

Experiential Learning Course Proposal Cover Sheet
(use this form if your program is seeking approval for a whole course to count as an ELR)

Program/Department/School Submitting Proposal: HDFS

Date Submitted 9/21/2011

Contact Person Rhonda Richardson

E-mail rrichard@kent.edu

Phone 330-672-2026

Course Number/Title HDFS 44092 - Practicum in HDFS

Number of Credits 3-6

Check one:

☒ **New Proposal**

☐ **Resubmission with Revision; Date of Original Submission**

Select Appropriate Experiential Learning Category/Categories: Practical Experiences,

Chair/Director Signature M. Dellmann Jenkins **Date** 10/7/11

Date Approved by College Curriculum Committee _____

Dean Signature: _____ **Date** _____

For URCC use only

Date Received by URCC _____

Decision:

Approved	_____ (Date)	<input type="checkbox"/>
Withdrawn by Submitter	_____ (Date)	
Minor Revision – Resubmit	_____ (Date)	
Major Revision – Resubmit	_____ (Date)	
Denied	_____ (Date)	

Course-Based Experiential Learning Requirement Form
(use this form if your program is seeking approval for a whole course as an ELR)

Please consult the Experiential Learning Guidelines as you respond to each item on this form.

Course Subject/Number/Title: HDFS 44092-Practicum in HDFS
Credit Hours: 3-6

Prerequisite(s): HDFS Major; HDFS 44018; Senior Standing; GPA of 2.50+

Please attach a master syllabus for this course.

The course objectives section of the syllabus must include the goals of the experiential learning component.

1. Describe how the course provides opportunities for students to:

- The HDFS practicum allows students to connect skills and theories learned through courses at a practical level. They will be able to utilize their helping skills in a professional setting, and improve on these skills through practice at an external agency.
- Students will gain an understanding of human service, and non-profit workplaces. They will be able to understand the operations of these organizations, including funding, administration, resource utilization and service delivery.
- The HDFS practicum facilitates students' understanding of realistic career goals and workplace expectations. This opportunity also allows students to have professional networking opportunities that they will be able to use throughout their career.

2. Explain how the three learning outcomes will be assessed:

- Students will reflect on their service learning experience through reflections and class discussions. This will also highlight different peer experiences and the variety of career opportunities available to professional helpers and diverse non-profit agencies.
- Practicum site supervisors will evaluate the student's performance to enable the student to be aware of areas of personal improvement; they will also complete self-assessments to highlight their strengths and weaknesses as professional helpers.
- Students will write reflections papers on their experiences, and how their practicum experience will relate to forming realistic career goals.

3. In what ways will your unit communicate expectations described in this proposal to faculty who will be teaching this course? In what ways will your unit maintain standards across multiple sections and over time as instructors change?

Prior to the start of each semester, the program coordinator will communicate course expectations to the faculty member teaching the course, and will meet with and explain expectations to any new instructors.

URCC Use Only

Date Received by URCC _____ Date Approved by EPC _____

Date Approved by URCC _____ Date Removed as ELR _____

Instructor: Kathy Bergh, M.A.

NTT Lecturer, Department of Human Development and Family Studies
Program Director, Certificate in Nonprofit/Human Service Management

Office: 138 Nixon Hall

Phone: 330-672-5380

Email: kbergh@kent.edu

Office Hours: Tuesday, 9-11 and Thursday, 9-12 or by appointment

Location: White Hall # 216

Course Description

This course is designed to give students in Human Development and Family Studies, Gerontology and Nonprofit Studies the opportunity to gain supervised professional experience in a human service and/or nonprofit setting.

