

**FCHD 4980, FCHD 4970 & FCHD 4950 Practicum
Summer Semester, 2008****Susan Ericksen, FCHD Practicum Coordinator**

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Site Visit Days:	Wednesdays and Thursdays		Logan, UT 84322-2905
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Practicum Assistant:	Leslie Catmull	E-mail:	lcatmull@hotmail.com

*Practicum credits must be registered for through the Registration Office. This is a variable credit course, so please make sure you are registered for the number of credits you need to take. In addition to your tuition, a \$75 practicum fee will be charged for each semester in which you register for practicum to help pay the expenses involved with practicum supervision.

*It is your responsibility to make sure your site supervisor has a copy of the *Practicum Supervisor's Handbook*. The student version is the one with the three holes punched on the left side, the supervisor's version has a black tape binding down the left side. If you are completing a second practicum, additional copies of the *Practicum Supervisor's Handbook* are available in FL214.

*Your name will be added to the practicum Blackboard Vista Website. The Bb Vista website is not semester based. Your assignment scores will be recorded in Bb Vista. You will be removed from Bb Vista after all practicum requirements have been completed and your grade has been submitted.

DUE DATES:

Not all students will have to complete all requirements listed here for Summer Semester. You need to complete only those requirements that are due for your individual situation. Assignments may be turned in to FL 214, e-mailed as attachments, mailed, or faxed. All paperwork is kept in your file for two years after the semester in which you register for practicum to facilitate references and letters-of-recommendation you may request. (**NOTE:** If you list any USU employee as a reference, the law prohibits any release of your information without your permission. Therefore, you must contact any USU employee before using their names as a reference.) For student practicum schedules not listed below, please contact Susan to set individual due dates.

Practicum forms are in the **Practicum Forms section** of your handbook. **Written assignments 1 & 2** are in the **Practicum Requirements section** of the student version of your practicum handbook.

1. Due Dates if you are completing all of your hours during **Summer Semester:**

*Statement of Confidentiality & Agreement	May 16
*Objectives & Written Assignment #1	May 30
*Site Visit must be scheduled by (not necessarily completed by)	June 20
*Mid Practicum Student Evaluation	June 20
*Written Assignment #2	July 28
*Final Practicum Student Evaluation	August 1
*Student's Evaluation of Practicum	August 1

2. Due Dates if you completed the first part of your hours during **Spring Semester** and are completing your hours during **Summer Semester:**

(Statement of Confidentiality, Agreement, Objectives, Written Assignment 1, and Mid Practicum Student Evaluation should have been turned in during Spring Semester)

*Site Visit must be scheduled by (if not completed during Fall)	May 30
*Written Assignment #2	July 28
*Final Practicum Student Evaluation	August 1

*Student's Evaluation of Practicum

August 1

3. Due Dates if you are starting your practicum during **Summer Semester** and will be completing your practicum during **Fall Semester**:

*Statement of Confidentiality & Agreement

May 16

*Objectives & Written Assignment #1

May 30

*Site Visit must be completed by

July 31

*Mid Practicum Student Evaluation

August 1

Note: Assignment #2, the Final Practicum Student Evaluation and the Practicum Evaluation will be turned in during Fall Semester. Please access the Fall syllabus on-line at the beginning of Fall Semester for the due dates.

4. Due Dates if you are completing a **second practicum** during **Summer Semester**:

*Agreement (Confidentiality Statement not needed again)

May 16

*Objectives

May 30

*Mid-Practicum Student Evaluation

June 20

*Final Practicum Student Evaluation

August 1

*Student's Evaluation of Practicum

August 1

Note: The written assignments #1 & #2, and site visit are not required if you are completing a second practicum. Your Confidentiality Statement should already be on file from your first practicum.

ALL PAPERWORK NOT TURNED IN BY AUGUST 1 WILL RESULT IN AN INCOMPLETE GRADE.

REQUIREMENT DESCRIPTIONS:

Statement of Confidentiality: (See the Forms Section of your handbook) This form is signed by you & Susan Ericksen, the FCHD Practicum Coordinator.

