

**Department of Behavioral Health and Nutrition Health Behavior Science Leadership Practicum HBNS 263**

**Spring 2025**

**Professor: Dr. Michael Peterson**

**Office: Carpenter Sports Building, Room 010**

**Email:** [**pmpeter@udel.edu**](mailto:pmpeter@udel.edu)

**Appointments: By Appointment: Send email request: Meeting could be in person or via Zoom**

**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 BHAN 263 three different times to experience 3 different agencies/locations.]

**Purpose**:

To provide HBS 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 checks (which can take 3-6 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. Your report is to be uploaded onto Canvas as a Word Document (a docx or pdf format). The template for your report is at the end of this syllabus and on Canvas. Each report is worth 10 points. There will be a 2-point deduction for each day the report is late.

**The report is due each week whether or not you have been to your placement. If you have  
not been to your placement you must submit a report stating you did not go and the reason  
why (e.g.: sickness, Thanksgiving/spring break, given day off, client cancelled). Once you have completed your hours you do NOT need to submit a weekly report.**

1. **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).
2. **Professional Development Assignments (3)** will be submitted on Canvas by the due date by 11:59 pm. There will be a 2-point deduction for each day the assignment is late. Instructions for each assignment can be found on Canvas
   * 1. **Handshake Assignment (mandatory)**
     2. **Resume Assignment (mandatory)**
     3. **Third Assignment** (choose **ONE** of the remaining Canvas assignments to complete)

1. **Final Supervisor Evaluation Form** needs to be completed by the agency/site supervisor at the completion of the student’s hours. Form should be submitted via email to [pmpeter@udel.edu](mailto:pmpeter@udel.edu) no later than one week after the completion of final hours.

**Forms (see attached):**

Practicum/Internship Form A Weekly Practicum Report Final Practicum Report

Final Supervisor Evaluation

**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; sweat pants; 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.

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* 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 \***

**SECURING A PRACTICUM AND REGISTERING FOR HBNS 263**

If you are a Health Behavior Science major and seek to do a practicum experience, you will need to follow the steps outlined below:

1. **Identify** an agency, site, department, organization in which you would like to complete a practicum experience.
2. If you have a specific site in mind, **please talk to the course instructor** who will be overseeing the practicum (HBNS 263) in the semester you are wishing to do it. If you do not know who the professor will be then review the Practicum Course Information tab [here.](https://www.udel.edu/academics/colleges/chs/departments/hbns/student-resources/bhan-advising/practica-enrollment/) If you need ideas or suggestions about possible practicum experiences/sites, please contact the course instructor and they can **provide you with a list of approved sites** and contact information.
3. Once you have identified a site, please **reach out to that site** to ask them if they would be willing/able to allow you to do a practicum with them. In talking with them you should identify who you are, what academic program at UD you are in (HBS), and the number of hours you wish to do with them (for each credit it is 40 hours, so a 1-credit practicum will require 40 hours, 2-credit practicum 80 hours, and 3-credit practicum 120 hours). You cannot do more than 3-credits. *NOTE: All HBS majors must do a minimum 1-credit practicum as part of their academic program requirements. 2 and 3 credit practicums are optional based on the needs and desires of the student.*
4. If the practicum site/supervisor agrees to allow you to do a practicum with them, then you will need to **complete and have them sign the Practicum / Internship Form A.** You can access this form by clicking on **the SYLLABUS link** for the specific semester in which you seek to do your practicum. If they do not agree, then you will have to continue reaching out to other sites. *NOTE: many sites are accepting students from multiple academic programs and multiple Universities/Colleges, so the longer you wait the lower your chance of being accepted for a given semester. So, the impetus is on you to seek a practicum in a timely manner.*
5. You can find the **Syllabus link under the HBNS 263 Enrollment Information** section of the Practicum/Internship Enrollment Information webpage located at: <https://www.udel.edu/academics/colleges/chs/departments/hbns/student-resources/bhan-advising/practica-enrollment/>
6. Once a representative/supervisor from the agency signs the Practicum Destination Form, you must then **complete the Online Enrollment Request Form** which can be found via the link provided under the HBNS 263 Enrollment information section of the Practicum/Internship Enrollment Information webpage located at: <https://www.udel.edu/academics/colleges/chs/departments/hbns/student-resources/bhan-advising/practica-enrollment/> **Attach your signed and completed Practicum/Internship Form A.** Be sure to click the link that corresponds to the semester in which you want to do your practicum.
7. Once you submit the Enrollment Request form **the professor overseeing the course will review your enrollment request** and decide to enroll you in the course. *NOTE: Common reasons why you would not be enrolled: the site is inappropriate; the enrollment request form is lacking information; the practicum destination form is not attached or is not signed by the site supervisor; you have a financial hold on your account that needs to be taken care of first.*
8. **If everything is in order, then you will be registered** for the HBNS 263 for the number of credit hours indicated on the enrollment form. *NOTE: You cannot register for HBNS 263 on your own, it can only be done by the instructor after you have completed all of the necessary forms.*
9. Once you are enrolled **you will receive a confirmation email** asking you to double check that a) you are enrolled, and b) the number of credit hours is accurate.
10. **Prior to the start of the semester** in which you will do your practicum look for emails, communications from the professor and regularly check the CANVAS site for updates and important information related to the practicum course. It is your responsibility to make sure you are following the requirements, and completing all assignments as outlined in the course Syllabus.
11. Some sites require students to meet **specific clearance requirements before they will allow them to start their practicums.** Please read the Clearance Information for Practicums section located on the Practicum/Internship Enrollment webpage to see what may pertain to you. This section provides clearance information for common practicum sites used by HBS students. This is not an exhaustive list. If you are doing a practicum in a clinical/medical setting, or in a site that works with individuals under 18 years of age, you may be required to obtain certain clearances prior to beginning your practicum. It is your responsibility to reach out to the Academic Support Coordinator, Jodi Allen ([joallen@udel.edu](mailto:joallen@udel.edu)) who will assist you in the facilitation of your clearances with the Office of Clinical who records clearance results. Clearance Procedures are [here:](https://www.udel.edu/academics/colleges/chs/departments/hbns/student-resources/bhan-advising/practica-enrollment/) It is your responsibility to make sure clearances are taken care of in a timely manner prior to the start of the semester.