Course Objectives

By the end of the semester, the student will have:

1. the ability to blend academic theory and applied practice
2. developed professional skills needed to succeed in the human service and/or nonprofit workplace
3. the ability to identify procedures and policies inherent in the operation of a human service/nonprofit organization
4. demonstrated an understanding of professional opportunities available in the HDFS, GERO and nonprofit fields

Textbook

Sweitzer, H. Frederick and King, Mary A. (2009). The Successful Internship: Personal, Professional and Civic Development. Belmont, CA: Brooks/Cole. ISBN-10:0-495-38500-X

Method of Instruction

This course will be taught in the classroom, however, all of the course content can be accessed through Vista8 (<http://vista8.kent.edu>), including the syllabus, assignments, announcements, rubrics and grades.

Communication

I will attempt to respond to all emails within 24 hours during the week, and within 48 hours on the weekend or during a holiday.

Help Desk Support

If you need any assistance with the technical aspects of the course you may submit a ticket online at <http://support@kent.edu>, or call 330-672-4357. Support requests will be answered 24 hours a day, 7 days a week.

Writing Center

Any students who wish to receive help with their paper are welcome to contact the Writing Center at <http://www.kent.edu/writingcommons/index.cfm>.

Grading Scale

This is a senior level class and therefore standards and expectations are higher and the grading scale is based on 93% (A), 85% (B), 77% (C), 69% (D). Course grades will be assigned based on the total number of points earned during the semester. Point cut-offs are:

A	558-600
B	510-557
C	462-509
D	414-461
F	413 and Below

Determination of Grades

The final grade for the course will be determined according to the number of points a student has earned. Grades will be determined by class attendance and participation, as well as performance on homework assignments, writing a reflective paper, midterm and final evaluations from your site supervisor, a midterm self-evaluation and completion of a thank you letter to your supervisor. Each student must complete all parts of the class.

Graded work	Point values	Total points
Site Supervisor Evaluation - Midterm	50	50
Self-Evaluation - Midterm	50	50
Class Attendance and Participation	5 points X 12 classes	60
Homework Assignments	12 points X 10 assignments	120
Site Supervisor Evaluation - Final	150	150
Thank you Letter	20	20
Reflective Paper	150	150
Total		600

Graded Work Details

A. Class Attendance and Participation

Students are expected to discuss their own internship experiences and learn about the experiences of their classmates.

B. Midterm Self-Evaluation

Students are required to complete an evaluation of the strengths and weaknesses they are experiencing in their internships.

C. Homework Assignments

Assignments must be completed thoroughly.

D. Site Supervisor Evaluations

Site supervisors will need to complete midterm and final evaluations regarding your performance at the internship.

E. Thank You Letter

A thank you letter will need to be written to your direct supervisor, as well as any other people at the internship site that had an integral part in your experience. Please bring the letter(s) to class with you on the due date.

F. Reflective Paper

A three to five page paper will need to be submitted regarding the experience you had at your internship site. A rubric will be provided.

Late Work

Late assignments **will not be accepted**. If you have an extenuating circumstance that I need to be made aware of, please let me know **BEFORE** the assignment is due.

Academic Integrity

Please make sure that what you write is your own work. Any words written that are taken from another source must be acknowledged by putting it in quotes and citing the reference with page number. Additional information regarding plagiarism can be found at <http://www.library.kent.edu>.

Learning Accommodations

Any student needing accommodations should contact me as soon as possible so that proper arrangements can be made.

Course Schedule

Week	Date	Topic/Outline
1	Aug. 31	Introduction/Discussion of Internship Site Completion of Internship Paperwork Read/ Discuss <i>Chapter 1, Surveying the Landscape</i>
2	Sept. 7	Discussion of internship sites Read/Discuss <i>Chapter 2, Essentials of the Journey</i> Submit Homework #1
3	Sept. 14	Discussion of internship sites Read/Discuss <i>Chapter 3, The Developmental Stages and Chapter 5, Experiencing the "What Ifs: The Anticipation Stage"</i> Submit Homework #2
4	Sept. 21	NO CLASS

