**FCS 400 Section 2: Seminar for CYFS Majors**

One credit: Pass/Fail

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**Instructor:** Dr. Sterling Wall

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**Phone:** 715-346-4653

**Office:** 207 CPS

**Office Hours:** Mon 2-3pm, physically, or by 24 Hour Advance Appointment. Professor is physically on campus to meet Mondays and Wednesdays, virtually available using Zoom to meet on Tuesdays and Thursdays. There is no one perfect time for everyone, so just email to set up a convenient time to meet together whether in person or on zoom.

**Course Description:** Preparation for obtaining field work placement. Career preparation, resume and portfolio building.

**COURSE EXPECTATIONS**

-Reading of assigned materials by scheduled due dates.

-Attend class and participate in class discussion and activities.

-Completion of all course work on time

**EMAIL** is an official form of communication for this course. Students are expected to check their “UWSP” email once every 24 hours, M-F of the term, read all emails from instructor carefully, and respond if needed.

**ZOOM** Is the official course video/virtual program used to record/present. Students agree to download zoom from their UWSP account, to not just use a free version, so they can record themselves to the cloud and obtain a link for others to see..

**VIDEO PERMISSION** Participation in this course grants permission of audio and video recordings that include students voice and image to be distributed to other class members and members of future classes by professor.

**COVID** If you have questions or concerns, see our COVID-19 site or contact UWSP Student Health Service at [health.services.office@uwsp.edu](mailto:health.services.office@uwsp.edu). For your health and safety, UW-Stevens Point:

• Requires all students, employees and visitors to any UW-Stevens Point campus or facility to wear face coverings when inside campus buildings. This is university policy and is not up to the discretion of individual instructors. Failure to adhere to this requirement could result in formal withdrawal from the course.

• Requires students to follow the covid testing and quarantine protocols.

• Strongly encourages unvaccinated off campus students to be tested regularly & complete daily symptom screening.

• Strongly encourages all students, faculty and staff to vaccinate as soon as possible. While not required, vaccination is the surest way to protect yourself from serious illness. Vaccines are available, see UWSP Covid19 webpage for details.

UW-Stevens Point continues to monitor COVID-19 transmission rates, which remain high in the five counties where we have facilities and will revisit our face covering policy as public health warrants. We continue to follow the guidance of local, state and federal health experts and UW System leaders.

Thank you for your taking responsibility for your own health and keeping our campus communities safe so we may continue to have in-person classes, events and activities this year.

**STUDENTS WITH SPECIAL NEEDS** Any student needing special accommodations needs to contact the Office of Disability Services (715-346-3365) in the Student Services Center. Those students documented as eligible will be appropriately accommodated. If you have concerns about passing this course, please see me.

**ACCOMODATIONS AND SUPPORTS FOR ALL STUDENTS:** Typically time is 1 minute per quiz question. Double time is 2 minutes per question. All students will receive 2 minutes time per question for quizzes. Typically, assignments are due 2-3 days later. Please note that assignments will almost always have 5-7 days to be completed. This incorporates the extra time (48 hours) sometimes requested through disability services, sickness and special circumstances for those not documented through DATC. Special accommodations beyond that will need to demonstrate severe hardship for the entire 5-7 days to be considered for more time. In other words, documented or not, use the extra flexible time built in up front, rather than waiting till the last possible minute to begin work risking realizing you needed more time, too late.

The Writing Lab in the Tutoring-Learning Center (TLC) offers free one-on-one help with papers for any class at any point in the writing process, from outlining to checking a completed paper before submission. The writing tutors are UWSP students who have done well in their classes and who are here to share their successful writing habits to help others succeed. Talking about writing projects makes them better, tutors in the lab are eager to help. Call (715) 346-3568 for an appointment.

**ACADEMIC COACHING** If you feel you need help with any of the following skills**: time management strategies, note-taking, study skills, communication on campus, or preparing for mid-terms**, please consider scheduling an appointment with an Academic Coach on campus or virtually. They are here to help you be successful in your online courses when you feel you need extra support. Email Kari Van Den Elzen ([kvandene@uwsp.edu](mailto:kvandene@uwsp.edu)) to schedule an appointment or use the Navigate student app by selecting Tutoring Learning Center. You can meet as many times as you need. Coaches are also available to review campus technology platforms with you. (**Canvas, AccesSPoint, Office 365, Navigate, etc.**)

**NAVIGATE STUDENT APP** For those of you looking to connect with other students in the course for study groups, the Navigate student app has a feature called Study Buddies. Here, you can find a list of other students who have indicated they are interested in forming a study group. If you are the first, you will be sent notifications when other students join. You can select who you want to connect with and can leave the group at any time.

Additionally, the Navigate student app can help you with the following at UWSP:

• Schedule appointments

• Remove Holds from your account

• Find important resources

• Learn of key dates and important to-dos on campus

• View your class schedule with walking instructions to each building

Accessing the Navigate student app: For students who have already downloaded the Navigate smart phone app, choose the Study Buddies icon, and a full list of your courses will appear. Each section shows how many buddies are in the group. The free Navigate app is available to download from any mobile operating system. For students without a smart device, a desktop version of the app is available here: https://uwsp.navigate.eab.com/app

**HONESTY CODE** Academic honesty will be regulated according to the University of Wisconsin - Stevens Point Communal Bill of Rights and Responsibilities (Chapter UWSP 14). All violations will be reported, no exceptions.

