

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.
 - c. Complete the Human Development and Family Studies Practicum Contract.
 - 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.

**University of New Hampshire
Department of Human Development and Family Studies
HDFS 707/807 Practicum Contract**

Student Name:

ID #:

Campus Address:

Phone(s):

E-mail:

Course: HDFS 707 HDFS 807 (Graduate Students)

Number of Credits:

Beginning Date:

Ending Date:

Usual Working Hours: (2.5 hours per week x 15 weeks = 1 credit)

Internship Site:

On-Site Supervisor:

Phone(s):

E-Mail:

Mailing Address:

Student Responsibilities:

Requirements: Time Sheet Midterm Evaluation Final Evaluation
 Journal Final Paper
 Other (specify):

Student:

Date:

On-Site Supervisor:

Date:

UNH Faculty Sponsor:

Date:

Copies: Student, On-Site Supervisor, Faculty Supervisor, Student File

Ethical Standards for Department of Human Development and Family Studies Students in Internships or Practica¹

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

¹Adapted from the Ethical Standards of Human Service Professionals (2000), *Human Service Education*, 20(1), 61-68. National Organization for Human Service Education Council for Standards in Human Service Education.

HDFS 707/807 Practicum Timesheet

Date	Start Time	End Time	Subtotal	Initials

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?

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.