5	Sept. 28	Discussion of internship sites Read/Discuss <i>Chapter 4, Understanding Yourself</i> Submit Homework # 3
6	Oct. 5	Discussion of internship sites Read/Discuss <i>Chapter 6, Getting to Know Your Colleagues</i> Submit Homework # 4
7	Oct. 12	NO CLASS
8	Oct. 19	Discussion of internship sites Read/Discuss <i>Chapter 7, Getting to Know the Placement Site</i> Submit Homework # 5 Submit Midterm Self-Evaluation Midterm Site Supervisor Evaluation Due
9	Oct. 26	Discussion of internship site Read/Discuss <i>Chapter 8, Getting to Know the Community</i> Submit Homework #6
10	Nov. 2	Discussion of internship sites Read/Discuss <i>Chapter 9, Getting to Know the Clients</i> Submit Homework # 7
11	Nov. 9	Discussion of internship sites Read/Discuss <i>Chapter 10, Taking Stock and Facing Reality: The Disillusionment Stage, Chapter 11, Breaking Through Barriers: The Confrontation Stage and Chapter 12, Riding High: The Competence Stage</i> Submit Homework # 8
12	Nov. 16	Discussion of internship sites Read/Discuss <i>Chapter 13, Considering the Issues: Professional, Ethical and Legal</i> Submit Homework # 9
13	Nov. 23	NO CLASS-THANKSGIVING

14	Nov. 30	Discussion of internship sites Read/Discuss <i>Chapter 14, Traveling the Last Mile: The Culmination Stage</i> Submit Homework # 10
15	Dec. 7	Wrap-Up Course Evaluations Final Site Supervisor Evaluations Due Reflective paper due Thank you letter due



Name: Susan M Augustine

Submission Date: 9/15/2011



Organization: Vacca Office of Student Services

Course Catalog Update

<< Return to Search Results

Course Catalog Update Information:**STU0004**

Reference Number: CCU001057

Date: 13-AUG-10

Level: 3.00 of 2.00

Currently On The Worklist Of: Joanne Arhar, jarhar

Owner: Office of Curriculum Services, 330-672-8558 or 330-672-8559, curriculum@kent.edu

Basic Course Data

Change type: Revise

Faculty member submitting this proposal: Rhonda A. Richardson

Requested Effective Term: 201180

Campus: Kent

College: EH-Education, Health and Human Services

Department: LDES-Lifespan Development and Educational Sciences

Course Subject: HDFS-Human Development and Family Studies

New Course Subject:

Course Number: 44092

New Course Number:

Course Title: PRACTICUM IN HUMAN DEVELOPMENT AND FAMILY STUDIES

Title Abbreviation: PRACHUM DEV/FAM STUDIES

Slash Course and Cross-list Information: HDFS44092+HDFS54092

Credit Hours

Minimum Credit/Maximum Credit: 3 to 6

Contact Hours: Lecture - Minimum Hours/Maximum Hours: 1 to 1

Contact Hours: Lab - Minimum Hours/Maximum Hours:

Contact Hours: Other - Minimum Hours/Maximum Hours: 14 to 35

Attributes

Is this course part of the LER, WIC or Diversity requirements: No

If yes, course attributes: 1. 2. 3.

Can this course be repeated for credit: Repeat

Course Limit:

OR Maximum Hours: 6

Course Level: Undergraduate

Grade Rule: F-Satisfactory/unsatisfactory (S/U)

Rationale for an IP grade request for this course (if applicable):

Schedule Type(s): 1. PRA-Practicum or Internship 2. LEC-Lecture 3.

Credit by Exam: N-Credit by exam-not approved

Prerequisites & Descriptions

Current Prerequisite/Corequisite/Catalog Description: Observation and participation in child, family and social service agencies. One class discussion per week. Students are required to complete Bureau of Criminal Investigation and Identification (BCII) and Federal Bureau of Investigation (FBI) background checks and submit the results to authorized personnel at their assigned school/agency before the first day of the semester in which student teaching/ internship will take place. Prerequisite: Human development and family studies (HDFS) majors and HDFS 44018 and senior standing with an overall GPA of 2.50.