*NOTE: some clearances may take up to 4 weeks to obtain. So, plan accordingly.*

**University of Delaware Health Behavior Science Practicum & Internship Form A**

Please fill in carefully. Complete one per practicum/internship course

**Course Information** (Check the course you want to enroll in and desired credit hours)

HBNS263-Practicum \_\_\_\_\_\_\_ 1-3 credits \_\_\_\_\_\_\_\_\_

HBNS403-Disability Concentration Practicum \_\_\_\_\_\_\_\_\_ 1-3 credits \_\_\_\_\_\_\_\_\_\_

HBNS464-Internship 9 credits (concentration students take 6 credits) \_\_\_\_\_\_\_ credits\_\_\_\_\_\_\_\_\_

***HBNS 464 students only***: \_\_\_\_\_\_ I confirm that I have completed all pre-requisite major courses as follows: HBNS155, 160, 263, 311, 326, 332, 335 or 342, 435 and 490; HBNS200 and 310 (previously NTDT200 and 310) HLPR222 and 430; KAAP 220 or 309.

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Winter \_\_\_\_\_ Summer \_\_\_\_\_

Year: \_\_\_\_\_\_\_\_

Tentative start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Information**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ University ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_

Student Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Information**

Agency/Facility Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If I have other offers from other agencies I have notified them of my decision: \_\_\_\_\_ Yes \_\_\_\_ No (Must be done before submitting form)

\_\_\_\_\_\_ This is to certify that I have completed an interview with appropriate personnel from the above agency and they have accepted me (verbally or in writing) for placement during the semester specified above. Following signatures confirm the student has accepted the offer and the agency supervisor will provide an internship/practicum experience per the indicated credit hour requirement

Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Agency Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Must be a physical signature. or digital signatures if pre-approved by course instructor.

**Weekly Practicum Report**

**Instructions:** To be completed each week and submitted on Canvas. The report is due no later than 11:59PM 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?

**University of Delaware Health Behavior Science Practicum - HBNS263**

**Supervisor Evaluation Form**

**Instructions:** To be completed by the agency/site supervisor at the completion of practicum experience.

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agency Supervisor** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skills** | **Poor** | **Below Average** | **Average** | **Above Average** | **Superior** |
| **Work Ethic** | **□** | **□** | **□** | **□** | **□** |
| **Professionalism - Behavior** | **□** | **□** | **□** | **□** | **□** |
| **Professionalism - Dress/Attire** | **□** | **□** | **□** | **□** | **□** |
| **Communication Skills - Oral** | **□** | **□** | **□** | **□** | **□** |
| **Cooperativeness** | **□** | **□** | **□** | **□** | **□** |
| **Teamwork/Collaboration Skills** | **□** | **□** | **□** | **□** | **□** |
| **Initiative** | **□** | **□** | **□** | **□** | **□** |
| **Feedback Responsiveness** | **□** | **□** | **□** | **□** | **□** |

**Please describe areas for improvement:**

**Additional Comments (please complete):**

**Name of Person Completing Form (print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_