

**TENTATIVE HSCI 4600: Practicum  
COURSE SCHEDULE for FALL 2020**

\* *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 Saturday 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 workshop**

DATE DUE	ASSIGNMENTS	POINTS
Friday, Sept 4, 2020 at Midnight in BB	Projected Intern Schedule for semester	05
	History of Agency	10
	Practicum Project Proposal	15
	Goals and objectives of the projects	20
	Learning Contract & Scope of Work	200
Friday, Sept 4, 2020 at Midnight in BB folder	Resume	25
Friday Sept. 25, 2020 into BB on	Ethical Training certificate	25
Friday October 9, 2020 into BB	Mid-Semester Evaluation	35
Friday October 23, 2020 into BB	Electronic Portfolio (LinkedIn)	25
Friday October 30, 2020 into BB	Letter to Either Masters level program for admissions <u>OR</u> job application	25
Monday November 16, 2020 into BB	ZOOM Prezi Presentations for classmates and instructor	75
Submit Final work Dec 5/2020 to BB	Final Evaluation	35
	Student's Critique of Practicum Experience	30
	Time sheets submitted on a weekly basis (.025 X16=40)	40
	Miscellaneous work as per the project(s): i.e. Posters, meetings minutes,	10
	Seminar attendance: Must attend 8 ZOOM virtual seminar classes to receive a final grade	350 points
<b>Monday through Wednesday Dec 7-9 Blackboard Collaborate</b>	Faculty will have access to BB Collaborate linked to review and grade Intern's Prezi Presentations.	75

Dates	In Class Lectures & Topics	Class Topic/presentations to be discussed in class	Assignment Location
Official semester start date August 24, 2020	<b>Classes for this semester begin on Monday, August 24, 2020</b>		<b>Review Syllabus</b> Meet with preceptors via scheduled ZOOM meeting  Begin preparing the Learning Contract & Scope of Work Form.
1 <sup>st</sup> class <b>August 24</b>	Practicum Class Orientation Syllabus Review Syllabus Calendar	<ul style="list-style-type: none"> <li>• Discuss progress on Major/Minor Projects</li> <li>• Internship Goals &amp; Objectives</li> <li>• Set up meeting to meet preceptors and discuss Practicum Projects</li> </ul>	<i>Practicum requirement: 1 white 1inch binder with professional dividers with tabs. (12 sections)</i> <i>* Have with you to place all the assignments.</i>
<b>Week 2</b> Aug 31	Develop and finalize Scope of Work Discuss History of Agency	<ul style="list-style-type: none"> <li>• Work on finalizing the scope of work and project proposals</li> <li>• Forms are found under week #1</li> </ul>	<b><u>Due Friday, Sept 4, 2020 at Midnight in BB folder</u></b> Personal Practicum Schedule BB Assignment History of Agency BB Assignment  Scope of Work BB Assignment Practicum Project Proposal BB Assignment  <b>Once approved by Coordinator, the drafts will be returned for signatures.</b>
<b>Week 3</b> <b>Sept. 7</b> Monday is Labor Day	Crafting an Effective Résumé & Cover Letter  <b>UTEP Career services trainings</b> 9/1 at 1:30PM – 9/9 at 2:00PM – 9/22 at 2:00PM	Learn how to write a résumé that employers call for an interview.  Having a clear and concise résumé is important to land an interview.	<b><u>Due Friday Sept. 11, 2020 at Midnight to BB folder</u></b>

