Coordinator: Dr. Janice M. Bibik  
Office: 014 Carpenter Sports Building  
Phone: 302-831-3537  
E-mail: pirwet@udel.edu  
Office Hours: In person: Monday, Tuesday & Thursday 12:00-1:30 
Other times available by appointment

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 3-6 weeks and must be completed before the start of the semester. Contact Jodi Allen, the Academic Support Coordinator, for due dates and instructions.  
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 5-point deduction for a late submission.

2. **Assignments** will be submitted on the due date by 11:59 pm. There will be a 5-point deduction for a late submission.

3. **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, 2023) 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 BHAN263 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**

In addition to impacting your overall wellbeing, diminished mental health can interfere with optimal academic performance. If this course is causing or contributing significant mental or emotional stress, then please reach out to me directly. However, problems with other parts of your life can also contribute to decreased academic performance. UD’s Center for Counseling & Student Development (CCSD) provides cost-free and confidential mental health services to help you manage personal challenges that threaten your emotional or academic well-being. Remember, getting help is a smart and courageous thing to do -- for yourself and for those who care about you.

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

- **Check-in with your academic advisor**
  - 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 and UD Helpline**
  - CCSD is open and available remotely, and 24/7 mental health support remains available on the UD Helpline at 302-831-1001 for any student in need of someone to talk to. Visit CCSD’s website for additional information and resources.

- **UD’s Crisis Text Line**
  - Text “UDTEXT” or “STEVE” at 741741 connect with a professional who specializes in supporting students of color via a confidential text message.

- **Division of Student Life**
  - Explore the Student Life’s Wellbeing webpage 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.

Current COVID-19 Guidelines: If you test positive for COVID-19 you must isolate for 5 days and then wear a face mask for 5 days. If you are exposed to someone with COVID-19 you must wear a mask for 10 days, get tested 5 days after exposure and monitor your symptoms for 10 days.

**Academic Integrity**
Please familiarize yourself with UD policies regarding academic dishonesty. To falsify the results of one's research, to steal the words or ideas of another, to cheat on an assignment, to re-submit the same assignment for different classes, or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance. View the university's academic integrity policies and procedures. Office of Student Conduct, 218 Hullihen Hall, (302) 831-2117. E-mail: student-conduct@udel.edu

**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, resource 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. You can report any concerns to the University’s Office of Equity & Inclusion, at 305 Hullihen Hall, (302) 831-8063 or you can report anonymously through UD Police (302) 831-2222 or the EthicsPoint Compliance Hotline.

- Read the full policy
- File a report

**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 obligated by federal law to inform the university’s Title IX Coordinator. The university needs to know information about such incidents to, not only offer resources, but to ensure a safe campus environment. The Title IX Coordinator will decide if the incident should be examined further. 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.

For more information on Sexual Misconduct policies, where to get help, and reporting information, please refer to www.udel.edu/sexualmisconduct. 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 an accommodation based on a disability should contact the Office of Disability Support Services (DSS) office as soon as possible. For more information, please visit Getting Registered at DSS. Contact DSS by phone: 302-831-4643; fax: 302-831-3261; website: 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, 305 Hullihen Hall Newark, DE 19716 (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

Academic Honesty: Students at the University of Delaware are expected to respect the Code of Conduct and what it represents. Academic dishonesty (cheating, plagiarism, fabrication, multiple submissions) will not be tolerated and non-compliance with the Code will be treated according to the UD regulations. For a detailed explanation of the Code of Conduct go to http://www.udel.edu/stuguide/22-23/code.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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Number of Hours</th>
<th>Activities (just provide a bulleted list of activities for each day)</th>
</tr>
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</tbody>
</table>

3. Monitor your Hours:

<table>
<thead>
<tr>
<th>Previous Hours Completed</th>
<th>Hours Completed since Last Progress Report</th>
<th>Total Hours to Date</th>
</tr>
</thead>
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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.

4. Identify any responsibilities you had, assignments given, meetings attended, etc.
5. 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)?
6. Identify any successes you had.
7. 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?