Syllabus

School of Human Sciences
HMSC 4120.648 Practicum
Spring 2024

Instructor: Lynsey Cortines, M.S.
Course Time & Location: HMSC 4120 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:

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

IMPORTANT: You MUST complete 200 verified practicum hours in order to pass the course. All of your grades in the course are contingent on your completion of the 200 hours of practicum work. In order to earn credit for ANY work in the course, the 200 hours must be completed. If you do not complete 200 hours of practicum time, all your grades will be counted as “0”s. Completing the 200 hours is a requirement for your grades to become finalized. You will not pass the course if you do not complete 200 hours of verified in-person practicum work.

Course Justification: HMSC 4120 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.

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:

1. Academic excellence through critical, reflective and creative thinking
2. Life-long learning
3. Collaboration and shared decision making
4. Openness to new ideas, culturally diverse people and innovation and change
5. Integrity, responsibility, diligence, and ethical behavior, and
6. 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 demonstrate professional behaviors that are reflective of ethical standards and practice.
6. Learners will develop culturally competent educational materials and learning experiences.

Student Learning Outcomes

Upon successful completion of the course, the student will be able to:

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. **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 course assignments/discussions, and course information. Students who have technical difficulties accessing the course homepage, assignments/discussions, or other course information 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, and course information will be posted on the course homepage. The homepage includes tools for class assignments/discussions, 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/discussions directly relevant to the course content. Students are responsible for reading assigned content and completing all posted assignments/discussions by the due dates/times.

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

The course is graded on a letter grade basis (A-F). There are **tentatively** 1,100 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/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:**

**Dropbox Assignments (100 Points).** Students will complete four assignments each worth 25 points for a maximum of 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 homepage, and all messages sent to students via e-mail. All assignments will be submitted to the Dropbox as Word documents (.doc or .docx files) or PDF files by the due date/time.

**Student Monthly Time Records (300 Points).** All students must document accrued Practicum hours through three timesheets turned in throughout the semester. Each timesheet is worth 100 points. 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/times. All timesheets will be uploaded and submitted to the Dropbox. The Dropbox closes on the scheduled due date/time – 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.**

**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 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/time (refer to course timeline). Practicum hours may begin once the Spring 2024 semester has begun. If you complete your 200 Practicum hours before the semester ends, you will need to continue to submit the monthly time record until the due date/time (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.

**IMPORTANT:** You MUST complete 200 verified practicum hours in order to pass the course. All of your grades in the course are contingent on your completion of the 200 hours of practicum work. In order to earn credit for ANY work in the course, the 200 hours must be completed. If you do not complete 200 hours of practicum time, all your grades will be counted as “0”s. Completing the 200 hours is a requirement for your grades to become finalized. You will not pass the course if you do not complete 200 hours of verified in-person practicum work.

**Journal Assignments (300 Points).** Students will reflect on their practicum experiences and complete 3 journal assignments based on their reflections. Each journal assignment is worth 100 points for a maximum of 300 points. All assignments will be submitted to the Dropbox as Word documents (.doc or .docx files) or PDF files by the due date/time.

**Supervisor Dispositions (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 complete to evaluate the student. One survey will be completed at the midterm, the other at the end of the semester. Each disposition is worth 50 points for a total of 100 points.

**Student Disposition (100 Points).** Students will complete one self-disposition (evaluation) on themselves at the end of the semester. Students will be emailed a Qualtrics survey to their SFA email address. The Student Disposition is worth 100 points.

**Meeting with Professor (100 Points)).** Following the receipt of your supervisor’s midterm disposition, you will meet with your faculty member and discuss how your practicum is going,
address any issues/concerns, and review areas where you are doing well and areas where you can improve based on the disposition. You will not receive the full scores from your supervisor. The Meeting with Professor is worth 100 points.