Catalog Description (edited): Observation and participation in child, family and social service agencies. One class discussion per week. Students are required to complete Bureau of Criminal Investigation and Identification (BCII) and Federal Bureau of Investigation (FBI) background checks and submit the results to authorized personnel at their assigned school/agency before the first day of the semester in which student teaching internship will take place. Major GPA of 2.50 required.

Prerequisites (edited): Human development and family studies (HDFS) majors and HDFS 44018 and senior standing.

Corequisites (edited):

Registration is by special approval only: Yes

Content Information

Variable Contact Hours: 225-540

Description: Lecture (15 contact hours): Intro to course and helping professions, Values clarification and self awareness, Helping relationship - individuals and groups, Ethical issues in practicum setting, Federal laws in workplace (FMLA, ADA), Intro to supervision, Interpersonal relations on the job, Conflict resolution on the job, Performance appraisals, Applied stress and burnout, Student presentations, Student conferences. Practicum (variable contact hours): work at practicum agency under supervision of agency staff for 14-35 hours per week (210-525 hours for 15 weeks) depending on credits taken. For each credit hour beyond 1 (i.e., for 2-5), 7 hours per week of work at the practicum agency under supervision of agency staff, for a total of 210-525 hours.

Textbook(s) used in this course: selected readings

Writing Expectations: Objectives, weekly report, competency reports, agency paper

Instructor(s) expected to teach: Human Development and Family Studies faculty

Instructor(s) contributing to content: Audrey Kraynak

Proposal Summary**Explain the purpose for this proposal:**

The purpose for this proposal is to change the variable credits for the course to 3-6 and to change the number of field hours per credit hour to 7. This will align the course with University policy on credit-to-contact hours for practicum. This proposal also will change the prerequisite GPA to 2.50 in the major instead of 2.50 overall.

Explain how this proposal affects program requirements and students in your unit:

This reduces the maximum required hours in the Child and Youth Development and Family Life Education concentrations within the Human Development and Family Studies major.

Explain how this proposal affects courses, program requirements and student in other units:

There are no effects on courses, program requirements, or students in other units.

Explain how this proposal affects enrollment and staffing:

There is no effect on enrollment and staffing

Units consulted (other departments, programs or campuses affected by the proposal):

Not applicable

Revisions made to form (if applicable):

- | | |
|---|---|
| <input checked="" type="checkbox"/> Course Content | <input checked="" type="checkbox"/> Number |
| <input checked="" type="checkbox"/> Credit by Exam | <input checked="" type="checkbox"/> Prerequisites |
| <input checked="" type="checkbox"/> Credit Hours | <input checked="" type="checkbox"/> Schedule Type |
| <input checked="" type="checkbox"/> Cross-Listed / Slash | <input checked="" type="checkbox"/> Subject |
| <input checked="" type="checkbox"/> Description | <input checked="" type="checkbox"/> Title |
| <input checked="" type="checkbox"/> Diversity | <input checked="" type="checkbox"/> Title Abbreviation |
| <input checked="" type="checkbox"/> Grade Rule | <input checked="" type="checkbox"/> Writing-Intensive (WIC) |
| <input checked="" type="checkbox"/> Liberal Education Requirement (LER) | <input checked="" type="checkbox"/> Other |

Curriculum Services Information:

Approved by EPC: 15-November-2010

Curriculum Bulletin: 187

Cross-list Banner Code: HAJ

OBR Course Level: 3

OBR Program Code: 61

OBR Subsidy Code: 07

CIP Code: 190701

Term Start:

Term End:

Comments (500 Character Maximum):

NOTE: Please do not use the following restricted characters: (~ * / \ --)

Comments:

Date	User	Comment
9/10/2010	Rhonda A Richardson	Other: writing expectations

History:

Date	User	Status
11/29/2010	Lisa N Delaney	Completed
10/22/2010	Hilda A Pettit	Approved
9/13/2010	Mary M Dellmann-Jenkins	Approved
9/10/2010	Rhonda A Richardson	Submitted