University of North Texas at Dallas Spring 2016 CDFS 4023 Practicum

School of Human Services		Program of Child Development and Family Studies				
		grame				
Instructor Name:		Dr. Nedra Y. Washington				
Office Location:		Dal 2 Suite 325				
Office Phone:		972 338-1393				
Email Address:		Nedra.Washington@untdallas.edu				
Skype ID		Nedra.Washington				
	ice Hours: Monday 10-2 & 2-4 by appointment					
		& 2-4 by appointment				
Classroom Locat		e				
Class Meeting Da	ays & Times:	Mandatory Attendance Friday, January 22, 8:30-9:50 Dal 1 Room 226				
Course Catalog		s a minimum of 150 clock in depth experience with an approved agency or				
Description:		h related to development and/or family studies, plus seminar. Emphasis is placed				
		cation of knowledge and skills to actual job roles and responsibilities. Students				
		ave a 2.45 overall grade point average, completion of 90 hours or more. CDFS				
		ccupational Issues must be completed and practicum site approved the previous				
	term/se	mester by program coordinator.				
Prerequisites:	Fall and Spri	ng Junior Degree Plan Hours must be completed				
Required Text:		016). The human services internship: Getting the most from your experience.				
•	Brooks/Cole Publishing, Belmont, CA. ISBN# 13: 978-0-495-092261					
		chological Association. (2010). Publication manual of the American psychological				
	Association	(6th ed.). Washington, DC: American Psychological Association				
Access to Learni	ing Resources					
		phone: (972) 780-3625;				
		web: http://www.unt.edu/unt-dallas/library.htm				
		UNT Dallas Bookstore:				
		phone: (972) 780-3652;				
		e-mail: 1012mgr@fheg.follett.com				
Course Goals or	Overview: Th	e goals of this course are as follows -				
		is to supervise students' on-the-job training program in professions related to the				
field of Child Development and Family Studies.						
•	•	•				
		s: At the end of this course, students will be able to:				
	Gain awareness of the professions related to Child Development and Family Living and how professionals					
	ithin the work					
	Develop an awareness of human relations in the profession and the importance of interpersonal skills and					
	ethical considerations needed in the work environment.					
	Increase knowledge of services provided by specific agencies that serve families and children.					
	Develop organizational and time management skills.					
5 Gain awa	Gain awareness of legal and ethical responsibilities related to the professional work environment.					

Online/Hybrid Course Outline
This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class or via class email or Blackboard announcement. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

WEEKS	Dates	TIMELINE
WEEK 1		Week #1 JE, TS Self Introduction/Instruction,
Jan. 19 th	Jan. 19-23	Welcome Classmates, Responsibility Statement & Internship and Site Supervisor Responsibility Due: Saturday, Jan 23rd by 9 pm
WEEK 2 Jan. 25	Jan 25 -30	Week #2 JE, TS, Internship Objectives Due: Saturday, Jan. 30th by 9 pm
WEEK 3	Feb 1 -6	Week #3 JE, TS & Assignment #1 Due:
Feb. 1 st	Read Ch. 1-2	Saturday Feb. 6 th by 9 pm
WEEK 4 Feb. 8 th	Feb 8-13	Week #4 JE, TS & NCFR Assignment Due Saturday, Feb 13th by 9 pm
WEEK 5 Feb. 15	Feb 15-20 Read Ch. 3-4	Week#5 JE, TS Assignment #2, Due: Saturday, Feb. 20th by 9 pm
WEEK 6 Feb. 22	Feb 22-27	Week #6 JE & Monthly TS: 50 hour Agency Evaluation & Self Evaluation. Saturday, Feb 27th by 9 pm
WEEK 7 Feb. 29	Feb. 29- Mar. 5 Read Ch. 5-6	Week #7 JE, TS, & Assignment #3, Due Saturday, Mar. 5th by 9 pm
WEEK 8 Mar. 7	Mar. 7-12	Week #8 JE, TS Monthly , & Saturday, Mar. 12th by 9 pm <i>A minimum of</i> 75 hours must be completed and documentation submitted to instructor no later than Saturday, Mar 12 th by 9 pm
Week 9 March 14	14-18	Spring Break. Have a safe and happy break!
Week 10 March 21	Mar. 21-26 Ch. 7-9	Week # 10 JE, TS,: & Assignment #4 Due: Saturday, Mar. 26th
Week 11 March 28	Mar. 28- Apr. 2	Week #11 JE & TS and Site Project Due: Saturday, Apr. 2nd by 9 pm
Week 12 April 4th	Apr. 4-9 Ch. 10	Week #12 JE, TS, 100 hr . Agency & Self Evaluation of Student Due & Assignment # 5 Due: Saturday, Apr. 9 th by 9 pm
Week 13 April 11th	Apr. 11-16	Week 13 JE, TS Due: Saturday, Apr. 16 th by 9 pm
Week 14 April 18th	Apr. 18-23	Week #14 JE, TS, Assignment #6, & Letter of Appreciation Due: Saturday, Apr. 23 th by 9 pm

