

TENTATIVE HSCI 4314: Practicum II

COURSE SCHEDULE for Fall 2022

Note: The course schedule is a general tentative plan for the course. Any changes will be announced to the class in advance by the instructor

*** ALL ASSIGNMENT ARE DUE on Friday Nights at Midnight uploaded to Blackboard (unless otherwise specified) and into Binder**

Date Due	Assignments	Points	Acknowledgement from Intern. Initial
Week #2	Projected Intern Schedule for semester	05	
Week #2	History of Agency	10	
Week #2	Practicum Project Proposal	20	
Week #2	Goals and objectives of the projects	20	
Week #2	Learning Contract & Scope of Work	200	
Week #4	Acknowledgement form of Ethics in Public Health	20	
Week # 5	Resume or CV	20	
Week #6	Electronic Portfolio (LinkedIn)	20	
Week #8	Mid-Semester Evaluation AND BINDER (Submit during class time)	45	
Week #9	Letter to Either Masters level program for admissions OR job application	25	
Week # 10	Draft of Project Poster	50	
Week #15	Final Evaluation	55	
Week #15	Student's Critique of Practicum Experience	50	
Weekly Basis	Time sheets submitted on a weekly basis (.025 X12=40)	30	
Week #15	Miscellaneous work as per the project(s): i.e. Posters, meetings minutes	10	
Week #15	Attendance: Each class is worth 10 points. No exceptions. If you miss, you will NOT receive credit. {12 classes}	120	
Week #13 : Week before Thanksgiving	Faculty will review and grade Intern's Presentations	10% out of 100	
	Total Points Possible	800	

Dates	In Class Lectures & Topics	Class Topic/presentations to be discussed in class	Assignment	Location
Official semester start date. 1st class Week 1 Aug. 22	Classes for this semester begin on Monday, August 22, 2022 Practicum Class Orientation Syllabus Review Syllabus Calendar	Review Syllabus, class schedule, and forms <ul style="list-style-type: none"> Discuss progress on Major/Minor Projects Internship Goals & Objectives 	<ul style="list-style-type: none"> Review Syllabus & Assignments Students required to meet with preceptors this week Complete and Submit the Learning Contract & Scope of Work Form <p>Practicum Requirement: 1 white, 1inch binder with professional dividers with tabs. (12 sections) Binder is to place all the assignments.</p>	
Week 2 Aug. 29	<ul style="list-style-type: none"> Develop and finalize Scope of Work Discuss History of Agency Review the Poster Template 	<ul style="list-style-type: none"> Work on finalizing the scope of work and project proposals 	<p>Due Friday, at Midnight in BB folder and Binder</p> <ul style="list-style-type: none"> Personal Practicum Schedule BB Assignment History of Agency BB Assignment Scope of Work BB Assignment Practicum Project Proposal BB Assignment 	

			***Ethics in Public health: Article to be read before coming to class week #4. Article will be posted on Blackboard.
Week 3 Sept 5	No class. Labor Day University will be closed on this day.		
Week 4 Sept 12	Professional Development: Part I Ethics in Public Health	Ethics in Public Health Article Review and Discussion: Ethics in Public Health Acknowledgment of PH Ethics & Bylaws In class pre and post-test over Ethics in Public Health	Due Friday at Midnight to BB folder Material for this week found under week #3
Week 5 Sept 19	Professionalism and Leadership: Part I by UTEP Career services <i>Crafting an Effective Résumé &/or Curriculum Vitae</i> Developing a Curriculum Vitae (CV)	Learn how to write a résumé that employers call for an interview. Having a clear and concise résumé is important to land an interview. • For students that have done research and have presentations and publications, they will be submitting a Curriculum Vitae instead of a resume.	Due Friday at Midnight to BB folder Material for this week found under week #4 *Make sure to be keeping track of Time Sheets. Must be signed.
Week 6 Sept 26	Professionalism and Leadership: Part II by UTEP Career services Professional electronic portfolio: LinkedIn	Learn how to develop an Electronic Professional Electronic Profile through LINKEDIN	Due into BB on Friday Rubric will be provided for students to follow.
Week 7 Oct 3	Midterm Evaluation & Developing Professional Practicum Poster for presentation	Instructions for creating the midterm evaluation & how to present the Midterm Evaluation to your mentor. Presentation on developing a professional APHA quality poster for finals week.	Due into BB on Friday Midterm Evaluation BB Folder (2 weeks to complete)
Week 8 Oct.10	No class scheduled Midterm submission of Binders	No class will be held, only to submit Binders to instructor for midterm binder review ON FRIDAY before 3p.m.	• Weekly time sheets (Signed & at least 75-80 hours) Signed midterm evaluation due. No exceptions.
Week 9 Oct. 17	Professionalism and Leadership: Part II by UTEP Career services Preparing for Graduate School or the future:	Developing a letter for admissions to master's program or Employment opportunity UTEP Career Services: "Learn the ins-and-outs of the graduate school application process, including how to fund your graduate degree and start developing your statement of purpose".	Draft Poster Due into BB on Sunday before Oct. 17 th . Due into BB on Friday Assignment: Continue with master's degree or seek an employment opportunity upon graduation? Rubric will be provided for students to follow
Week 10 Oct. 24	IN-CLASS Posters Preliminary	Practicum Poster Presentations for peer review	In class Final Draft of Presentations NO EXCEPTIONS! ALL Presentations MUST BE PRESENTED.
Week 11 Oct. 31	Review of how to complete the: Final Evaluations Intern Evaluation of practicum experience	MUST be in class	

Week 12 Nov. 7	No class meeting	Students take this week to: finalize the final presentations Use this time to address the feedback provided towards your presentation	
Week 13 Nov. 14	Official Final Practicum Poster Showcase	TBA: Will need to take a faculty Poll as to host the event Wednesday or Thursday from 10- Noon. Set up is 9:30 a.m. Professional Attire a MUST or will not be allowed to present!	Due Into BB Folders: Students will submit their final Presentations Up to Blackboard. <i>Faculty Poster Evaluations submitted to class instructor not to students.</i>
Week 14 Nov. 21 Thanksgiving Break 24 & 25th	No class meeting Start working on Final Evaluations to give to mentors for adequate time to review and sign.	Time provided to finalize: Final Evaluations, Binders, time sheets **make sure all signatures are on forms	Final evaluations MUST be signed!
Week 15 Nov.28 * Note Dead day	Binder Submission on Thursday	Students will submit their binders on Thursday before 3p.m. at Instructor's office. Room 411 HSSN	Including Final Evaluation & Student evaluation. All timesheets must be included.
Last Week 16 Finals week Dec. 5	Final meeting day: Meet on Monday	<u>Return Binders and certificates of Completion for Interns that successfully complete the practicum FULL requirements.</u>	<i>Completion Certificate Awards will be given to Students</i>

*Any changes to the syllabus course calendar will be informed to students in a timely manner.