

**TENTATIVE HSCI 4314: Practicum II**

**COURSE SCHEDULE for Spring 2022**

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 Tuesday 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   | Points |
|--------------|---|--------|
| Week #2      | Projected Intern Schedule for semester  | 05     |
| Week #2      | History of Agency   | 10     |
| Week #2      | Practicum Project Proposal :Goals and objectives of the projects                      | 35     |
| Week #2      | Learning Contract & Scope of Work   | 200    |
| Week #5      | Resume  | 25     |
| Week # 5     | Ethical Training certificate  | 25     |
| Week #6      | Mid-Semester Evaluation   | 35     |
| Week #10     | Electronic Portfolio (LinkedIn)   | 25     |
| Week #11     | Letter to Either Masters level program for admissions OR job application              | 25     |
| Week # 14    | Project Presentations for classmates and instructor                                   | 75     |
| Week #15     | Final Evaluation  | 35     |
| Week #15     | Student's Critique of Practicum Experience  | 30     |
| Weekly Basis | Time sheets submitted on a weekly basis ( .025 X16=40)                                | 40     |
| Week #15     | Miscellaneous work as per the project(s): i.e. Posters, meetings minutes              | 10     |
| Week #15     | Seminar attendance: Must attend minimum of 8 seminar classes to receive a final grade | 350    |
| Week #16     | Faculty will review and grade Intern's Presentations                                  | 75     |

| Dates                         | In Class Lectures & Topics                                    | Class Topic/presentations to be discussed in class   | Assignment   | Location |
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| Official semester start date. | Classes for this semester begin on Thursday, <b>1/20/2022</b> | <ul style="list-style-type: none"> <li>Review Syllabus</li> <li>Begin preparing the Learning Contract &amp; Scope of Work Form.</li> <li>Review other forms on BB</li> </ul> | Syllabus & competencies Quiz<br>Due Tuesday of the following week by midnight. |          |
| 1st class                     | Practicum Class Orientation                                   | • Discuss progress on Major/Minor Projects   | Practicum requirement: 1 white 1inch binder with                               |          |

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|               | Syllabus Review<br>Syllabus Calendar  | • Internship Goals & Objectives   | professional dividers with tabs. (12 sections)<br><i>Binder is to place all the assignments.</i>  |
| <b>Week 2</b> | Develop and finalize Scope of Work<br>Discuss History of Agency                 | • Work on finalizing the scope of work and project proposals<br>• Forms are found under week #1 and Week #2   | Due 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> | Crafting an Effective Résumé & Cover Letter<br>UTEP Career services trainings   | Learn how to write a résumé that employers call for an interview.<br>Having a clear and concise résumé is important to land an interview.   | Due at Midnight to BB folder  |
| Week 4        | Professionalism and Leadership: Part I<br>And<br>UTEP Career services Trainings | Professionalism and leadership in Public Health review before ZOOM meeting: <ul style="list-style-type: none"> <li>• Powerpoint</li> <li>• and Tedtalk_</li> <li>• For students that have done research and have presentations and publications, they will be submitting a Curriculum Vitae instead of a resume.</li> </ul> | <ul style="list-style-type: none"> <li>• No Homework to submit this week.</li> <li>• Only Timecards</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        | Professional Development: Part II<br>Ethics in Public Health                    | <b>Ethics in Public Health</b><br>Article Review and Discussion: Ethics in Public Health<br>Sign the Ethical Agreement form<br>In class pre and post-test over Ethics in Public Health <ul style="list-style-type: none"> <li>• Ethical Agreement Form available on BB.</li> </ul>  | Due into BB on Friday   |
| Week 6        | Negotiating a Job Offer<br>UTEP Career services Trainings                       | Career development:<br>PP Presentations<br>Tedtalk<br>Midterm Evaluation review during ZOOM meeting<br>“Always get paid your worth by following our tips on evaluating, negotiating, and countering job career Services.  | Due into BB on Friday<br>Midterm Evaluation BB Folder<br>(2 weeks to complete)  |
| Week 7        | Developing Practicum presentation   | training: Developing a Practicum Presentation<br>PowerPoints will be provided<br>YouTube Videos<br>Training from UTEP tech support via in person<br>Rubric will be provided.<br>And slide requirements  | • Weekly time sheets<br>(Signed & at least 150-160 hours)   |

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| Week 8                        | UTEP Career services<br>Trainings<br>Preparing for Graduate<br>School or the future<br><b>UTEP Career services<br/>Trainings</b> | Developing a letter for admissions to master's<br>program or Employment opportunity<br><br>UTEP Career Services: "Learn the ins-and-outs of<br>the graduate school application process, including<br>how to fund your graduate degree and start<br>developing your statement of purpose". | Due into BB on Friday<br>Assignment: Continue with master's degree or seek<br>an employment opportunity upon graduation?<br>AN<br>Developing a LINKEDIN account<br>Rubric will be provided for students to follow. |
| Week 9                        | Spring break   | March 14-18   |  |
| Week 10                       | IN-CLASS Posters<br>Preliminary  | Practicum Presentations for peer review   | In class Final Draft of Presentations<br>NO EXCEPTIONS! ALL Presentations MUST BE<br>PRESENTED.  |
| Week 11                       | No class meeting   | Use this time to address the feedback provided<br>towards your presentation   |  |
| Week 12                       | Must attend class  | MUST be in class Review of how to complete the:<br>Final Evaluations<br>Intern Evaluation of practicum experience   | Drafts will be submitted by Tuesdays via Blackboard<br>ONLY FINAL Mentor/Intern evaluations will be due.   |
| Week 13                       | No class meeting   | Students take this week to:<br>finalize the final presentations<br>Start working on Final Evaluations to give to<br>mentors for adequate time to review and sign.   | Due Into BB Folders:<br><b>Students will submit their final Presentations</b><br>Up to Blackboard.<br>Final evaluations MUST be signed!  |
| Week 14<br>* Note<br>Dead day | Final presentations submitted<br>via Blackboard:   | Meet 1:1 in requested   | Student critique of Practicum experience will be due by Tuesdays<br>Student SELF-Practicum evaluations are due at the end of the<br>week.  |
| Week 15                       | Last meeting: In person for<br>Binder returns and<br>certificates  | Completion Certificate Awards will be given to<br>students.   | Submit Final work to BB (work that requires mentors' signature)<br>Including Final Evaluation & Student evaluation.  |
| Last Week 16<br>Finals week   | Final meeting day:<br>Pending Instructions   | <b><u>Poster Presentation : presentation formatnb is<br/>tentative</u></b><br>Poster Presentations (Prerecorded)<br>Link will be provided to faculty on Monday and will<br>remain available for 3 days. Will close on Thursday.   | Faculty Poster Evaluations will be done and<br>submitted to class instructor not to students.<br>.   |

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

