

FYC 4941 Practicum Fall 2008

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Office Hours M, T & R 10a - 12p, 1 - 3p

Description:

This course does not meet as a regular class. All assignments are submitted through E-Learning except for the Final Signature/Evaluation Form. **Please check the ELearning calendar regularly for deadlines as points will be deducted for late assignments.** Follow the instructions provided for each individual assignment. You are responsible for sending in five (5) Journals. You should divide these up according to the hours worked. Therefore, if you are working for 160 hours then complete a Journal every 30-35 hours. 300 hour practicum should submit every 60 hours or so. I will not accept back to back journals, read & respond assignments, or summaries. In other words do not send two or three assignments together or wait until the end of the semester to submit them all. You will **not** be given credit for these types of submissions. It is your ultimate responsibility to submit each portion of this course via ELearning. If you encounter any technical issues with ELearning you need to contact the help desk at (352) 392-HELP. **I will not accept assignments via email unless you have a "ticket number" from the HELP Desk.** Please include the ticket number when you submit your assignment via Elearning's email.

Elearning:

Website All assignments with the exception of the final signature/evaluation form will be turned in to the E-Learning site at <http://lss.at.ufl.edu/>.

Course Overview:

Course title Practicum

Course number FYC 4941 Section 8206 Fall 2008

Course description The practical component of this course provides senior year students hands-on experience in their chosen profession. Students will work under the direct supervision of agency or organization personnel, while practicing the cognitive and relational skills learned in previous courses. Students are expected to learn about the agencies' organizational culture, policies, goals and objectives, relationships with other agencies, the various roles of agency personnel, and the clientele served. Required assignments are to provide assistance in processing and assessing the practicum experience. Topics covered are related to professional issues and responsibilities such as understanding the culture of the organization, issues of communication and ethics, technology in the workplace, career planning, etc. In addition to assisting students in processing the learning from their individual work experience, the course provides hands-on experience to useful career

planning and resume building.

Prerequisite(s) FYC 3001, FYC 3101 or SYG 2430, and FYC 3201, FYC 3401, all with C or better.

Goals & Learning Objectives:

This course will enable students to:

- (1) Develop an understanding of their professional role in the agency.
- (2) Reflect on the practicum experience and how it has affected each student's career plans and goals.
- (3) Apply classroom knowledge and skills to a practical work environment.

Course Requirements & Assignments:

Introduction The practicum is a two (2) or three (3) credit requirement for students majoring in Family, Youth and Community Sciences or who are working to complete a minor in Organizational Leadership for Non-Profits. The student in this class earns two (2) credits for 160 hours or three (3) credits for 300 hours of practical work completed. Assignments are also given to fulfill course requirements.

Requirements In order to complete this practicum students are required to do the following:

1. Complete 160 hours (or 300 hours if taken for three credits) of practical work experience (50 points).
2. Complete three (3) of five (5) Read and Respond assignments (3 points each).
3. Complete and submit five (5) journal entries (4 points each).
4. Complete (2) journal summaries (3 points each).
5. Submit Final Report and Final Signature/Evaluation Form (15 points).

Practical Work:

Prior to starting practical work, students should have completed and had their adviser approve the "Student Proposal for FYCS Practical Learning Experience". You may want to copy this form once completed and share it with your agency supervisor.

Upon completion of the Practicum students are required to complete and submit the "FYC4941 Final Report and Final Signature/Evaluation Form". The form must be signed by the employer/supervisor and the student. Forms are available/downloadable on the Home Page on Elearning. The practical work component of this course counts for 50% of the overall grade (50 points out of 100; each hour counts for .50 points).

Read & Respond Assignments:

Located in the "Content Module" section of this website are a series of five articles. Students are required to read at least **three** of the five articles and then answer the questions in the assignment folder. The questions are also stated at the bottom of the articles. Read and Respond articles can be completed and submitted at any time during your practicum. Please note that I will not accept ANY assignments after November 21, 2008 at 5:00pm. Each R & R assignment must be submitted as a Word document or PDF attachment.

