FCS 400/02 Seminar for Student Teaching & Interns (CYFS Majors)

**INSTRUCTOR INFORMATION**

Instructor: Abby Baker, MS, CCLS, CIMI, CPST

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Virtual Office Hours: Variable, scheduled in advance via email

**COURSE DESCRIPTION**

This course contains preparatory content for obtaining a fieldwork placement. Involves career preparation, resume, and portfolio building. (1 credit, Pass/Fail)

**COURSE EXPECTATIONS**

Reading of all assigned materials by scheduled due dates

Watching all lecture videos and participating in discussion boards

Completion of all course work on time

**COURSE STRUCTURE**

This course is delivered completely online, to be completed throughout the semester as a Pass/Fail course. There will be no in-person/virtual meetings, but students should complete coursework entirely by the due dates posted.

**COURSE REQUIREMENTS**

To receive a passing grade, ALL of the following must be completed by the last day of scheduled classes of the semester with a grade average of 80% or higher:

1. Complete a *resume*
   1. Prepare a current resume & post on Canvas by the end of the term. You MUST have your resume critiqued by Career Services, and then revise it accordingly before turning it in. Turn in BOTH the original resume and the revised resume. On the original resume, include Career Services comments on or at the bottom). Resume tips are provided on the Resume Module of this course website on Canvas.
2. Complete *Professional Development Points*
   1. Utilizing the worksheet posted on Canvas, complete activities to enhance your professional development. Post the final copy of your points sheet on Canvas upon completion.
3. Identify *field work* opportunities
   1. Create a document/spreadsheet of places you are interested in completing field work. Include application deadlines, requirements, and other information you find important. Include at least 10 sites.
4. Additional assignments as listed on Canvas. Utilize the “Assignments” tab of Canvas as a checklist of items to complete by the end of the semester.

*Lecture materials and recordings for FCS 400 are protected intellectual property at UW-Stevens Point. Students in this course may use the materials and recordings for their personal use related to participation in this class. Students may also take notes solely for their personal use. If a lecture is not already recorded, you are not authorized to record my lectures without my permission unless you are considered by the university to be a qualified student with a disability requiring accommodation. [Regent Policy Document 4-1] Students may not copy or share lecture materials and recordings outside of class, including posting on internet sites or selling to commercial entities. Students are also prohibited from providing or selling their personal notes to anyone else or being paid for taking notes by any person or commercial firm without the instructor’s express written permission. Unauthorized use of these copyrighted lecture materials and recordings constitutes copyright infringement and may be addressed under the university's policies, UWS Chapters 14 and 17, governing student academic and non-academic misconduct.*

**OTHER POLICIES**

* Absences due to Military Service
  + As stated in the UWSP Catalog, you will not be penalized for class absence due to unavoidable or legitimate required military obligations, or medical appointments at a VA facility, not to exceed two (2) [weeks](https://www.uwsp.edu/veteran-services/Pages/short-term-leave.aspx) unless special permission is granted by the instructor. You are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the Office of the Dean of Students to verify the reason for the absence. The faculty member is responsible to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade. For absences due to being deployed for active duty, please refer to the [Military Call-Up Instructions for Students](https://www.uwsp.edu/finaid/veteran-services/Pages/Call-Up-Guidelines.aspx).
* Academic Honesty Policy & Procedures
  + UWSP 14.01 Statement of principles: The board of regents, administrators, faculty, academic staff and students of the university of Wisconsin system believe that academic honesty and integrity are fundamental to the mission of higher education and of the university of Wisconsin system. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others’ academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.
* UWSP 14.03 Academic misconduct subject to disciplinary action.

(1) Academic misconduct is an act in which a student:

(a) Seeks to claim credit for the work or efforts of another without authorization or citation;

(b) Uses unauthorized materials or fabricated data in any academic exercise;

(c) Forges or falsifies academic documents or records;

(d) Intentionally impedes or damages the academic work of others;

(e) Engages in conduct aimed at making false representation of a student's academic performance; or

(f) Assists other students in any of these acts.

