
BHAN 263: Health Behavior Science Leadership Practicum

**Semester:** Summer, 2nd session; **Year:** 2024
**Grading:** Pass/Fail

**Credits:** 1 credit = 40 hours\*; 2 credits = 80 hours; 3 credits = 120 hours

**\*40 hours (1 credit) meet the minimum program requirement.**

Students can enroll in BHAN 263 up to three times to explore different agencies or locations.

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# 1. Instructor Information and Introduction

## Instructor Contact Information

Instructor name: Iva Obrusnikova, PhD

Email address: obrusnik@udel.edu

Website: <https://www.linkedin.com/in/iva-obrusnikova-phd-b9498311/>
Office location: 326 STAR Tower

Office hours: virtual; <https://udel.zoom.us/j/98358834475>

Phone number: 302/388-7662

# 2. Course Description and Delivery Mode

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.

The class will be supervised by the course instructor virtually.

# 3. Agency Search

Students are responsible with identifying a suitable agency and location that aligns with their interests for this practicum. To facilitate this process, students are encouraged to schedule a consultation with the practicum coordinator. The coordinator can assist in exploring potential placements within the Newark area and beyond. For those interested in partnering with Christiana Care for their practicum, it is imperative to notify the coordinator at the time of registration. Partnering with such sites necessitates the establishment of affiliation agreements, which include requirements for up-to-date vaccinations and criminal background checks. These checks may take between 3 to 6 weeks to process. Failure to communicate with the coordinator during the registration period may result in the inability to undertake a practicum at these locations. Please note that school districts are not available as practicum sites for this program.

# 4. Forms & Required Learning Materials

## Forms

1. Practicum Destination Form
2. Weekly Practicum Report
3. Final Practicum Report

## Required Learning Materials

[**Canvas**](http://www.udel.edu/canvas)**:** In this class, Canvas, UD's online learning management system, will be used for all course activities and communication channels. All assignments will be posted through the Canvas course site unless otherwise directed. Information on how to use Canvas is available through the [Canvas Student Guide](https://community.canvaslms.com/docs/DOC-10701). Canvas can also be accessed via [MyUD.](https://my.udel.edu/)

# 5. Learning Assessment

## a. Practicum Reports:

**Deadline:** 1-2 practicum reports must be submitted weekly on Canvas by Sunday before 11:59 PM.

## b. Final Report:

**Deadline:** The final report must be submitted no later than one week following either the last day at the practicum site or the final day of scheduled classes for the semester, whichever occurs first.

## c. Final Supervisor Evaluation:

**Procedure:** The final supervisor evaluation must be emailed directly to the practicum coordinator no later than the last day at the practicum site or the final day of scheduled classes for the semester, whichever occurs first.

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# 6. Final Grade Breakdown

|  |  |
| --- | --- |
| One credit:Attendance (4pts/hour, 40 hours x 4pts) | 160 |
| Practicum reports (at least 8 x 10pts) | 80 |
| Final Report | 40 |
| Good or better rating on your evaluation form | 20 |
|  | 300 points |

You have to receive 95% or more (285+ points) to pass the practicum.

|  |  |
| --- | --- |
| Two credits:Attendance (4pts/hour, 80 hours x 4pts) | 320 |
| Practicum reports (at least 8 x 10pts) | 80 |
| Final Report | 40 |
| Good or better rating on your evaluation form | 40 |
|  | 480 points |

You have to receive 95% or more (456+ points) to pass the practicum.

|  |  |
| --- | --- |
| Three credits:Attendance (4pts/hour, 120 hours x 4pts) | 600 |
| Practicum reports (at least 8 x 10pts) | 80 |
| Good or better rating on your evaluation form | 60 |
| Final Report | 40 |
|  | 660 points |

You have to receive 95% or more (627+ points) to pass the practicum.

# 7. Policies

## Course-Specific Policies

### Dress Code:

Field experiences demand a professional appearance. Here's what's expected:

* **Professional Attire:** Polo shirts, UD shirts, or clean shirts without inappropriate imagery or text. Khaki pants, leggings, athletic sweatpants or pants, or mid-thigh shorts. Sneakers or tennis shoes paired with socks. Hair should be clean, well-groomed, and, if long, tied back.
* **Unprofessional Attire:** Denim jeans, irrespective of color. Tank tops, belly shirts, skirts, or dresses (unless worn for religious reasons). Clothing depicting inappropriate graphics, texts, or featuring holes. Inadequate shorts exposing undergarments or private areas. Dress shoes, slip-ons, boots. Oversized earrings and bracelets (as some children might pull on them). Chewing gum, wearing hats or sunglasses.

### Communication

* **Stay Updated:** Monitor due dates, course requirements, and your scores. Course materials may be updated, so regularly check your email.
* **Questions?** Reach out with any course-related inquiries. I typically respond within 24 hours on weekdays. If there is no reply after 48 hours (except for the weekend), kindly resend the email.
* **Office Hours & Meetings:** Additional online or in-person meetings besides scheduled office hours can be arranged.
* **Grading Timeline:** Assignment feedback will be provided within one week, and quiz scores will be provided within 48 hours. Late or resubmitted work may see a slight delay in grading.

### Use of Advanced Automated Tools

* **Ethical Considerations:** The use of AI tools should be in line with academic integrity. Do not use AI to generate entire essays, complete creative tasks, or answer questions in exams or quizzes on your behalf. Any assignment's primary content and conclusions should result from your understanding and critical thinking.
* **Transparency:** If you've used an AI tool, such as ChatGPT, Dall-E 2, or any other platform, in preparing your assignment, please disclose its use and the capacity in which it was employed. For instance, if you used a tool to gather data, mention this in a footnote or the assignment's methodology section.
* **Grammar & Style Checkers:** You're encouraged to use tools like Grammarly to refine your writing. However, do not overly rely on these; part of your academic journey is to improve your written communication skills.
* **Limitations Awareness:** Be aware of the limitations of AI. If quoting or using data generated by an AI tool, ensure you understand it, can defend its validity, and are aware of potential biases or errors.
* **Feedback Mechanism:** If you believe an AI tool could benefit the entire class or feel there is a grey area in its use, please provide feedback. Our guidelines on AI use are iterative and might be updated based on evolving technologies and pedagogical strategies.

### 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 obrusnik@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.

## UD Academic 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 Honesty

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/)

### Faculty Statement on 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: the 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, scanned and uploaded to the [BHAN263 Enrollment Request](https://www.udel.edu/academics/colleges/chs/departments/bhan/student-resources/bhan-advising/practica-enrollment/) form by the first day of the semester in which you are completing BHAN263. 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**