Week 15 April 25th	Apr. 25-30	Week #15 JE & TS and Due: Saturday, Apr. 30 th by 9 pm
Week 16 May 2nd	May 2-7	Student Evaluation of Agency 150-hour & Agency Evaluation of Student due on May 7th by 9 pm, 150 hours must be completed no later than 9:00 PM Saturday May 7rd, Week 16 documentation (JE & Monthly TS) and Assignment #6 due Saturday, May 7th submitted by 9 pm.
Week 17	May 9-13	Final.
May 9th - 13th	Ch. 11	

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Course Assignments, Activities, Instructional Strategies, use of Technology:

Course Assignments/Activities include: weekly time sheets and weekly journal entries submitted under the appropriate BB assignment, 75 hour and 150 hour student self-evaluations, letter of appreciation to the agency, site project, chapter readings and supporting assignments and three evaluations from site supervisor. Internship packet forms and information is posted under the Blackboard Internship Packet Module.

Evaluation and Assessments (Grading):

Internship grade will be A-F. In order to receive a passing grade, students must

- Document the completion of 150 hours of supervised work experience by the last class day of the semester (refer to Course Timeline)
- A minimum of 75 hours must be completed and documented by mid-semester (8th week) (refer to Course Timeline for specific date)
- Provide agency supervisor with *50, 100, and 150 Hour Final Evaluation** forms and follow up to assure agency supervisor has mailed evaluations to Dr. Washington
- Receive favorable agency supervisor progress reports;
- Submit *Time Sheets Weekly*, Monthly Time Sheet during Week 6, 12 & 16 *Journal Entries 1-8 10-16*, and 50, 100 and 150 Hour Student Self Evaluation and Agency Evaluation on time and according to guidelines,
- Compose and submit a professionally written *Letter of Appreciation** to your agency, as well as a copy to the CDFS 4023 faculty supervisor.
- Submit a Practicum/Site Project
- Demonstrate professional behavior in all areas of internship
- All written course assignments are required to use APA 6th ed. standards.
- No late assignments accepted. This includes JE, TS, Student Self Evaluation, NCFR assignment, Assignments 1-6, Site Project, Final Exam Assignment 7.

The following grading scale will be used to determine you final score and grade for the course.

833—925==A

740-832==B

648-739==C

555—648==D

0-----554==F

Family Life Educator Certification					
Course content in CDFS 4023 emphasizes the following five of the ten Family Life Content Areas identified by the National Council of Family Relations (NCFR).	Family Education Content Area X1: Practicum and Internship: Experiential learning activities designed to provide students an understanding of direct employment related experiences working with children, adults and families in the field of Family Sciences.				
The notes from this class should be retained to use for review purposes for the CFLE exam.					

