

**Department of Health Behavior and Nutrition Sciences**

**HBNS263**

**Health Behavior Science Leadership Practicum**

**Coordinator:** Tara Leonard, MS, NBC-HWC

**Office:** 100 Discovery Blvd, STAR Tower

 2nd floor, 228

**Phone:** 302-831-3891

**E-mail**: taral@udel.edu

**Office Hours:** Monday & Wednesday: 10:00-1:00

 Other times available by appointment either in-person or via zoom. Please email me to set up a time to meet.

**Canvas Course Site**:

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

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

80 hours: 2 credits; 120 hours: 3 credits

**Purpose**

To provide the student with early experience in careers available for Health Behavior Science majors. The primary determination is to enhance the student’s decision-making process for securing the location for the required senior internship.

**Enrollment in the Course**

1.Complete the Practicum Destination Form (in syllabus, on canvas). You must have secured a practicum site prior to requesting to be enrolled in the course.

It is the **responsibility of the student** to locate an agency (placement) supporting the student’s areas of interest. You may elect to complete your hours in person or remotely or a combination of both.

Requirements of Some Agencies

A criminal background check and proof of up-to-date vaccinations will be required if you plan on working with Christiana Care or in a setting where you will be working with children under the age of 18. Criminal background checks can take 2-4 weeks and must be completed before the start of the semester. Clearance requirement due dates and instructions are on the website. For further clarification you may contact the Academic Support Coordinator, Jodi Allen at joallen@udel.edu.

Please note: if you do not complete the required clearances, you will either have to delay your start date or you will need to find a placement that does not require clearances.

2. Complete the online Internship Request Form. This google form can be found at:

<https://www.udel.edu/academics/colleges/chs/departments/bhan/student-resources/bhan-advising/practica-enrollment/>

3. Upload the Practicum Destination Form with the Internship Request Form.

4. Once you have uploaded your form, your registration request will be approved by me and you will be registered for the course by the academic support coordinator, Jodi Allen. You will be notified by her when you have been registered in the course.

**Course Requirements**

1. **A Weekly Report** will be submitted each Sunday evening at 11:59 pm. Your report is to be uploaded to Canvas as a Word document, a doc.x format or a pdf. 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).**

1. **Professional Development Assignments** will be submitted on the due date by 11:59 pm. There will be a 2-point deduction for each day the assignment is late.
2. **The Final Report** must be submitted no later than 1 week after the last day at your practicum site or the last day of scheduled classes (December 11) in any given semester (whichever comes first).

**In order to receive a passing grade for the course you must receive a 60% or higher on all assignments & weekly reports.**

**Final Supervisor Evaluation**

The HBNS263 coordinator will send your supervisor an evaluation form when you have finished your practicum.

**Forms**

 Practicum Destination Form (with syllabus)

 Weekly Practicum Report (with syllabus & on Canvas)

 Final Practicum Report (with syllabus & on Canvas)

**Student Expectations**

Students are responsible for meeting all of their academic obligations, even if they are engaged in college-sponsored activities, i.e. theatre, athletics, or field trips.

**Professionalism**

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

**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.
* 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.

**Student Mental Health & Wellbeing**

College students often experience things that may interfere with academic success such as academic stress, sleep problems, juggling responsibilities, life events, relationship concerns, or feelings of anxiety, hopelessness, or depression. If you are experiencing any of the above in a way that is negatively impacting your ability to participate fully in the learning activities for this class, I strongly encourage you to get in touch with me. Additionally, I have provided information from other campus-wide units below.

* Contact me

If you are struggling with this class, please check-in during office hours or contact me by email at taral@udel.edu.

* Check-in with your academic advisor or the Assistant Dean for Student Services in your college

if you are struggling in multiple classes, unsure whether you are making the most of your time at UD, or unsure what academic resources are available at UD.

* UD’s Center for Counseling & Student Development (CCSD), TimelyCare, and UD Helpline

UD’s Center for Counseling & Student Development (CCSD) provides cost-free and confidential mental health services promoting psychological wellbeing so that students can be more successful in their academic, personal, and career pursuits. CCSD provides in-person services including walk-in urgent visits, scheduled individual and group counseling, and consultation for students, parents, and faculty.

CCSD partners with [TimelyCare](https://sites.udel.edu/counseling/timelycare) to provide scheduled counseling and health coaching via telehealth.

For 24/7 mental health support, students have the option of calling the UD Helpline at 302-831-1001 or accessing TimelyCare’s Talk Now service through the TimelyCare app or online. Visit [CCSD’s website](https://sites.udel.edu/counseling/services/) for additional information and resources.

* UD’s Crisis Text Line

Text “UDTEXT” (or “STEVE” for students desiring to connect with a professional who specializes in supporting students of color) to 741741 for confidential text message support.

* Division of Student Life

Explore the [Student Life’s Wellbeing webpage](https://sites.udel.edu/studentlife/wellbeing/) for a comprehensive listing of well-being resources, activities, and services available to all students.

