***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.***

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 given to practicum supervisor (Susan Turgeson, Ed.D., CFCS) *within the first week* of your placement. This can be scanned and attached in an email, mailed, or left in my mailbox in the HPHD office. (**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 completed to verify.

8.       Students will keep a Reflective Journal during their experiences. This means that the student will not only keep a diary of what happened during a particular day, but they will also reflect upon the experience. (What did you learn? What was important about the experience? How did you feel about what happened? etc.)   Students should specifically reflect on ***learning outcomes 3 & 4*** above as well. There should be at least 1 entry per week. Journals should be typed; double spaced and should be submitted in D2L every other Saturday beginning the 2nd week of the term ((due dates are **Feb 4, Feb 18, March 4, March 18, April 1, April 15, April 29 - 20% of final grade**) **Those concurrently enrolled in FCS 400, Section 2, will meet this requirement on the D2L Discussion Board for that class. They do not need to keep a separate journal as stated here, but do need to log hours each week. All others who are NOT now enrolled in FCS 400 Section 2 DO need to follow this requirement as stated here/above.**

9.      Students will meet with the faculty member directing the experience at some time during the mid-point (March 13 - 31) of the experience. This may be done face-to-face or via Skype/Facetime. The student is responsible for arranging this meeting. This meeting may or may not include the site supervisor (see #3 under site supervisor).

10. 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 (Submit in D2L by **May 13** -**25% of final grade**).

11. Obtain an onsite photograph of yourself “in action” (without children under 18 present or identifiable- due to legal restrictions) and submit this to D2L along with a brief description of the site and activities performed. This is to provide an ongoing 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. **(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 Susan Turgeson, Ed.D., CFCS whom you can contact at 715-346-2263 or susan.turgeson@uwsp.edu.

 We would like to schedule site visit or a telephone/Skype/Facetime conference with the supervisor at the mid-point (March 13 - 31) of the experience.

5.       Complete the Final Evaluation Checklist. In conferences, share the evaluations with the student. Mail a copy of the evaluation to the university supervisor (Due to university supervisor by **May 15** - **30% of student’s final grade**).