Note! Students pursuing the CFLE credential must complete an internship at a site that will facilitate duties, tasks, responsibilities, observations, etc. that specifically involve family life education.

Accruing Internship Hours

Students are required to complete 150 internship hours for the course and document accrued internship hours on the time sheets posted in BB. Students may not accrue the 150 internship hours prior to the 10th week of the course. Thus, you will need to collaborate with your site supervisor to develop a schedule that will allow you to complete the internship hours over a period of at least 10 weeks. Internship hours accrued prior to the start of the semester will not be counted towards the required internship hours. If you complete your internship hours before the semester ends, you will need to continue to submit weekly time sheets and journal entries until dead week. You will write this statement on both the time sheets and journal entries "I have completed my internship hours" to receive credit.

Successfully completing CDFS 4023.

In order to be successful with completing CDFS 4023, students must adhere to the requirements set forth by the internship site and course requirements as scheduled in this class. You should be mindful to present yourself in a professional manner and exhibit behaviors that express your willingness to assist children and families with improving their well-being. Be sure to complete all required assignments and abide by the directives provided by your site supervisor. Keep in mind that you are required to obtain a "B" as the overall grade for the course. Students who fail to achieve a will not successfully complete the CDFS 4023 and be required to retake the course at a different time. A grading scale for number of possible points are listed in the course syllabus and BB.

Assignment Policy

All posted assignments must be double-spaced, typed in 12 inch font, use Arial or Times New Roman writing style. All written assignment, except for the Self-Introduction assignment, must include a standard cover page. Assignments submitted without the cover page will be deducted by 5 point deduction. Handwritten assignments in any part are non-acceptable. Having problems with the computer and/or printer, or failing to view the assignment are unacceptable reasons for failing to complete an assignment on the due date. All assignments are to be submitted as a Microsoft Word (.doc), Assignments Rich Text Format (.rtf), or PowerPoint. No assignment should be submitted as pdf file, Microsoft Works, Publisher, or WordPerfect, etc. File attachments (assignments submitted) in BB require that the document be "saved as" and submitted according to the format below. No assignments will be accepted via email. Assignments submitted after the due date will not be accepted and a zero will be recorded for the assignment. Failure to save and submit your document according to the guidelines will result in an automatic 5 point deduction from the total points earned. BB (and some email programs) has problems with file attachments that include symbols in the filename. Avoid use of periods, hyphens, ampersands &, slash marks / \, pound sign #, at sign @, etc.

Example: YourLastNameFirstInitial Name of Assignment

WashingtonN Week 1 Assignment (your saved attachment should look like this example)

How and Where to Submit Documents for CDFS 4023 work:

1. Time Sheets, Journal Entries, Student Self Evaluations, a Letter of Appreciation, the Site Project assignment and chapter readings with supporting assignments should be submitted via "Course Content" in Blackboard (BB). An "Assignment" link has been created for each of these submissions. All assignments must be typed using 12-inch font, double-space the document and use Arial or Times New Roman font. All written assignment must include a cover page. Time sheets submission do not required a cover page to be included.

Save and submit your work using the following format: your last name, followed by the first name initial, underscore and the name of the assignment. Below is an example of how you should save all written documents and submissions. Documents not saved with the correct filename will have 5 points deducted. Example: WashingtonN_Chapter reading assignment. Do not use my name when saving your work. To save the file/document correctly, you must open a blank word document, then click on the "save as button". You will save your work using the format as mentioned in this syllabus.

2. Attendance (50 pts):

All students enrolled in the CDFS 4023 are required to attend one face-to-face campus meeting on the first day of the semester. The meeting takes place on Friday, January 22, 8:30-9:50 in classroom Dal. 1 Rm 226. Your attendance is required. Students who do not attend this meeting will lose 50 attendance points. During this meeting, a discussion about internship requirements will be discussed in detail. Thus, it is imperative you attend this meeting.

