***Note: All CYFS majors meeting HD 397 Practicum requirements should ALSO be enrolled in FCS 400, Section “2”, unless they have previously completed the 1 credit of Section “2”, FCS 400, required for their major.***

***Email is an official form of communication for this course.*** *Students are responsible for all information sent to their UWSP email account and expected to check it once every 24 hours, M-F, during the semester. Read all emails from instructor completely.*

Learning Outcomes:

At the end of this course, students will be able to:

1. apply family and consumer sciences (FCS) concepts to community programs.

2. describe the skills and knowledge needed by family and consumer sciences

 professionals in the community.

3. explain the contribution of their UWSP education to their understanding and

 success of the field experience.

4. explain their personal responsibility as a member of the larger community,

 in the context of family and consumer sciences.

5. apply discipline-specific standards of oral and written communication to

 compose an articulate, grammatically correct, and organized presentation

 and report with properly documented and supported ideas including

 evidence and information suitable to the field experience and FCS

 professionals.

Responsibilities of the students:

1.             Select an experience for developing professional skills and abilities that goes beyond what might be expected of a volunteer at the site. The position should allow for some opportunities to take leadership on a project; plan, organize, and/or facilitate programming; interact with clients/consumers and colleagues; and attend meetings or trainings.

2. Students will prepare a list of broad goals that they would like to accomplish in their practicum experience.

 3.      Working with their advisors, students enrolled in the practicum will identify agencies or organizations which they believe could provide them with experiences that would help them meet their goals.

4.       Students will contact the persons in the agencies who have the responsibility for approving practicum experiences.

5.       If approved by the target organization, students will talk with the organizational representative who will supervise them regarding possibilities for practicum experiences that fit with their goals as set in step 1 above.

6.       Students, in consultation with their site supervisors, will prepare a list of more specific objectives; including but not limited to: total number of hours for the practicum, a start and end date, and a task list of major duties agreed to by the student and the organizational representative. This information including goals and/or objectives should be written in a contract that is signed by the student and the organization representative. A copy of this contract should be scanned and uploaded to the D2L dropbox *within the first week* of your placement.. (**15% of final grade**)

7.       Students will spend 45 hours in the practicum experience for each credit hour enrolled (for a 3 cr. Practicum a total of 135 hours). Students will keep a log of hours showing days, dates, and times completed to verify.

8. **Online Discussions (20% of grade)** We will “meet” on line, beginning the 2nd week of the term (Week 1, everyone gets placements and contracts set). Using the discussion board, there will be a “topic” thread using each of your names as a topic. You can then post your experiences each week to your own thread, and THEN go and read and post to at least two of your peer’s threads. Late in the week (Fri/Sat) you should post in the D2L discussion with items such as:

-your placement site (if you have not already) and general weekly onsite activities

-challenges you’ve been facing, solutions tried

-things that have gone really well and/or that you have enjoyed

-ideas you would like to use in the future

You should read **everyone’s** original weekly post and then respond to at least **two** of your classmates **AND** read comments people make on your post and respond when appropriate. This should be done throughout the week scheduled, beginning on that Friday/Saturday and finishing by the following Friday evening.

*\*\*\*Posts do not need to be epic in nature or length. Indeed, a couple paragraphs, pulling out unique highlights, challenges, and solutions is sufficient. Do write enough, but longer does not equal more points \*\*\**

9. At the end of the experience, students will write a two-page paper summarizing their experiences as they relate to their initial goals and objectives as stated in their contract and learning outcomes 3 & 4 above. Also, **Log your hours each week listing the days, dates, and times in and out**. Submit a current hours log to date every other week throughout the semester to the appropriate dropbox. Submit end of term paper in D2L Dropbox by scheduled final exam time – even though we have no actual ‘exam’ during that time. **25% of final grade**).

10. Obtain an onsite photograph of yourself “in action” (without children under 18 present or identifiable- due to legal restrictions) and submit this to D2L dropbox along with a brief description of the site and activities you performed. This creates an archive of practicum sites, descriptions, and permanent/future contact information for the site, and for you. It is our hope that you will continue to serve as a mentor for future students who may consider following in your footsteps and working at your site. Also, include in your e-portfolio from FCS 400, if you are currently enrolled in that as well. **(10% of final grade)**

Responsibilities of Site Supervisors:

1.       Provide an experience for developing professional skills and abilities that goes beyond what might be expected of a volunteer at the site. The position should allow for some opportunities to take leadership on a project; plan, organize, and/or facilitate programming; interact with clients/consumers and colleagues; and attend meetings or trainings.

2. Review the goals and objectives of the students. Discuss with the student how they might best reach their goals.

3.       Supervise the students as they carry out their responsibilities.

4.       Confer with the UWSP faculty member who is directing the experience when deemed appropriate or necessary. This is Sterling Wall, Ph.D., CFLE whom you can contact at 715-346-4653 or Swall@uwsp.edu.

 We would like to schedule a site visit or a telephone/Skype/FaceTime conference with the supervisor at the mid-point of the experience. The student is in charge of arranging this meeting.

5.       Complete the Final Evaluation Checklist. In conference, share the evaluations with the student. Email a copy of the evaluation to the university supervisor Sterling.Wall@uwsp.edu (Due to university supervisor by scheduled final exam date- **30% of student’s final grade**).

Final Grades: A=90%+, B=80%+, C=70%+, drop course if you plan to get less.