Journals & Summaries:

- Journal Entries** To help students reflect on their practicum experience, a journal or log will be posted on the E-Learning site discussion board by each student. Each journal entry should focus on the events of the time period they worked, how knowledge and skills from class impact those experiences, and how the practicum is affecting the student's career plans and goals. Each entry must include the name of the site, number of hours worked and the dates. The journal entries should be spread out over the course of your practicum. For instance, if you are working 160 hours, then submit a journal every 30-35 hours of time spent at the agency. Students working 300 hours should submit every 60 hours. NOTE: The journals must accurately reflect the work you are doing at the agency during a specific time period and submitted in a timely manner (i.e., the journals should be submitted shortly after you complete the hours). If more than one journal entry is submitted at the same time only one will be accepted. Each Journal must be submitted as a Word document or PDF attachment.
- Publishing** Publishing your journals is your responsibility. It is also your responsibility to remove your first 2 journals after the Summary 1 due date. To publish your journals, click on Assignments, which is located on the tool bar, then click on the Publish tab, then click on one of the journals to be published, i.e. journal 1, then click on the action link located at the end of the journal title, and then click Publish.
- Student Summaries** Additionally, two (2) half page summaries of 5 other student's experiences must be submitted. These summaries will be developed after reading other students journal entries that will be published on the E-Learning site. The student summaries should be completed as indicated on the calendar. This will allow you to view other students' journal submissions at the beginning of their experience and then again towards the end. See the ELearning calendar for due dates. Each Summary must be submitted as a Word document or PDF attachment.
- Grading** The journal entries and summaries count for approximately 25% of your overall grade. These assignments will be graded on the quality & content of the writing. **Be sure to spell check and proof read before submitting, I will take points away for grammar and spelling errors, along with not proof reading your work.**

Class Meetings:

NONE

Final Paper Assignment:

- The final report assignment instructions will be available to you later in the semester via ELearning. The Final Report and Final Signature/Evaluation Form must be submitted upon completion of the practicum. If you continue to work beyond the designated hours please be certain this assignment is completed before the final deadline date of December 10, 2008 5:00pm so that an S or U grade can be entered for you.
- Grading** The final assignment counts for approximately 15% of your overall grade (15 points). This assignment is required. If not completed you will receive an unsatisfactory grade or "U".

Assignment Submissions & Due Dates:

All assignments should be submitted through the E-Learning course site. **Due dates for assignments are posted on Elearning.** Please check the calendar weekly as due dates are subject to change.

Grading Summary:

Practical Work Experience:	50 points
Read and Respond: (3 x 3 points ea)	9 points
Journal entries: (5 x 4 points ea)	20 points
Student Summaries: (2 X 3 points ea)	6 points
Final Report and Evaluation:	15 points
Total:	100 points

The grading scheme for this class is Satisfactory/Unsatisfactory. In order to receive a "Satisfactory" students must accumulate **88 points**.

Academic Honesty:

The University requires all members of its community to be honest in all endeavors. The process of learning is diminished by cheating, plagiarism, and other acts of dishonesty. When students enroll at UF they commit themselves to honesty and integrity. Your instructor fully expects you to adhere to the academic honesty guidelines you signed when you were admitted to UF.

The university catalogue clearly describes behaviors that constitute academic dishonesty and can be found online at <http://www.dso.ufl.edu/judicial/procedures/academicguide.php>

Cheating, plagiarism, bribery, conspiracy, misrepresentation and fabrication are the most common types of academic dishonesty and are defined at this site.

Services for Students with Disabilities:

The office of the Dean of Students provides individual assistance to students with documented disabilities based upon the need and impact of the specific disability. There is no requirement for a student to self-identify his/her disability. However, students requesting classroom accommodations must register with the Dean of Students Office in 202 Peabody Hall, 392-1261 (Voice) 392-3008 (TDD). Please do not hesitate to contact me if you have questions or concerns in this regard