3. Self-Introduction (30 pts.) Due: See Timeline for due date

Use the discussion forum labeled "Self Introductions" to introduce yourself to your classmates. Begin a new thread and title your subject line with your Last Name, First Name.

Part I (20 points): Instructions: Select one adjective that begins with the letter of your first name that describes you. Introduce yourself to us by using the adjective you selected above along with your full name. Tell us about:

- The major and degree you are working on
- Tell us what you plan to do after you finish at UNT@ Dallas.
- Share with us the city, and state where you currently live.
- What do you do when you are not online learning (work, hobbies, etc.)?
- Is there anything else you would like to share with us to help us get to know you (this could include family information, vacation/holiday plans, pets, specific research interests, etc.).

Part II (10 Points): Welcome Classmates: Due: See Timeline for Due Date

Welcome at least 5 of your classmates to this class by replying to their self-introduction posts. Part I and II are due by 9:00pm on the due date.

4. Monthly Time Sheets (60pts each):

All students must document accrued internship hours on the time sheet form posted in BB. All time sheets must be signed by your agency supervisor and then <u>scanned and attached</u> to the corresponding Dropbox assignment each month. **Time sheets submitted without the site supervisor signature will not receive credit**. Refer to the Course Timeline for due dates. If you do not have a personal scanner, you should locate a place to scan your weekly Time Sheet, such as a computer lab, library, Staples, etc. Time Sheets should <u>not</u> be mailed or placed in instructor's mailbox or under office door. Time sheets may be submitted up to 3 days after the original due date have expired for zero credit. The hours accrued for the month will be counted towards the required internship hours.

5. Weekly Journal Entries (15 pts each):

All students are required to submit a weekly journal entry capturing your weekly internship experiences. Journal entries must be typed, double-spaced and uploaded as an attachment to the BB. Late journal entries will not be accepted. You can find the journal entry form on the contents page in BB.

Note***monthly time sheets must be submitted by the weekly due date. Students will be given credit for accrued internship hours when time sheet are late, but will not be given points.. Time sheets and journal entries submitted to an incorrect assignment link will be not be given the point value of the assignment. Thus, it is important you upload both the journal entries and time sheets to the correct location as directed in BB.

6. Certified Family Life Educator (CFLE) Credential (40pts). The National Council on Family Relations (NCFR) have awarded the Child Development Family Living Program (CDFL) "academic approval" to offer courses that meet the educational requirements for the Provisional Certified Family Life Educator credential (PCFLE). The NCFR is the national organization that governs the child development and family sciences discipline and issues the CFLE to eligible candidates. This credential is nationally recognized and designed to promote the family sciences scholarship using a multidisciplinary approach through education initiatives, prevention and intervention practices, research explorations and theory-building activities; for the purpose of enhancing the well-being of children and families.

What does this program approval mean for you as a CDFL student? After you have received your Bachelor's degree you may submit transcripts to the NCFR, along with the NCFR courses checklist for review to obtain the credential. Students must complete all courses listed on the NCFR checklist to meet the education requirement. You **are not** required to successfully pass the National Certified Family Life Educator Exam, but other credentialing requirements may apply. You are exempt from the exam process (when we become certified) because you have completed coursework from an NCFR approved program. However, since our program is not certified, you will sit for the exam if you choose to receive your provisional certification. Review the website for course completion or your degree plan/catalog requirements..

Assignment Instructions for students:

For this assignment, you will explore the NCFR organization's website to become better acquainted with its purpose, mission and goals. You will also examine the requirements to obtain the CFLE credential. Go to https://www.NCFR.org to review information pertaining to the NCFR and CFLE Credential Requirements. As you review the website, read about the NCFR organization in detail, then click on the CFLE certification link. You are to prepare a 3-page summary discussing the NCFR and credentialing requirements to obtain the PCFLE. Your summary must include the following components: 1) a detailed overview of the NCFR's mission, purpose and goals: 2) Two levels of certification to obtain the credential, 3) Two ways to become a CFLE, 4) Degree and education requirements, 5) number of field-based experience hours needed for full certification, 6) cost for fees 7) the exam application process, and 8) provide a discussion stating how the CFLE can assist you with your future career goals after college and state whether or not you plan to seek the CFLE credential. It is expected that students complete this assignment by writing fully developed sentences in paragraph form. Do not use bullets! Separate the content by subheadings as listed in the numerical order above. Upload this assignment to the Course Content Assignment Link on the due date. Be sure to include a cover page. See the course timeline for assignment due date.

