

**Department of HealthBehavior and Nutrition Sciences Leadership Practicum HBNS263**

**Hours/Credit**: (Grade = Pass/Fail)

**40 hours working at site: 1 credit (minimum program requirement)**;

80 hours: 2 credits; 120 hours: 3 credits [\*Students may choose to register for HBNS 263 three different times to experience 3 different agencies/locations.]

**Purpose**:

To provide Health Behavior Science students an early experience in a professional service area. The primary determination is to enhance the student’s decision-making process in choosing the location for the required senior internship. The student will work under the supervision of a field professional to develop and enhance service skills along with increased knowledge of the agency’s daily operations.

**Agency Search**:

It is the **responsibility of the student** to locate an agency (location) supporting the student’s areas of interest. The student may make an appointment with the practicum coordinator for reviewing potential agencies/locations within the surrounding Newark area. If the student plans on working with Christiana Care, please contact the coordinator at registration. These sites require affiliation agreements that require up-to-date vaccinations and a criminal background check (which can take 2-4 weeks). If the student does not contact the coordinator at registration, they will be unable to do their practicum at these sites.

Unfortunately, school districts do not allow students for this purpose.

**Requirements**:

1. **Weekly Report** will be submitted each Sunday prior to 11:59pm. Report is to be sent as an attachment via email to the practicum coordinator. If the students’ weekly report is received late, you will not get credit for your hours.
2. **Final Report** needs to be submitted no later than 1 week after the last day at practicum site or the last day of scheduled classes in any given semester (whichever comes first).
3. **Final Supervisor Evaluation** (HBNS263 coordinator will contact agency)
4. **Career Preparation** assignments in Canvas

**Forms (see attached):**

Practicum Destination Form Weekly Practicum Report Final Practicum Report

**Students with Accessibility Needs:**

The University of Delaware is committed to diversity and welcomes students with disabilities. Students with accessibility needs or chronic health conditions, who require accommodations in classes and/or practical, directed field studies, or clinical placements, need to register. Please contact the Office of Disability Support Services located at 240 Academy Street, Alison Hall Suite 130; email: [dssoffice@udel.edu](mailto:dssoffice@udel.edu) or call 302-831-4643. Accommodation is the process of making alterations to the delivery of services so that those services become accessible to more people. Accommodation does not lower academic or non-academic standards or relieve the student of the responsibility to develop the essential skills and competencies expected of all students. For more information, please visit the Office of Disability Support Services at: <http://www.udel.edu/DSS/>

**Standard of Conduct:**

In order to promote the finest educational experience possible, the University of Delaware has established high standards of conduct for its students and student organizations. Individual students and student organizations are expected to know and comply with the policies in the Code of Conduct. Students who violate, attempt to violate, or aid others in violating its provisions may face sanctions for their actions.

**Honesty:**

* 1. Refraining from all forms of academic dishonesty (e.g., representing the work of others as original, using prohibited aids during examinations, etc.);
  2. Students will respect the basic standards of intellectual integrity, including, but not limited to, refraining from plagiarism, cheating or copying someone else’s work. Plagiarism occurs when an individual submits:
     1. the words, ideas, images or data of any other person as his/her own in any academic work;
     2. information or data which have been altered or contrived in any way that is intended to mislead; and/or
     3. work which includes misleading references to material or references that do not accurately reflect the sources used by the individual.

In addition, students are expected to take an active role in encouraging other members of the academic community to refrain from academic dishonesty and are asked to advise the instructor if they are aware of any such violations. This provision applies to any work submitted as a group project.

Students are strongly recommended to read the complete Code of Conduct, which can be found on- line at: https://[www.pcs.udel.edu/student-code-conduct/](http://www.pcs.udel.edu/student-code-conduct/)

**Professionalism:**

1. Being prepared for meetings, classes, appointments, presentations.
2. Adopting actions, demeanor, and dress that are appropriate to each situation.

**Respect:**

1. Arriving on time for classes, appointments, office hours, and meetings.
2. Listening to the presentations, comments, questions, and opinions of others without interruption or ridicule.
3. Expressing differences of opinion or dissatisfaction without aggression or personal attacks on others.
4. Avoiding actions or words that may harm others.
5. Adopting the “golden rule” and treating others as you would like to be treated – fairly and equitably.

