

## **Guidelines for HDEV 475 Practicum in Human Development**

### **Definition of Practicum**

The Practicum in Human Development (HDEV 475) is a valuable and exciting part of a student's academic career as well as a degree requirement for all students majoring in human development. As an academic service learning course, the Practicum in Human Development allows a student to integrate academic learning in the classroom with "real world" activities within a given career path. The objectives set by each student will involve, in a broad sense, the application of academic theories and concepts to their work experience and a critical analysis of their findings. The student is required to define its objectives in conjunction with a site supervisor and submit the resulting proposal to the Department for approval. The weekly classroom seminar will provide students with instruction and support.

### **Eligibility**

To qualify for HDEV 475, Practicum in Human Development, all of the following must be met:

1. The student must be matriculated in CCPA.
2. Prerequisites for the course are satisfactory completion of HDEV 200, HDEV 300, and HDEV 400.
3. The practicum must be related to the career goals of the student and the student should have sufficient background to undertake the practicum and learn from the experience.
4. Practicum credit may not be granted for a paid work experience.
5. The practicum must be performed in an established business, agency or other appropriate organization approved by the Department.
6. This site must not be owned in whole or in part by any of the student's parents or relatives.

### **Policies and Procedures**

1. The student will receive orientation invitation via email in the semester prior to enrollment. Student will attend their practicum orientation session to learn about resources available and determine how to find, interview, and secure a practicum placement site.
2. The student must submit a completed HDEV 475 Cover Sheet and their proposal to the HDEV Community Liaison for departmental approval.
3. The student is registered by the HDEV academic advisor only after department approval is received from the Community Liaison.
4. A copy of the student's cover sheet and proposal will be placed in the student's academic file.
5. Students must attend all class periods and complete all assigned academic components.
6. Students must complete a total of **100 hours** at the practicum site and receive satisfactory evaluations
7. HDEV 475 is graded with the normal grading option and student must receive the grade of C or above for their practicum to fulfill degree requirement. Pass/Fail is not an option for HDEV 475.

### **Advance Preparation Essential**

Some sites, such as, schools and many human services agencies may require time sensitive clearances for practicum students either before or after accepting you as a practicum student. Their practicum application procedures can include background checks, references and immunizations. Please check with the HDEV community liaison and your site supervisor on specific policies and obtain the clearances before submitting your cover sheet and proposal.

### **Practicum Instructor**

The practicum instructor guides the student in successful completion of their practicum experience. The instructor is responsible for submitting the final grade to the Registrar's office.

### **Community Liaison**

The community liaison monitors midsemester and final practicum site evaluations and initiates contact with the field supervisor on an "as needed basis" to insure that the proposal is implemented properly and the experience is satisfactory for all parties.

### **Site Supervisor**

1. The site supervisor is the person who will serve as the direct supervisor of the student during the practicum.
2. The site supervisor is responsible for providing a mid-semester evaluation and a final evaluation on the student's activities
3. The site supervisor signs verification of hours to indicate satisfactory completion of the practicum.

### **Proposal**

The HDEV Cover Sheet must be accompanied by a typed full-page proposal which addresses the following:

1. What are the learning objectives for the practicum specific to the student's educational goals statement and plan of study?
2. What is the student's academic/experiential preparation for undertaking the practicum?
3. What activities will be undertaken during this practicum and how will they be supervised? Include a "job description" if available.
4. Agency literature may be submitted with the proposal.