7. Site Project (50 pts):

Each student will complete a site project related to the internship site. A Site Project form is posted in BB with specific instructions. See instructions in BB for more information.

8. Written Assignments (20 pts each):

Students will complete 6 written assignments for the course. Review the assignments for the week. See instructions in BB for more information.

9. Agency Evaluations of the Intern(20 pts each):

The 50 Hour, 100 HR and 150 Final Evaluation should be completed and signed by agency supervisor and mailed to:

Dr. Nedra Y. Washington

School of Human Services
Child Development and Family Studies
7400 University Hills Blvd Suite 325
Dallas, TX 75241

Students should provide their agency supervisor with three stamped envelopes addressed to Dr. Shelia Lumar at the above address.

10. Student Self-Evaluations (20pts each)

Students are required to conduct an evaluation of the internship experience at the 50, 100, & 150 hours. Review the assignment link for information regarding Internship Self-Evaluations. Use the Internship Self-Evaluations to complete this assignment.

11. Chapter readings and assignments (20 pts each):

Students will complete chapter readings and six supporting assignments posted in assignment that covers information listed in the textbook. Review the course timeline for due dates. Late assignments will not be accepted.

12. Final Exam (20pts):

The final exam consists of completing written assignment #7. The information found on the final exam will come directly from the course textbook.

University Policies and Procedures

Students with Disabilities (ADA Compliance):

Chapter 7(7.004) Disability Accommodations for Students

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at http://www.untdallas.edu/disability. You may also contact them by phone at 972-338-1777; by email at UNTDdisability@untdallas.edu or at Building 2, room 204.

Blackboard Learn Accessibility Statement:

University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. Blackboard Learn course management system's accessibility statement is also provided: http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx

<u>NOTE</u>: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Student Evaluation of Teaching Effectiveness Policy:

Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this

class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

Assignment Policy: (According to the instructor's discretion while working in concert with the division/program's quidelines).

Exam Policy: (Online exams and the ability to retake is solely at the instructor's discretion). NOTE: Online exams may be proctored on campus per instructor's discretion.

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at

http://www.untdallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic_Integrity.pdf for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

<u>Web-based Plagiarism Detection</u>: Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

Classroom Policies

Online Attendance and Participation:

The University attendance policy is in effect for this course. Class attendance in the Blackboard classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency.

Attendance for this online or hybrid course is considered when you are logged in and active in Blackboard, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to http://www.untdallas.edu/registrar for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course

Inclement Weather and Online Classes: Online classes may or may not be effected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

Online "Netiquette:

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper "netiquette" (i.e., no writing in all caps (usually denotes yelling), no curse words, and no "flaming" messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Refer to the Student Code of Student Rights Responsibilities and Conduct at http://www.untdallas.edu/osa/policies. Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

Technology Requirements: In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements.

Blackboard Learn 9.1 is the platform software for this course. Blackboard Learn supports major web browsers such as Windows Internet Explorer, Apple Safari, Mozilla Firefox, and Google Chrome. However, since the latter two are updated continually, some recent versions may not be compatible. If you experience difficulty accessing or using components of the course, try using Internet Explorer. Also, no matter what browser you use, always enable popups. For more information see:

- http://www.untdallas.edu/dlit/ecampus/requirements
- https://help.blackboard.com/en-us/Learn/9.1_SP_12_and_SP_13/Student/040_Browser_Support_for_SP_13
- https://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check_full.html