**Responsibility:**

1. Obeying all University of Delaware policies and rules and applicable civil and criminal legislation.
2. Accepting responsibility and consequences if deadlines are missed or established requirements are unmet.
3. Managing personal, career, and academic progress (i.e., not relying on others for reminders of course, program, professional certification, or other requirements).
4. Meeting commitments.

**Dress Code**

You are expected to dress professionally during practicum. In accordance with the Office of Clinical Studies, the following is identified as professional/appropriate attire:

* Professional appearance for gymnasium and other clinical placements: Polo shirts, UD shirt, or a nice shirt with NO text/images; khaki pants; mid-thigh shorts; sweatpants; sneakers or tennis shoes with socks; men need to be clean shaven in the morning; hair must be clean, well groomed, and pulled back if long; or as recommended by the supervisor.

-

* Unprofessional attire: leggings; stretch pants; spandex; denim jeans of any color; tank tops; bare midriffs; halter-tops; clothes with holes; clothing that depicts images or texts; leisure sandals (such as flip flops); clothing that reveals one’s stomach, private areas, or underwear-either when standing or kneeling/bending over or stretching; see-through shirts; dress shoes; big earring, bracelets (children with disabilities can pull those); gum, hats, or sunglasses.

**\* THIS SYLLABUS IS SUBJECT TO CHANGE \***

**Practicum Destination Form**

This form is to be typed, scanned and uploaded to the HBNS 263 Enrollment Form located here: [HBNS263 Enrollment Information](https://www.udel.edu/academics/colleges/chs/departments/hbns/student-resources/bhan-advising/practica-enrollment/) by the first day of the semester in which you are completing HBNS263. Any change in the practicum agency or semester of enrollment must be made in consultation with the practicum coordinator and the agency supervisor.

**Semester Enrolling: Year: Credits (1-3):**

**Name: Student ID#**

**Current E-Mail Address:**

**Current Phone/Cell:**

**Practicum Agency/Organization:**

**Agency Address:**

**Supervisor:**

**Supervisor’s Position:**

**Supervisor E-Mail Address:**

**Agency Phone Number:**

**Tentative Start Date:**

This is to certify that I have completed an interview with the appropriate personnel from the above agency and they have accepted me (verbally and/or in writing) for placement during the semester above.

**Signature of Student Date**

**Signature of Agency Supervisor Date**

**Weekly Practicum Report**

**Instructions:** To be completed each week and submitted via e-mail to [mlodyga@udel.edu.](mailto:mlodyga@udel.edu) The report is due no later than 5:00PM on Sunday evening. You are not limited to a single page – below is what you are to include in each weekly report:

1. Today’s Date:
2. Provide a log of your activities since your last progress report:

|  |  |  |
| --- | --- | --- |
| Date | Number of Hours | Activities (just provide a bulleted list of  activities for each day) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Monitor your Hours:

|  |  |
| --- | --- |
| Previous Hours Completed |  |
| Hours Completed since Last Progress Report |  |
| Total Hours to Date |  |

The following entries require reflection. Think and write about your experiences and how they relate to your strengths and areas for development. Be honest with yourself. Do not simply reiterate your list of activities above. They are just a list. These reflections require an analysis of your experiences and should help you deepen your self-knowledge and professional abilities.

1. Identify any responsibilities you had, assignments given, meetings attended, etc.
2. Identify any difficulties that you had with your practicum and why these were challenging. What could you have done differently in addressing the challenge(s)?
3. Identify any successes you had.
4. Discuss anything else that you think is noteworthy.

**Final Practicum Report**

The student is responsible to submit a *Final Report* to the practicum coordinator by 5:00pm one week after their completion of their practicum or on the last day of scheduled classes for the semester (whichever comes first). The report should briefly describe and evaluate the practicum experience.

**Report is to be typed and to include:**

**Introduction**

* 1. The title of your practicum assignment
  2. List of responsibilities and the duties you actually performed (summary of job description)
  3. Your perception of the experience
     1. Did it meet your initial expectations as a practicum experience?
     2. Did it meet your expectations as a learning experience?

**Summary - An explanation of what you gained from this practicum**

* 1. What were important learning experiences related to your personal or professional growth?
  2. What were important experiences related to your future career and career decisions?
  3. Will you continue to pursue a career in this field? Why or why not?