

TENTATIVE HSCI 4600: Practicum for Health Promotion

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
Official semester start date.	Classes for this semester begin on Thursday, 1/20/2022	<ul style="list-style-type: none"> • Review Syllabus • Begin preparing the Learning Contract & Scope of Work Form. Review other forms on BB 	Syllabus & competencies Quiz 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	

	Syllabus Review Syllabus Calendar	• Internship Goals & Objectives	professional dividers with tabs. (12 sections) <i>Binder is to place all the assignments.</i>
Week 2	Develop and finalize Scope of Work Discuss History of Agency	• Work on finalizing the scope of work and project proposals • Forms are found under week #1 and Week #2	Due at Midnight in BB folder <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 • Once approved by Coordinator, the drafts will be returned for signatures.
Week 3	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.	Due at Midnight to BB folder
Week 4	Professionalism and Leadership: Part I And UTEP Career services Trainings	Professionalism and leadership in Public Health review before ZOOM meeting: <ul style="list-style-type: none"> • Powerpoint • and Tedtalk_ • For students that have done research and have presentations and publications, they will be submitting a Curriculum Vitae instead of a resume. 	<ul style="list-style-type: none"> • No Homework to submit this week. • Only Timecards • Ethics in Public health: Article to be read before coming to class • Location of Article will be posted on Blackboard
Week 5	Professional Development: Part II Ethics in Public Health	Ethics in Public Health Article Review and Discussion: Ethics in Public Health Sign the Ethical Agreement form In class pre and post-test over Ethics in Public Health <ul style="list-style-type: none"> • Ethical Agreement Form available on BB. 	Due into BB on Friday
Week 6	Negotiating a Job Offer UTEP Career services Trainings	Career development: PP Presentations Tedtalk Midterm Evaluation review during ZOOM meeting “Always get paid your worth by following our tips on evaluating, negotiating, and countering job career Services.	Due into BB on Friday Midterm Evaluation BB Folder (2 weeks to complete)
Week 7	Developing Practicum presentation	training: Developing a Practicum Presentation PowerPoints will be provided YouTube Videos Training from UTEP tech support via in person Rubric will be provided. And slide requirements	• Weekly time sheets (Signed & at least 150-160 hours)

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

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