**University Policies**

**The Safety of Our Learning Environment**

Student learning can only occur when students and their instructors feel safe, respected, and supported by each other. To ensure that our learning environment is as safe as possible, you are expected to abide by the most up-to-date [University of Delaware’s COVID-19 Guidelines](https://www.udel.edu/home/coronavirus/guidelines/),

**Academic Integrity**

Please familiarize yourself with UD policies regarding academic dishonesty. The [Academic Honesty Policy](https://www.udel.edu/content/dam/udelImages/student-life/StudentGuide.pdf) states: “Students must be honest and forthright in their academic studies. Students are expected to do their own work and must give proper credit for any work not their own. Students may neither give nor receive unauthorized assistance.  Engaging in academic dishonesty, or allowing other students to do the same, corrupts the educational process and diminishes the quality of a University of Delaware degree.” View the [university's procedures](https://www.udel.edu/students/community-standards/conduct-process/) for resolving academic dishonesty concerns. Contact Community Standards & Conflict Resolution at communitystandards@udel.edu or (302) 831-2117.

**Harassment, Discrimination, and Sexual Misconduct**

The University of Delaware works to promote an academic and work environment that is free from all forms of discrimination, including harassment and sexual misconduct. As a member of the community, your rights, resources and responsibilities are reflected in the Non-Discrimination, Sexual Misconduct, and Title IX policy.  Please familiarize yourself with this policy at the [University’s Office of Equity & Inclusion’s website](https://sites.udel.edu/oei/). You can report any concerns to the University’s Office of Equity & Inclusion (302) 831-8063 or at titleixcoordinator@udel.edu.  you can report anonymously through UD Police (302) 831-2222 or the [EthicsPoint Compliance Hotline](https://sites.udel.edu/intaudit/compliance-hotline/).

* Read the [full policy](https://sites.udel.edu/sexualmisconduct/files/2020/09/20200902-NDSM-Policy-final.pdf)
* [File a report](https://sites.udel.edu/oei/)

**Disclosures of Instances of Sexual Misconduct**

If, at any time during this course, I happen to be made aware that a student may have been the victim of sexual misconduct (including sexual harassment, sexual violence, domestic/dating violence, or stalking), I am a responsible employee, which means I am directed to report any incident of sexual harassment or misconduct to the University’s Title IX Coordinator. The Title IX Coordinator will then meet with the student to discuss how the University will respond to the report and the student’s rights and options, to offer resources, and to ensure that the student and the campus community are safe. If such a situation is disclosed to me in class, in a paper assignment, or in office hours, I promise to protect your privacy--I will not disclose the incident to anyone but the Title IX Coordinator in a confidential manner.

For more information on Sexual Misconduct policies, where to get help, and reporting information, please refer to [www.udel.edu/sexualmisconduct](http://www.udel.edu/sexualmisconduct). You can also send an email to the Title IX Coordinator at titleixcoordinator@udel.edu. At UD, we provide 24/7/365 crisis assistance and victim advocacy and counseling. Contact 302-831-1001 to get in touch with a sexual offense support advocate, as well as confidential and anonymous counseling services for other concerns.

**Accommodations for Students with Disabilities**

Any student who may need disability-related accommodations should contact the Office of Disability Support Services (DSS) office as soon as possible. For more information, please visit [Getting Registered at DSS](https://sites.udel.edu/dss/students/registration-process-2/). Contact DSS by phone: 302-831-4643; fax: 302-831-3261; website: [www.udel.edu/dss](http://www.udel.edu/dss); email: dssoffice@udel.edu; or visit 240 Academy Street, Alison Hall Suite 130 during business hours (8-5 M-F).

**Non-Discrimination**

The University of Delaware does not discriminate against any person on the basis of race, color, national origin, sex, gender identity or expression, sexual orientation, genetic information, marital status, disability, religion, age, veteran status or any other characteristic protected by applicable law in its employment, educational programs and activities, admissions policies, and scholarship and loan programs as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies. The University of Delaware also prohibits unlawful harassment including sexual harassment and sexual violence.

For inquiries or complaints related to non-discrimination policies, please contact: Office of Equity & Inclusion- oei@udel.edu, (302) 831-8063.

For complaints related to Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act, please contact: Office of Disability Support Services, dssoffice@udel.edu, Alison Hall, Suite 130, Newark, DE 19716 (302) 831-4643 OR contact the [U.S. Department of Education - Office for Civil Rights](https://www2.ed.gov/about/offices/list/ocr/docs/howto.html)

**Practicum Destination Form**

This form is to be **typed** and uploaded at <https://www.udel.edu/academics/colleges/chs/departments/bhan/student-resources/bhan-advising/practica-enrollment/> immediately upon securing his/her practicum at the agency specified below. 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 Canvas. The report is due no later than 11:59 PM on Sunday night. 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) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 3. 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 upload a *Final Report* on Canvas 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.

\*\*The report must be a minimum of 3 typed pages using the following requirements: double spaced, 12 point Times New Roman font and 1” margins.\*\*

**The Report is 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

 a. Did it meet your initial expectations as a practicum experience?

 b. Did it meet your expectations as a learning experience?

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

4. What were important learning experiences related to your personal or professional growth?

5. What were important experiences related to your future career and career decisions?

6. Will you continue to pursue a career in this field? Why or why not?