<b>Week 4</b> <b>Sept. 14</b>	Professionalism and Leadership: Part I And <b>UTEP Career services Trainings</b> Curriculum Vitae Developing a Curriculum Vitae (CV) – 11/4 at 11:00AM 11/19 at 11:00AM	<u><b>Professionalism and leadership in Public Health</b></u> review before ZOOM meeting: <ul style="list-style-type: none"> <li>• Powerpoint</li> <li>• and Tedtalk_</li> <li>• <b>For students that have done research and have presentations and publications, they will be submitting a Curriculum Vitae instead of a resume.</b></li> </ul>	<u><b>No Homework to submit this week.</b></u> <u><b>Only Timecards</b></u>  <i>Ethics in Public health: Article to be read before coming to class on 10/21/2020</i> <i>Location of Article will be posted on Blackboard</i>
<b>Week 5</b> <b>Sept. 21</b>	Professional Development: Part II <b>Ethics in Public Health</b>	<u><b>Ethics in Public Health</b></u> Article Review and ZOOM Discussion: Ethics in Public Health Sign the Ethical Agreement form  In class pre and post-test over Ethics in Public Health	<b>Due into BB on Friday Sept. 25, 2020</b> <ul style="list-style-type: none"> <li>• <i>Ethical Agreement Form available on BB.</i></li> </ul>
<b>Week 6</b> <b>Sept. 28</b>	Negotiating a Job Offer <b>UTEP Career services Trainings</b> 9/29 at 1:30PM 11/4 at 5:30PM	<u><b>Career development:</b></u> PP Presentations Tedtalk <b>Midterm Evaluation review during ZOOM meeting</b>  “Always get paid your worth by following our tips on evaluating, negotiating, and countering job offers.” UTEP Career Services.	<b>Due into BB on Friday October 9, 2020</b>  Midterm Evaluation due by 10/9: BB Folder (2 weeks to complete)
<b>Week 7</b> <b>Oct. 5</b>	Developing Prezi presentation	<u><b>ZOOM training: Developing a Prezi Presentation</b></u> PowerPoints will be provided YouTube Videos Training from UTEP tech support via ZOOM Rubric will be provided. And slide requirements	<ul style="list-style-type: none"> <li>• Weekly time sheets <ul style="list-style-type: none"> <li>○ (Signed &amp; at least 160 hours)</li> </ul> </li> </ul>
<b>Week 8</b> <b>Oct. 12</b>	No ZOOM meeting	Work on developing Prezi Shell and project outline	
<b>Week 9</b> <b>Oct. 19</b>	Professional electronic portfolio: LinkedIn <b>UTEP Career services Trainings</b> 10/20/20 11:00AM - 12/2/20 11:00AM	<u><b>Developing a LINKEDIN account</b></u> PowerPoints will be provided YouTube Videos <i>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”</i>	<b>Due into BB on Friday October 23, 2020</b> Rubric will be provided for students to follow.

<b>Week 10</b> Oct. 26	<b>Preparing for Graduate School or the future</b>  <b>UTEP Career services Trainings</b> 10/27 at 2:00PM	<b>Developing a letter for admissions to master's program or Employment opportunity</b>  <i>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".</i>	<b>Due into BB on Friday October 30, 2020</b>  Assignment: <i>Continue with master's degree or seek an employment opportunity upon graduation?</i> Rubric will be provided for students to follow.
<b>Week 11</b> Nov. 2			
<b>Week 12</b> Nov. 9	Skip a week		
<b>Week 13</b> Nov. 16	IN-CLASS Posters Preliminary	Prezi Presentations via ZOOM meeting for peer review	<b>Final Draft of Presentations via ZOOM. NO EXCEPTIONS!</b> ALL Prezi Presentations MUST BE PRESENTED.
<b>Week 14</b> Nov. 23 THANKSGIVING * Note 12/4 is Dead day	No ZOOM meeting Time to review Prezi	Students take this week to: finalize the final Prezi presentations Start working on Final Evaluations to give to mentors for adequate time to review and sign.	<b>Due 12/5/2020 Into BB Folders</b> Final Prezi Final evaluations Student critique of Practicum experience
<b>Week 15</b> Nov. 30	No ZOOM meeting Class time to finalize Prezi presentations	Students will submit their final Presentations Up to Blackboard Collaborate Shell.	<b>Submit Final work Dec 5/2020 to BB</b> Submit all outstanding work, Including Final Evaluation & Student evaluation.
<b>Last Week 16</b> Dec 7-11 Finals week	Final meeting day	<b>Poster Presentation</b>  Poster Prezi 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. Completion Certificate Awards will be mailed to students.

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