**Student “My Practicum” Power Point Presentation (100 Points).** Students will create an 8 -10-slide presentation giving an overview of your Practicum Site and activities. You will upload the PowerPoint via Discussions. Students can earn up to 100 points on this assignment. 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

**V. Tentative Course Outline/Calendar:**

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Assignments Due</th>
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<tbody>
<tr>
<td>1</td>
<td>Week of January 18th</td>
<td>Read all information in the “Getting Started” Module</td>
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<td></td>
<td>Start Practicum Hours</td>
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<td>2</td>
<td>Week of January 22nd</td>
<td>Continue Hours</td>
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<tr>
<td>3</td>
<td>Week of January 29th</td>
<td>Work Schedule Due January 29\textsuperscript{th}, by Noon (12:00 p.m.)</td>
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<td></td>
<td>Journal Entry 1 Due January 29\textsuperscript{th}, by Noon (12:00 p.m.)</td>
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<td></td>
<td></td>
<td>Continue Hours</td>
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<td>4</td>
<td>Week of February 5th</td>
<td>Read Professional Dress information found in Dropbox Assignment</td>
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<td>Module – “Professional Dress”</td>
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<td>5</td>
<td>Week of February 12th</td>
<td>Practicum Dress Code Assignment Due February 12\textsuperscript{th}, by Noon (12:00 p.m.)</td>
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<td>Continue Hours</td>
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<td>6</td>
<td>Week of February 19th</td>
<td>Continue Hours</td>
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<td>7</td>
<td>Week of February 26th</td>
<td>Continue Hours</td>
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<td>8</td>
<td>Week of March 4th</td>
<td>Time Sheet #1: (January &amp; February Hours) Due March 4\textsuperscript{th}, by Noon (12:00 p.m.)</td>
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<td>Continue Hours</td>
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<td>Week</td>
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<td><strong>Week of March 11th</strong></td>
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<td><strong>SPRING BREAK!!!</strong></td>
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<td>9</td>
<td>Week of March 18th</td>
<td><strong>Continue Hours</strong></td>
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<td>10</td>
<td>Week of March 25th</td>
<td><strong>Journal Entry #2 Due March 25th, by Noon (12:00 p.m.)</strong></td>
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<td><strong>Supervisor Disposition Midterm Due March 25th, by Noon (12:00 p.m.)</strong></td>
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<td><strong>Continue Hours</strong></td>
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<td><strong>March 28th &amp; March 29th-Easter Break (No Class)</strong></td>
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<tr>
<td>11</td>
<td>Week of April 1st</td>
<td><strong>Time sheet #2: (March Hours) Due April 1st, by Noon (12:00 p.m.)</strong></td>
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<td><strong>Continue Hours</strong></td>
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<td><strong>Meet with Professor as Scheduled</strong></td>
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<td>12</td>
<td>Week of April 8th</td>
<td><strong>Continue Hours</strong></td>
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<td><strong>Read Code of Ethics information found in Dropbox Assignment Module – “Code of Ethics”</strong></td>
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<td><strong>Meet with Professor as Scheduled</strong></td>
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<td>13</td>
<td>Week of April 15th</td>
<td><strong>Code of Ethics Assignment Due April 15th, by Noon (12:00 p.m.)</strong></td>
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<td><strong>Meet with Professor as Scheduled</strong></td>
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<td><strong>Continue Hours</strong></td>
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<td><strong>Read Thank-You information found in Dropbox Assignment Module – “Thank-You Letter”</strong></td>
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<td>14</td>
<td>Week of April 22nd</td>
<td><strong>Journal Entry #3 Due April 22nd, by Noon (12:00 p.m.)</strong></td>
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<td><strong>Thank You Letter Due April 22nd, by Noon (12:00 p.m.)</strong></td>
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<td><strong>Finish Hours This Week!!!</strong></td>
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<td>15</td>
<td>Week of April 29th</td>
<td><strong>Supervisor Disposition Final Due April 29th, by Noon (12:00 p.m.)</strong></td>
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<td><strong>Student Disposition Due April 29th, by Noon (12:00 p.m.)</strong></td>
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<td><strong>Time Sheet #3: (April Hours) Due April 29th, by Noon (12:00 p.m.)</strong></td>
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<td>16</td>
<td>Week of May 6th</td>
<td><strong>My Practicum Presentation Due Wednesday, May 8th, by Noon (12:00 p.m.)</strong></td>
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**VI. Readings (Required):** There is no textbook required for HMSC 4120.

**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.

**VII. 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.

VIII. Student Ethics and Policy

**Institutional Absences (HOP 04-110)**

An Institutional Absence may be granted to a student who participates as a representative of the University in academic (including research), extra- or cocurricular, or athletic activities. Students will be excused for institutional purposes from otherwise required academic activity only when a valid Institutional Absence is approved by the appropriate administrative unit or official and the documentation of approval is provided to the faculty member at least five (5) days in advance.

