

PRACTICUM ORIENTATION INFORMATION

(FS 4933 / 4943)

Pre-requisites:

- ⦿ Student must be in last two semesters of degree plan.
- ⦿ Student must attend the mandatory orientation meeting held in October (for spring practicum) or March (for summer & fall practicum). Meeting dates are posted on the Family Science website. **Both P1 and P2 students must attend this meeting.
- ⦿ Student must turn in application before the listed deadline, including a signature from academic advisor verifying eligibility for graduation and reviewing sites chosen by students.
- ⦿ Student must not be on academic probation.

NOTE: Late applications will not be accepted. If you do not turn in your application by the deadline, you will have to wait and apply for the following semester.

Course Requirements:

- ⦿ Students must complete 140 documented hours at their Practicum site.
 - Students who do not complete 140 hours by the last day of the semester will not pass the course.
 - In a long semester (spring or fall) this equals approximately 10-12 hours/week.
 - In the summer (Summer III) this equals approximately 15-17 hours/week.
- ⦿ Students must arrange for their own placement
 - This should be done well in advance (BEFORE the start of the Practicum semester). Preferably students should know the location of their site before the end of the previous semester.
 - The site must be approved by the Family Science Practicum Committee. If the site is not on the Pre-Approved Site List (posted on the FS website), you must turn in an application for Site Approval (on the FS website under Announcements) along with your application.
 - Only one Practicum student is allowed per site. First come, first serve basis.
 - A student may not complete Practicum I and II at the same site.
 - When you have made arrangements with a site, you must notify Jennifer Tyler in the Family Science office (ugpracticum@twu.edu) of your placement. She will update the master site list so that advisors and instructors are aware of placements.
 - All required paperwork, background checks, finger prints, site training, etc... should be completed before the beginning of the semester.
 - If you applied at multiple sites, you must notify the sites if you choose not to do your practicum there so that they know not to expect you, and they can open the slot to other interns or practicum students.
- ⦿ **Before students can start counting their hours**, they must complete their Practicum goals statement (contract)
 - This is a statement / contract documenting three knowledge goals and three skill goals that student hopes to learn throughout the semester. These goals must be worked out with the site supervisor, and they should be linked to appropriate national standards (e. g., NAEYC or NCFR)
 - Goal writing will be covered in the first class meeting of Practicum I (FS 4933), and students are required to work on their goals the first week of the semester.

- Students must complete a draft and final version of the goals statement by the stated deadlines in order to continue with the course. The TWU Practicum instructor must approve the final goals before student takes the contract to his/her site supervisor for signature.
- Once the site supervisor has signed the goals statement/contract, student may begin counting Practicum hours.

Semester-long project:

- ⦿ All students are required to work on a project while working at their site. This should be a project that benefits the site and something the student can work on throughout the semester. The scope of the project should be worked out with the site supervisor. Ideas will be presented in the first class meeting as well.

Bi-weekly journals:

- ⦿ All students are required to submit bi-weekly reports journaling their experiences at the practicum site. The journals are to be written in a pre-assigned standard format, including information about day-to-day activities and experiences, new things you learned, reflective thoughts that connect course work and developmental theories to the observations and experiences on-site, etc...
- ⦿ Practicum journals are confidential and are only read by assigned TWU Practicum instructors. They will not be shared with practicum supervisors, staff, or other students in the class. It is a form of open communication between student and instructor about the practicum experience.

In-class presentations and activities:

- ⦿ As part of the oral competency requirement, all students in FS 4933 are required to complete three in-class presentations:
 - A site introduction with a theory connection (second class meeting)
 - A mock interview
 - Presentation of semester-long project
- ⦿ Students are also required to participate in class activities for which they earn points towards their final grade. Students must attend each class meeting and show up on time in order to earn these points. There are no excused absences.
- ⦿ Students in FS 4943 will have additional reading/writing assignments in lieu of some of the class presentations.

Professional portfolio:

- ⦿ Each student must prepare a professional portfolio which includes student's resume, statement of career goals, philosophy of child/human development, summary of practicum experience(s), and ancillary documents. Students in FS 4943 will build on the portfolio they created in FS 4933.

Professional conduct:

- ⦿ All students are expected to conduct themselves in a professional, respectful and ethical manner while at the practicum site. This includes, but is not limited to, the following:
 - Dress code in compliance with site standards
 - Punctuality is expected. If student is sick or running late, he/she must notify site supervisor or other personnel. Regular tardiness is not acceptable.
 - Professional behavior is expected. Student may not use foul language and is expected to keep a positive attitude.
 - Student must adhere to standards of confidentiality as required by the site.

- Student may not use telephones (including own cell phone) or e-mail for personal communication while at the site. Cell phones may only be used for emergency situations.
- Student may not use site computers or own laptop for personal or school related work.
- Student may not work on homework or other personal activities while at the site.
- ⊗ Failure to comply with these guidelines may lead to a student being dismissed from his/her site and thus failing the course. If a student is “fired” from the practicum site, he/she will not be allowed to make up the hours at another site.

Receiving course credit:

- ⊗ In order to receive course credit for FS 4933 or FS 4943, a student must meet all of the requirements listed below:
 - Successfully complete 140 hours at the designated Practicum site
 - Successfully complete all required assignments and earning a final course grade of at least a B (for students on the 2009 catalog or later catalog; for students on earlier catalogs, a minimum of a C is required).
- ⊗ If a student is fired from a Practicum site, he/she will automatically fail the class.
- ⊗ If a student commits any act of dishonesty, he/she will automatically fail the class.