**PROPRIETARY MATERIAL** All material, lectures, emails, handouts, audio/video copies of the professor or by the professor whether on students own or other devices are property of the professor and may not be shared or distributed to anyone or through any medium without the express written consent of the professor, offenses subject to prosecution.

**ATTENDANCE** The University expects that students will attend all of their classes. Additionally, in the event of in class or take-home assignments, activities, quizzes, worksheets, or extra credit opportunities, one would need to be present to receive credit. Students are responsible for all in class or 24-hour advance email announcements. Those attending class physically are expected to be attentive and not distract their peers. Snow – if SPASH (local high school) is cancelled, check email for online assignment. All exceptions to the attendance policy must be documented in writing. Students regularly missing class for work or conflicting classes need to clear with instructor up front. ANY and ALL students physically attending class agree to abide by UWSP mask and other Covid19 policies.

**ASSIGNMENTS** will be announced in class and completed in class or at home, depending on the nature of the project. Late assignments will lose 10% for each day late beginning immediately at the time/day due.

**PROFESSIONAL DEVELOPMENT.** As a unit in the College of Professional Studies, we are to prepare students for the professional world. A primary method for connecting students with their profession is by encouraging membership and active participation in the professional organizations central to the field of family studies. Thus, 50 points of professional development in this course will be earned by a combination of the following activities. All points should NOT be from the same type of activity. Summary report due end of term:

Points Action

20 Current membership in National/State organization (e.g. AAFCS/NCFR/ACTE/WICFR/ACLP)

20 Participation in a National Conference (e.g.AAFCS/NCFR/ACLP)

15 Participation in a State Conference/Meeting (e.g. WAFCS/WICFR)

15 Serve in an officer position (e.g. SPAFCS, WAFCS, AAFCS, UCFR, WICFR, CLASP)

5 Membership in local student chapter (e.g. SPAFCS/UCFR/CLASP)

5 Participation in professional organization activities or service projects

5 Participation in professional development and training (e.g. webinars\*, CEU Cert. **delivered**

**by your prof. org**.)

5 Participation in regular student organization meetings (e.g. SPAFCS/UCFR/CLASP)

\*Preapprove webinars by instructor, submit thorough notes taken throughout (at least 2 pages per hour) and pix of you participating.

Use the form at the end of this syllabus to track your Professional Development activities. Prior approval is required for activities not clearly falling within the above-identified organizations.

**GRADING – CONTRACT** It is the instructor’s responsibility to evaluate and post the grades for student’s work. It is the student’s responsibility to verify that credit was given for an assignment. Grades will be posted at the mid-term and end of the semester. Students may come and discuss grades for only one week after they are posted. In other words, at the end of the semester grades will not be discussed from the beginning of the semester.

**Course Requirements:**

**To receive a passing grade in the course *all* of the following must be successfully completed by the last scheduled day of classes at UWSP:**

**1. Face to face meetings.**

Schedule a meeting with the instructor in the first 4 weeks of class to get questions answered before you have to ask. A Doodle Poll signup

will be sent out 2nd week of class.

**2.** **Resume**

Prepare a current resume, due posted on Canvas by end of 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 (include Career Services comments on or at the bottom of the original resume’). Be careful to label each accurately when submitting to D2L. Resume Tips provided in Resume assignment course website on Canvas.

**4. Reflect, Return and Report**

Arrange to return to the High School from which you graduated and present 20 minutes on your journey from there, through UWSP, and to your future career beyond. Share important experiences like Study Abroad, Student Clubs, Volunteering, favorite classes… Details about where, when, what to present, and how to arrange such a meeting will be discussed during your 1:1 meeting with the instructor mentioned above. For example, you might contact a favorite High School Family & Consumer Sciences teacher... Must be at least 20 students in your presentation group.

**5. Senior Survey.** Complete the HPHD senior survey online during finals week.

**6. Field Work Site Identification and/or Placement** (more details provided online). There are two sections of this course. Section 2 will focus on community placement exploration and preparation. Section 3 will focus on Child Life Specialist practicum and/or internships exploration and preparation for application. More details TBD.

Briefly summarize your professional development activities for the semester below. The **date** should be the date of the activity so some items will not include a date (i.e.-membership in AAFCS or NCFR or WICFR). The **event/activity** is simply that (i.e.-UCFR or SPAFCS meeting). If the activity is from outside of our department or state/national group dealing with our department more information may be needed, such as a brief explanation of what the group or activity is. In the **points earned** column put the number of points this activity is worth. Include a total at the bottom. **Contact person and information** should be included for activities that I am not involved in. The last column is to indicate if **supporting information** for this activity is attached, indicate with a “yes” or “no”. Whenever possible include supporting information such as copies of membership cards or certificates of participation in trainings. Turn in this page by our scheduled Final Exam time, with a 1 page summary outlining the specific ways in which your involvement informed your personal AND professional life.

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| Date | Event/Activity | Points Earned | Contact Person and Information\* | Supporting Information  Included? |
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\*Include contact name if activity is not an AAFCS, UCFR, WICFR, WAFCS, SPAFCS, NCFR, CLASP, ACLP activity. Include contact information if the contact person is outside of HPHD department.