 &amp; 3 of Discussion due Monday, Nov. 13th by noon (12:00 p.m.)</td>
</tr>
<tr>
<td></td>
<td>Nov. 20th-24th</td>
<td>Thanksgiving Break</td>
<td>Thanksgiving Break</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>13</td>
<td>Nov. 27th-Dec. 1st</td>
<td>Resumes, Cover Letters, &amp; Interviews/Submitting Paperwork</td>
<td>Course Modules 13 &amp; 14</td>
<td>Written Case Study Reflection Paper due Wednesday, Nov. 29th by noon (12:00 p.m.) Selection &amp; Approval of Confirmation of Practicum Location due Wednesday, Nov. 29th by noon (12:00 p.m.)</td>
</tr>
<tr>
<td>14</td>
<td>Dec. 4th-Dec. 8th</td>
<td>Course Wrap Up &amp; Review</td>
<td>Course Module 15</td>
<td>Confirmation of Practicum Location due Friday, Dec. 8th by noon (12:00 p.m.)</td>
</tr>
<tr>
<td>15</td>
<td>Dec. 11th-15th</td>
<td>Final Thoughts</td>
<td>Course Module 16</td>
<td>Final Thoughts Discussion due Wednesday, Dec. 13th by noon (12:00 p.m.)</td>
</tr>
</tbody>
</table>

**VII. Course Readings (Required):** You may purchase digital copies if available.

2. Some course modules require online readings. Online links to articles are provided to you in D2L in these cases.

**QClassroom:** This course uses the QClassroom data management system to collect critical assessments for students who are Perkins College of Education majors (undergraduate, graduate,
and doctoral) or majors in other colleges seeking educator certification through the Perkins College of Education. Support emails will come from qclassroom@sfasu.edu.

VIII. Course Evaluations:

Near the conclusion of each semester, students in the College of Education electronically evaluate courses (the teaching itself and the content/assignments) 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.

IX. Student Ethics and Other Policy Information: These policies may be found at www.sfasu.edu/policies

Class Attendance and Excused Absence: Policy 6.7

Students are expected to attend all classes, laboratories, and other class-related activities on a regular and punctual basis. For those classes where attendance is a factor in the course grade, an accurate record of attendance will be maintained. At the discretion of the instructor, students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. When possible, students should notify their instructors in advance about absences. Students are responsible for providing documentation in a timely manner to the instructor for each absence. The instructor determines whether such documentation is satisfactory. Students missing classes, other than for university-sponsored trips, should contact the Office of Student Rights and Responsibilities (OSRR) and request that an absence notification be sent to the instructor(s). The notification is not an excuse, and is not evaluated by OSRR. The notification is only provided as a courtesy to the student and the student's instructor(s). If participating in university-sponsored events, announcements in mySFA may constitute official notification. Faculty members sponsoring activities that require their students to be absent from other classes must submit to the provost and vice president for academic affairs an explanation of the absence, including the date, time, and an alphabetical listing of all attending students. If approved by the provost and vice president for academic affairs, this information will be posted on mySFA. Whether absences are excused or unexcused by the instructor, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for absences equaling no more than 15% of the scheduled course meeting time for the term, depending on the nature of the missed work. The timeline for completing make-up work will be determined by the instructor.

https://www.sfasu.edu/docs/policies/6.7.pdf
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/.

https://www.sfasu.edu/docs/policies/6.1.pdf

https://www.sfasu.edu/docs/policies/6.6.pdf

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

Upon the request from student to the instructor of record and at the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH may 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.

If a student has been found guilty of academic dishonesty, a grade of “WP” or “WH” may be changed to “WF” at the discretion of the faculty member. In the case of a grade change to “WF”, the course will not count towards the six course drop limit since the student is incurring an academic penalty.

Student Code of Conduct: Policy 10.4

The Student Code of Conduct can be found at https://www.sfasu.edu/docs/policies/10.4.pdf

On-campus Resources:

SFASU Counseling Services
www.sfasu.edu/counselingservices

Health and Wellness Hub (corner of E. College and Raguet)
936-468-2401

SFASU Human Services Counseling Clinic
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

X. 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. Missed assignments cannot be made up and no extra credit assignments will be given at the end of the semester after the final exam date.

**Background Check:**

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.

**CFLE Approved Program:**

SFASUs undergraduate degree in human sciences with a concentration in human development and family studies is a Certified Family Life Educator program ([https://www.ncfr.org/cfle-approved-program](https://www.ncfr.org/cfle-approved-program)). This means that if you take all the courses offered through our program that are found on the CFLE-Approved Program Checklist, you can apply for your CFLE certification without taking the exam. However, it is important to note that it is the responsibility of the student to ensure that you have taken all the necessary coursework.

**You will not be eligible for the CFLE certificate without testing if:**

a. **If you transfer hours toward your major at SFA or if you substitute any major coursework.**

b. **If you are not an HDFS concentration student.** For example, students getting a BIS degree or minor in HDFS are not eligible for the certification without testing.

If you have questions, please review the CFLE Credential page of NCFR.org or talk with one of the HDFS faculty members.