HDFS 707/807
Practicum Guidelines

1. Individual practicum assignments are uncommon, given current faculty teaching assignments, and must be individually negotiated between a student and a Human Development and Family Studies faculty member. Only practica in approved settings are allowable.

2. HDFS 707 is the appropriate course number for undergraduate practicum and HDFS 807 is the appropriate course number for graduate practicum.

3. These are variable (2-6) credit experiences. In general, a student should plan to work 2.5 hours per week, per credit over a 14-week semester, or 37.5 hours for every credit over the course of the entire semester. During the summer, a student may be able to negotiate longer hours each week in order to complete the practicum during a shorter timeframe.

4. These are credit/fail experiences and are ungraded.

5. Students interested in receiving UNH Human Development and Family Studies credit for experience in community settings must complete several steps:
   a. Draft a one-page proposal that outlines the following: goals and objectives; proposed activities; proposed written assignments; evaluations; and deadlines.
   b. Obtain approval from a Human Development and Family Studies faculty member who is willing to supervise the student’s work.
   d. Review and sign the Ethical Standards for Human Development and Family Studies Internships and Practica form.

6. Students who receive approval for a practicum experience must:
   a. Complete time sheet entries on each visit. These are to be initialed, and each completed page signed by the on-site supervisor.
   b. Complete all required work by the negotiated dates.

7. Students should be aware that some organizations may require a criminal background check before practicum placement is finalized. Arrangements for criminal background checks are the responsibility of the student and the requesting organization, not the Department of Human Development and Family Studies.
# HDFS 707/807 Practicum Contract

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<th>Field</th>
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<tbody>
<tr>
<td>Student Name</td>
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<td>Course</td>
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<td>Number of Credits</td>
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<td>Beginning Date</td>
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<td>Usual Working Hours</td>
<td>(2.5 hours per week x 15 weeks = 1 credit)</td>
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<td>Internship Site</td>
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<td>On-Site Supervisor</td>
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<td>Student Responsibilities</td>
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<td>Requirements</td>
<td>Time Sheet</td>
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<td>UNH Faculty Sponsor:</td>
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*Copies: Student, On-Site Supervisor, Faculty Supervisor, Student File*
Human service professionals and those who educate them, regardless of whether they are students, faculty, or practitioners, promote and encourage the unique values and characteristics of human service. In so doing, interns and educators uphold the integrity and ethics of the profession, partake in constructive criticism of the profession, promote client and community well-being, and enhance their own professional growth.

Although ethical codes are not legal documents, they may be used to assist in the adjudication of issues related to ethical human service behavior.

1. The intern respects the integrity and welfare of the client at all times. Each client is treated with respect, acceptance, and dignity.

2. The intern protects the client’s right to privacy and confidentiality except when such confidentiality would cause harm to the client or others. The intern will adhere to all state laws regarding confidentiality as well as agency policy.

3. The intern seeks appropriate consultation and supervision to assist in decision-making when there is a legal, ethical, or other dilemma.

4. The intern will adhere to all university policies and all state laws (including all mandated reporting relative to abuse and neglect) during their interactions with clients and others.

5. The intern acts with integrity, honesty, genuineness, and objectivity.

6. The intern is aware of the influential position he or she has with clients and makes decisions to strengthen that trust and avoids situations that might impair his or her judgment or increase the risk of exploitation. These situations include, but are not limited to, close personal or business relationships.

7. The intern adheres to the commitment made to his or her employer and to his or her faculty supervisor.

8. The intern strives to personify characteristics typically associated with the profession (e.g., accountability, respect for others, genuineness, empathy, pragmatism), and strives for self-awareness and personal growth.

I, ____________________________________ (print name), accept and endorse the above standards of ethical conduct and will, to the best of my ability, uphold the principles of behavior outlined by these standards during my internship/practicum.

_________________________________________  ______________________________
Student’s Signature                  Date

_________________________________________  ______________________________
Faculty Sponsor’s Signature          Date

_________________________________________  ______________________________
Site Supervisor’s Signature          Date

### HDFS 707/807 Practicum Timesheet

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Subtotal</th>
<th>Initials</th>
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On-Site Supervisor ___________________________ Date ___________________________

1. The on-site supervisor must regularly initial the student’s time sheets, as well as sign each page.

2. Time sheets must reflect actual hours worked. Any student whose time sheet is not an accurate reflection of time worked will not receive credit.

3. Please submit this timesheet to your HDFS faculty supervisor upon completion.
Midterm Practicum Evaluation  
HDFS 707/807 Practicum

Student:  

Onsite Supervisor: 

1. Has this student been dependable?
   - [ ] Exceptional  
   - [ ] Very Good  
   - [ ] Good  
   - [ ] Fair  
   - [ ] Poor

2. Has this student been prepared?
   - [ ] Exceptional  
   - [ ] Very Good  
   - [ ] Good  
   - [ ] Fair  
   - [ ] Poor

3. What does this student do well at this point?

4. What should this student continue to work on?

5. How would you rank the student’s performance?
   A. Awareness of the Agency
      - [ ] Exceptional  
      - [ ] Very Good  
      - [ ] Good  
      - [ ] Fair  
      - [ ] Poor
   B. Awareness of the “Big Picture”
      - [ ] Exceptional  
      - [ ] Very Good  
      - [ ] Good  
      - [ ] Fair  
      - [ ] Poor
   C. Planning
      - [ ] Exceptional  
      - [ ] Very Good  
      - [ ] Good  
      - [ ] Fair  
      - [ ] Poor
   D. Implementation
      - [ ] Exceptional  
      - [ ] Very Good  
      - [ ] Good  
      - [ ] Fair  
      - [ ] Poor
   E. Conducts Self in a Professional Manner
      - [ ] Exceptional  
      - [ ] Very Good  
      - [ ] Good  
      - [ ] Fair  
      - [ ] Poor
F. Communication Skills
☐ Exceptional   ☐ Very Good   ☐ Good   ☐ Fair   ☐ Poor

G. Incorporates Constructive Feedback
☐ Exceptional   ☐ Very Good   ☐ Good   ☐ Fair   ☐ Poor

6. Would this student be ready to assume the role of an entry-level professional in your organization tomorrow?
☐ Yes, without reservation
☐ Yes, with some guidance
☐ Yes, with significant assistance
☐ Unsure at this time, because ________________.