Agreement: (See the Forms Section of your handbook) This form is signed by you, your site supervisor, & Susan Ericksen, the FCHD Practicum Coordinator.

Objectives: (See the Forms Section of your handbook) This form is filled out by you and approved by your site supervisor. The original should be turned in, but you should also keep a copy as a guide during your practicum experience and to refer back to in order to complete written assignment #2.

Written Assignments: (See the Table of Contents of your handbook) There are two written assignments that are self-reflective in nature. Written assignments should focus on your thoughts about your practicum through answering the questions in your handbook about your experience. There is no format or length requirement, but most students finish the assignments within 2-3 pages. Since this is a professional experience, double-spaced, neatly-typed, professional-looking (no folders, please) papers with correct spelling, punctuation, grammar, and sentence and paragraph structure are expected.

Site Visit: Only one site visit is required during your practicum. Site visits should include you, your site supervisor, and Practicum Coordinator, Susan Ericksen. The purpose of a site visit is to meet with you and your site supervisor to discuss your practicum experience. You may sign up in FL205 or call Leslie Catmull at 435-797-1593, or email her at lcattmull@hotmail.com to schedule a site visit. If more than one student is at a site, please try to coordinate site visits so they can either be done together or sequentially at the same time. A site visit generally takes 20-30 minutes of time. Students outside of Cache Valley may make arrangements for a phone site visit if an on-site visit is not possible. **SITE VISITS MUST BE COMPLETED PRIOR TO AUGUST 1ST, THE LAST DAY OF SUMMER SEMESTER. NO EXCEPTIONS.**

Students in the Uintah Basin: You may make arrangements with Dr. David Law to do your site visit or arrange a phone site visit with Susan Ericksen.

Mid Practicum and Final Student Evaluations: (See the Forms Section of your Student Handbook) These are completed by your site supervisor and signed by both you and your site supervisor. The mid practicum

evaluation should be completed mid-way through your practicum, even though a site visit may not yet have been completed. The final practicum evaluation is completed at the end of the your practicum and must have a suggested letter grade and your total hours signed off at the end of the form. You are responsible for giving your site supervisor copies of the evaluation forms, getting them filled out, and turning them in by the due dates. The FCHD 4980 Handbook has two sets of evaluations--general forms and child development forms. Please use the forms that best fit your practicum setting.

Practicum Evaluation: (See form on the last page of your handbook) This form is completed anonymously by you and should be turned in to FL 205 or sent to the mailing address on the front of this syllabus.

GRADING:

Points given for assignments and evaluations are as follows:

1. Confidentiality Statement is worth 10 points.
2. Agency Agreement is worth 10 points.
3. Objectives are worth 15 points.
4. Assignment one is worth 25 points.
5. Assignment two is worth 25 points.
6. Practicum site visit is worth 15 points.
7. Mid practicum evaluation is worth 40 points total.
8. Final evaluation with hours signed off is worth 50 points.
9. Practicum evaluation

Grading for this class will be based on the percent of the total number of available points earned by each student for a given quarter. The following break-down will be used to determine your grade:

95%-100%=A	87%-89%=B+	77%-79%=C+	67%-69%=D+
90%-94%=A-	83%-86%=B	73%-76%=C	63%-66%=D
	80%-82%=B-	70%-72%=C-	60%-62%=D-

CONFIDENTIALITY:

Please sign the Statement of Confidentiality found in the Forms Section of your Practicum Handbook and turn it in to FL214 prior to beginning your practicum. **Your Statement of Confidentiality form must be in your practicum file during the first week of your practicum. For confidentiality reasons, assignments should not include client names.**

PERSONAL CRISES:

Depending on the type of practicum site you are in, you may find yourself in a situation that you can't handle emotionally. **If this happens, it is important that you contact the Practicum Coordinator (Susan Ericksen).** It is not fair to yourself, the agency, or your clients if you continue working while you are experiencing a crisis in your own life that may affect your performance in your practicum setting.

Have a great practicum experience!