(2) Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

* Commit to Integrity
  + As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.
* Confidentiality
  + Learning requires risk-taking and sharing ideas. Please keep your classmates’ ideas and experiences confidential outside the classroom unless permission has been granted to share them.
* Clery Act
  + The US Department of Education requires universities to disclose and publish campus crime statistics, security information, and fire safety information annually. Statistics for the three previous calendar years and policy statements are released on or before October 1st in our [Annual Security Report](https://www.uwsp.edu/dos/clery/Documents/ASR-ASFR.pdf). Another requirement of the Clery Act, is that the campus community must be given timely warnings of ongoing safety threats and immediate/emergency notifications. For more information about when and how these notices will be sent out, please see our [Jeanne Clery Act](https://www.uwsp.edu/dos/clery/Pages/default.aspx) page.
* Copyright Infringement
  + This is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act. Each year students violate these laws and campus policies, putting themselves at risk of federal prosecution. For more information about what to expect if you are caught, or to take preventive measures to keep your computing device clean, visit our [copyright page](http://libraryguides.uwsp.edu/copyright?hs=a).
* Dropping UWSP Courses
  + It is the student’s responsibility to understand when they need to consider unenrolling from a course. Refer to the UWSP [Academic Calendar](https://www.uwsp.edu/regrec/Pages/calendars.aspx) for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to attend class, or (2) documented and severe physical/mental illness/injury to the student or student’s family.
* Drug Free Schools and Communities Act
  + The Drug Free Schools and Communities Act (DFSCA) requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. The DFSCA also requires the establishment of a drug and alcohol prevention program. The Center for Prevention lists information about alcohol and drugs, their effects, and the legal consequences if found in possession of these substances.[Center for Prevention – DFSCA](https://www.uwsp.edu/dos/aoda-ipv/Pages/dfsca.aspx)
* **Equal Access for Students with Disabilities**
  + UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.
  + *If modifications are required due to a disability, please inform the instructor and contact the* [*Disability and Assistive Technology Center*](https://www.uwsp.edu/datc/Pages/default.aspx)*.*
* FERPA
  + The [Family Educational Rights and Privacy Act](https://www.uwsp.edu/regrec/Pages/ferpa.aspx) (FERPA) provides students with a right to protect, review, and correct their student records. Staff of the university with a clear *educational need to know* may also have to access to certain student records. Exceptions to the law include parental notification in cases of alcohol or drug use, and in case of a health or safety concern. FERPA also permits a school to disclose personally identifiable information from a student’s education records, without consent, to another school in which the student seeks or intends to enroll.
* Religious Beliefs Accommodation
  + It is UW System policy ([UWS 22](https://docs.legis.wisconsin.gov/code/admin_code/uws/22)) to reasonably accommodate your sincerely held religious beliefs with respect to all examinations and other academic requirements.
  + You will be permitted to make up an exam or other academic requirement at another time or by an alternative method, without any prejudicial effect, if:
    - There is a scheduling conflict between your sincerely held religious beliefs and taking the exam or meeting the academic requirements; and
    - You have notified your instructor within the first three weeks of the beginning of classes (first week of summer or interim courses) of the specific days or dates that you will request relief from an examination or academic requirement.
    - Your instructor will accept the sincerity of your religious beliefs at face value and keep your request confidential.
    - Your instructor will schedule a make-up exam or requirement before or after the regularly scheduled exam or requirement.
    - You may file any complaints regarding compliance with this policy in the Equity and Affirmative Action Office.
* Title IX
  + UW-Stevens Point is committed to fostering a safe, productive learning environment. Title IX and institutional policy prohibit discrimination on the basis of sex, which includes harassment, domestic and dating violence, sexual assault, and stalking. In the event that you choose to disclose information about having survived sexual violence, including harassment, rape, sexual assault, dating violence, domestic violence, or stalking, and specify that this violence occurred while a student at UWSP, federal and state laws mandate that I, as your instructor, notify the Title IX Coordinator/Office of the Dean of Students.
  + Please see the information on the [Dean of Students webpage](https://www.uwsp.edu/DOS/sexualassault) for information on making confidential reports of misconduct or interpersonal violence, as well as campus and community resources available to students. For more information see the [Title IX page.](https://www.uwsp.edu/hr/Pages/Affirmative%20Action/Title-IX.aspx)

**HELPFUL RESOURCES**

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| **Tutoring** | **Advising** | **Safety and General Support** | **Health** |
| Tutoring and Learning Center helps with Study Skills, Writing, Technology, Math, & Science. 018 Albertson Hall, ext 3568 | Academic and Career Advising Center, 320 Albertson Hall, ext 3226 | Dean of Students Office, 212 Old Main, ext. 2611 | Counseling Center, Delzell Hall, ext. 3553. Health Care, Delzell Hall, ext. 4646 |

* Inclusivity Statement
  + It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students’ learning needs be addressed both in and out of class, and that the diversity that the students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally, or for other students or student groups.
  + If you have experienced a bias incident (an act of conduct, speech, or expression to which a bias motive is evident as a contributing factor regardless of whether the act is criminal) at UWSP, you have the right to report it using this [link](https://www.uwsp.edu/dos/Pages/Bias-Hate-Incident.aspx). You may also contact the Dean of Students office directly at [dos@uwsp.edu](mailto:dos@uwsp.edu).
* Netiquette Guidelines
  + Netiquette is a set of rules for behaving properly online. Your instructor and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Working as a community of learners, we can build a polite and respectful course community.
  + The following netiquette tips will enhance the learning experience for everyone in the course:
    - Do not dominate any discussion.
    - Give other students the opportunity to join in the discussion.
    - Do not use offensive language. Present ideas appropriately.
    - Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
    - Popular emoticons such as ☺ or / can be helpful to convey your tone but do not overdo or overuse them.
    - Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
    - Never make fun of someone’s ability to read or write.
    - Share tips with other students.
    - Keep an “open-mind” and be willing to express even your minority opinion. Minority opinions have to be respected.
    - Think and edit before you push the “Send” button.
    - Do not hesitate to ask for feedback.
    - Using humor is acceptable