7. Do you have any other comments you wish to share?

Onsite Supervisor ___________________________________________ Date ___________________________________________

Please return in the enclosed envelope by ________________. Thank you.
Midterm Student Practicum Evaluation
HDFS 707/807 Practicum

Student: ________________________________

Onsite Supervisor: _______________________

1. Have you been dependable?
   □ Exceptional □ Very Good □ Good □ Fair □ Poor

2. Have you been prepared?
   □ Exceptional □ Very Good □ Good □ Fair □ Poor

3. What do you do well at this point?

4. What should you continue to work on?

5. How would you rank your performance?
   A. Awareness of the Agency
      □ Exceptional □ Very Good □ Good □ Fair □ Poor
   B. Awareness of the “Big Picture”
      □ Exceptional □ Very Good □ Good □ Fair □ Poor
   C. Planning
      □ Exceptional □ Very Good □ Good □ Fair □ Poor
   D. Implementation
      □ Exceptional □ Very Good □ Good □ Fair □ Poor
   E. Conducts Self in a Professional Manner
      □ Exceptional □ Very Good □ Good □ Fair □ Poor
F. Communication Skills

☐ Exceptional  ☐ Very Good  ☐ Good  ☐ Fair  ☐ Poor

G. Incorporates Constructive Feedback

☐ Exceptional  ☐ Very Good  ☐ Good  ☐ Fair  ☐ Poor

6. Would you be ready to assume the role of an entry-level professional in this organization tomorrow?

☐ Yes, without reservation
☐ Yes, with some guidance
☐ Yes, with significant assistance
☐ Unsure at this time, because ________________.

7. Do you have any other comments you wish to share?

______________________________  ________________
Student                         Date

Please return in the enclosed envelope by ________________. Thank you.
Final Practicum Evaluation
HDFS 707/807 Practicum

Student: __________________________________________

Onsite Supervisor: ____________________________________

1. Has this student been dependable?
   - □ Exceptional
   - □ Very Good
   - □ Good
   - □ Fair
   - □ Poor

2. Has this student been prepared?
   - □ Exceptional
   - □ Very Good
   - □ Good
   - □ Fair
   - □ Poor

3. What does this student do well at this point?

4. What should this student continue to work on?

5. How would you rank the student’s performance?
   A. Awareness of the Agency
      - □ Exceptional
      - □ Very Good
      - □ Good
      - □ Fair
      - □ Poor
   B. Awareness of the “Big Picture”
      - □ Exceptional
      - □ Very Good
      - □ Good
      - □ Fair
      - □ Poor
   C. Planning
      - □ Exceptional
      - □ Very Good
      - □ Good
      - □ Fair
      - □ Poor
   D. Implementation
      - □ Exceptional
      - □ Very Good
      - □ Good
      - □ Fair
      - □ Poor
   E. Conducts Self in a Professional Manner
      - □ Exceptional
      - □ Very Good
      - □ Good
      - □ Fair
      - □ Poor
F. Communication Skills

☐ Exceptional   ☐ Very Good   ☐ Good   ☐ Fair   ☐ Poor

G. Incorporates Constructive Feedback

☐ Exceptional   ☐ Very Good   ☐ Good   ☐ Fair   ☐ Poor

6. Would this student be ready to assume the role of an entry-level professional in your organization tomorrow?

☐ Yes, without reservation
☐ Yes, with some guidance
☐ Yes, with significant assistance
☐ Unsure at this time, because ________________.

7. Do you have any other comments you wish to share?

Onsite Supervisor ____________________________  Date ____________________________

Please return in the enclosed envelope by _________________. Thank you.
Final Student Practicum Evaluation
HDFS 707/807 Practicum

Student: 

Onsite Supervisor: 

1. Have you been dependable?
   - Exceptional
   - Very Good
   - Good
   - Fair
   - Poor

2. Have you been prepared?
   - Exceptional
   - Very Good
   - Good
   - Fair
   - Poor

3. What do you do well at this point?

4. What should you continue to work on?

5. How would you rank your performance?
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   E. Conducts Self in a Professional Manner
      - Exceptional
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      - Poor
F. Communication Skills

☐ Exceptional  ☐ Very Good  ☐ Good  ☐ Fair  ☐ Poor

G. Incorporates Constructive Feedback

☐ Exceptional  ☐ Very Good  ☐ Good  ☐ Fair  ☐ Poor

6. Would you be ready to assume the role of an entry-level professional in this organization tomorrow?

☐ Yes, without reservation
☐ Yes, with some guidance
☐ Yes, with significant assistance
☐ Unsure at this time, because ________________.

7. Do you have any other comments you wish to share?

________________________________________________________________________

________________________________________________________________________

Student ___________________________________________  Date _______________________

Please return in the enclosed envelope by _________________. Thank you.