

**TENTATIVE HSCI 4314: Practicum II**

**COURSE SCHEDULE for Spring 2023**

Note: The course syllabus 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)**

**All UTEP CAREER workshops are conducted in Blackboard Collaborate Ultra Register in Job Mine to receive the URL to the workshops**

Date Due	Assignments	
Week #2	Projected Intern Schedule for semester	
Week #2	History of Agency	
Week #2	Practicum Project Proposal	
Week #2	Goals and objectives of the projects	
Week #2	Learning Contract & Scope of Work	
Week #5	Resume	
Week # 5	Ethical Training certificate	
Week #6	Mid-Semester Evaluation	
Week #10	Electronic Portfolio (LinkedIn)	
Week #11	Letter to Either Masters level program for admissions OR job application	
Week # 14	Project Presentations for classmates and instructor	
Week #15	Final Evaluation	
Week #15	Student's Critique of Practicum Experience	
Weekly Basis	Time sheets submitted on a weekly basis ( .025 X16=40)	
Week #15	Miscellaneous work as per the project(s): i.e. Posters, meetings minutes	
Week #15	Seminar attendance: Must attend minimum of 12 seminar classes to receive a final grade	
Week #16	Faculty will review and grade Intern's Presentations	

Dates	In Class Lectures & Topics	Class Topic/presentations to be discussed in class	Assignment	Location
Official semester start date.	Classes for this semester begin on Tuesday, Jan 17, 2023.	Interns will review syllabus this week and we will discuss it in class on Monday of next week.	<ul style="list-style-type: none"> <li>Review Syllabus (questions and quiz next week in class)</li> <li>Meet with preceptors</li> <li>Begin preparing schedule forms and time cards</li> </ul>	

<b>Week 2</b> 1st class	Practicum Class Orientation Syllabus Review Syllabus Calendar Develop and finalize Scope of Work Discuss History of Agency	<ul style="list-style-type: none"> <li>• Discuss progress on Major/Minor Projects</li> <li>• Internship Goals &amp; Objectives</li> <li>• Work on finalizing the scope of work and project proposals</li> <li>• Forms are found under week #1</li> </ul>	Practicum requirement: 1 white 1inch binder with professional dividers with tabs. (12 sections) <b><i>Binder is to place all the assignments.</i></b>
			Due Friday, at Midnight in BB folder <ul style="list-style-type: none"> <li>• Personal Practicum Schedule BB Assignment</li> <li>• History of Agency BB Assignment</li> <li>• Scope of Work BB Assignment</li> <li>• Practicum Project Proposal BB Assignment</li> <li>• Once approved by Coordinator, the drafts will be returned for signatures.</li> </ul>
<b>Week 3</b>	Professionalism and Leadership: Part I	<b>Diabetes Training Module #1/ Friday Feb. 3, 2023</b> 10-12 pm	Attendance required
Week 4	UTEP Career services Trainings Crafting an Effective Résumé & Cover Letter UTEP Career services trainings	Learn how to write a résumé that employers call for an interview. Having a clear and concise résumé is important to land an interview.	<ul style="list-style-type: none"> <li>• Resume and Timecards due by Friday</li> <li>• Ethics in Public health: Article to be read before coming to class</li> <li>• Location of Article will be posted on Blackboard</li> </ul>
Week 5	Negotiating a Job Offer UTEP Career services Trainings	Career development: PP Presentations Midterm Evaluation review	Due into BB on Friday
Week 6	Professional Development: Part II Public Health	<b>Diabetes Training Module #2/ Friday Feb. 24, 2023 10/12 pm</b>	Attendance required
Week 7	Developing Practicum Poster/ Preparing for Graduate School or the future	Instruction on developing a Practicum Poster /Developing a letter for admissions to master’s program or Employment opportunity	<ul style="list-style-type: none"> <li>• Weekly time sheets (Signed &amp; at least 75-80 hours)</li> </ul> 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 8	Professional electronic portfolio: LinkedIn UTEP Career services Trainings	Developing a LINKEDIN account UTEP Career Services: “Turn your LinkedIn account into a job offer by following our tips on building a marketable account, Creating networks, and connecting with UTEP alumni professionals”	Due into BB on Friday Rubric will be provided for students to follow.
Week 9	SPRING Break		

Week 10	Professional Development: Part III Public Health	<b>Diabetes Training Module #3/ Friday March. 24, 2023 10-12pm.</b>	Award Ceremony (12- 1)
Week 11	IN-CLASS Posters Preliminary	Practicum Presentations for peer review	In class Final Draft of Presentations <b>NO EXCEPTIONS! ALL Presentations MUST BE PRESENTED.</b>
Week 12	Review of how to complete the: Final Evaluations Intern Evaluation of practicum experience	MUST be in class	Drafts will be submitted by Friday via Blackboard <b>ONLY FINAL</b> Mentor/Intern evaluations will be due.
Week 13	No class meeting	Students take this week to: finalize the final presentations Start working on Final Evaluations to give to mentors for adequate time to review and sign.	Due Into BB Folders: <b>Students will submit their final Presentations</b> Up to Blackboard. Final evaluations MUST be signed!
Week 14 * Note Dead day	Final presentations submitted via Blackboard:	Meet 1:1 if requested	Student critique of Practicum experience will be due by Friday Student SELF-Practicum evaluations are due at the end of the week.
Week 15	<b><u>Poster Presentation</u></b> Poster Presentations	Faculty Poster Evaluations	Submit Final work into binder (all work that requires mentors' signature) Including Final Evaluation & Student evaluation.
Last Week 16 Finals week	Last meeting: In person for Binder returns and certificates	Completion Certificate Awards will be given to students.	.

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