Institutional absences will not be approved for keystone events, defined as: a special or unique assignment, test, project, experience, or other academic exercise identified by the Faculty member as critical for successful completion of standards of the class and unable to be missed. These events must be identified on the syllabus at the beginning of the semester and communicated to the students. Events added to the syllabus at a later date will not qualify for Keystone Event status. Keystone Events where the date/time is changed will no longer be considered a Keystone Event. Students should make themselves aware of any Keystone Events identified in the syllabus to ensure there are no conflicts.

For keystone events where the assignment dates vary, it is incumbent upon the students to work with their faculty member to not select a conflicting date.

More information on Institutional Absences, including how to apply, can be found at [https://www.sfasu.edu/deanofstudents/student-resources/institutional-absences](https://www.sfasu.edu/deanofstudents/student-resources/institutional-absences).

**Class Attendance**

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 Dean of Students Office and request
that an absence notification be sent to the instructor(s). The notification is not an excuse, and is
not evaluated by the Dean of Students Office. The notification is only provided as a courtesy to
the student and the student’s instructor(s).

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/hops/02-102.pdf

Code of Student Conduct and Academic Integrity

The Code of Student Conduct and Academic Integrity (HOP 04-106) outlines the prohibited
conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all
faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the
violations and procedures concerning academic conduct, including cheating, plagiarism,
collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the
test paper (or other assignment) of another student, (2) Possession and/or use during a test of
materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting
to obtain by any means the whole or any part of a non-administered test, test key, homework
solution, or computer program, or using a test that has been administered in prior classes or
semesters without permission of the Faculty member, (4) Substituting for another person, or
permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data,
laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort
of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another
source or the use of one’s own previous work in another context without citing that it was used
previously, without any indication of the original source, including words, ideas, illustrations,
structure, computer code, and other expression or media, and presenting that material as one’s
own academic work being offered for credit or in conjunction with a program course or degree
requirements.

Collusion is the unauthorized collaboration with another person in preparing academic
assignments offered for credit or collaboration with another person to commit a violation of any
provision of the rules on academic dishonesty, including disclosing and/or distributing the
contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading
information in an effort to receive a postponement or an extension on a test, quiz, or other
assignment for the purpose of obtaining an academic or financial benefit for oneself or another
individual or to injure another student academically or financially. For additional information, go
to https://www.sfasu.edu/docs/hops/04-106.pdf.

Withheld Grades Semester Grades Policy (HOP policy 02-206)
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the coursework 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. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course to compute the grade point average. For additional information, go to https://www.sfasu.edu/docs/hops/02-206.pdf.

- **Students with Disabilities**
  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, 468-3004 / 468-1004 (TDD) 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 promptly may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

- **Student Wellness and Well-Being**
  SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

  If you are experiencing concerns, seeking help, 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.

- **Other important course-related policies:**
  ***Other SFA policy information is found in the [Handbook of Operating Procedures (HOP)](https://www.sfasu.edu/docs/hops/09-216.pdf)***

**IX: Resources**

- **On-campus Resources:**
  - **The Dean of Students Office** (Rusk Building, 3rd floor lobby)
    [www.sfasu.edu/deanofstudents](http://www.sfasu.edu/deanofstudents)
    936.468.7249
    dos@sfasu.edu
  - SFASU Counseling Services • [www.sfasu.edu/counselingservices](http://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](http://www.sfasu.edu/humanservices/139.asp)
    Human Services Room 202 • 936-468-1041
The Health and Wellness Hub “The Hub”
Location: Corner of E. College and Raguet St.

- To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:
  - Health Services
  - Counseling Services
  - Student Outreach and Support
  - Food Pantry
  - Wellness Coaching
  - Alcohol and Other Drug Education

[www.sfasu.edu/thehub](http://www.sfasu.edu/thehub)
936.468.4008
thehub@sfasu.edu

- Crisis Resources:
  - Burke 24-hour crisis line 1(800) 392-8343
  - National Suicide Crisis Prevention: 9-8-8
  - 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.

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.