

**TENTATIVE HSCI 4314: Practicum II**

**COURSE SCHEDULE for Fall 2024**

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)**

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

Dates	In Class Lectures & Topics	Class Topic/presentations to be discussed in class	Assignment	Location
Week 1 Official semester start date.  Jan 16, 2024	Practicum Class Orientation Syllabus Review Syllabus Calendar Develop and finalize Scope of Work Discuss History of Agency	Review syllabus this week in class and review pending forms for practicum scope of work.  <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>	<ul style="list-style-type: none"> <li>• Review Syllabus (Acknowledgment of syllabus material due by Friday of Week #1 through Blackboard)</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 2</b> 1/23	Finalizing scope of work and Learning Contracts All Contracts must be completed, reviewed, and signed by student, mentor, practicum coordinator.  For next week: read material on PH Ethics that will be placed on BB before coming to class. Take notes on material for a discussion in class. <ul style="list-style-type: none"> <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 3 1/30	Ethics in Public Health & Consent forms	Read material before coming to class	Assignment: Group work to be presented next week
Week 4 2/6	Public Speaking	Present Ethics Group Project	In class group presentations on US Ethical events
Week 5 2/13	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 40-60 hours) Place In Binder</li> </ul>
Week 6 2/20	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 to be submitted to BB</li> </ul>
Week 7 2/27	Midterm evaluation forms to be reviewed	Midterm Evaluation review	<b>Midterm Evaluations will be due the Friday of Spring Break through Blackboard.</b>
Week 8 3/5	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"	<p>Attendance required.</p> <ul style="list-style-type: none"> <li>Schedule a professional Photo Shoot at UTEP Career services</li> </ul>
Week 9 3/12	Spring Break Week No class, but some of you will need to be present at your field sites to gain hours. Send Dr. Wittenburg an invite to your LinkedIn profile by Friday		
Week 10 3/19	Professional Development: Preparing for the future	Letter to a graduate program or a job opportunity	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 11 3/26 29 <sup>th</sup> Cesar Chavez Holiday, No classes at UTEP	Professional Development: Part III Public Health Negotiating a Job Offer UTEP Career services Trainings	Date and Location TBA	
Week 12 4/2	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 13 4/9	IN-CLASS Posters Preliminary	Practicum Presentations for peer review	In class Final Draft of Presentations NO EXCEPTIONS! ALL Presentations MUST BE PRESENTED.
Week 14 4/16	IN-CLASS Posters Preliminary	Practicum Presentations for peer review	In class Final Draft of Presentations NO EXCEPTIONS! ALL Presentations MUST BE PRESENTED.
Week 15 4/23	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
Week 16 * Note Dead day 4/30	Final Practicum Posters submitted via Blackboard: by Wednesday	Meet 1:1 if requested	All Final Evaluations are due on Friday through Blackboard. They must be signed.
Week 17 5/7	<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 18 Finals week 5/14	Last meeting: In person for Binder returns and certificates	Completion Certificate Awards will be given to students.	.

