California State University

Department of Human Development

HDEV 470: Seminar/Practicum

**HANDBOOK FOR HDEV 470 STUDENTS AND SPONSORING ORGANIZATIONS**

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# 1. CATALOGUE DESCRIPTION

470. Seminar/Practicum (4)

Provides for a sequence of observations and supervised participation with individuals in a variety of community agencies and/or educational settings. Practicum is supplemented by topical seminar discussions for two hours each week. 4 units. (Seminar 2 hrs, practicum 6 hrs.)

# 2. GENERAL INFORMATION

## 2.1 Definition

A practicum, or internship, provides meaningful professional experiences that allow students to explore a potential career and to learn professional skills in real-world settings such as a community agency, business, local organization, educational setting, or medical facility. A practicum provides opportunities to gain experience in a career that typically requires a college education.

## 2.2 Purpose

The primary goal of the seminar/practicum course is to bridge theory and practice for students completing a Bachelor’s degree in Human Development. This course integrates students’ real-world experiences set in the context of an internship, special topics in human development gleaned from academic texts, popular-press books, and previous coursework, as well as professional development.

The practicum experience comprises a significant component of this course. Students complete 90 hours of work in an approved site, with the student’s work overseen by a professional. Field placements are based on individual interests, career goals and availability. The practicum experience enables students to gain valuable work experience in their area of interest, apply theoretical knowledge to the workings of local organizations and communities, refine career goals, build professional networks, and deepen their commitment to acting as a socially engaged member of their respective communities.

A hallmark feature of HDEV 470 is its seminar format, allowing students the opportunity to discuss experiences at the practicum site with other human development students. The seminar provides a unique learning community in which students are guided to think through the range of issues—both personal and professional—that arise from working in community settings, participating in real-world, professional work environments, navigating interpersonal and bureaucratic politics with co-workers and supervisors, developing effective time management skills, and entering the workforce after graduation. A strong emphasis is placed on providing opportunities for students to make connections between the internship and current or previous coursework in a critical, self-reflective way. The seminar also focuses on professional development and fosters in students a range of professional skills including impression management, taking initiative, leadership skills, communicating with supervisors, etc.

# 3. POLICIES FOR HDEV 470 ENROLLMENT

The Department of Human Development places the responsibility for meeting all enrollment policies with the student, including meeting all prerequisites, submitting all paperwork on time, and securing an appropriate practicum.

## 3.1 Minimum Eligibility Guidelines

Before enrolling in HDEV 470, students must:

1. Be a senior with a major in Human Development;
2. Have taken all the prerequisite courses including HDEV 190/250, 307, 320, 327 (if required), 357, 340 or 360 with a “C” or better.
3. Plan to enroll in HDEV 470 during their last semester of HDEV coursework.

## 3.2 Enrollment Procedures

To enroll in HDEV 470, students must:

1. Read and agree to follow the guidelines (Section 3.3) for finding a practicum site and expectations for students (Section 4.1);
2. Watch the orientation videos and complete the HDEV orientation quiz with a perfect score (on HDEV 470 Orientation Beachboard site);
3. Register for a section of HDEV 470 during your registration access period as determined by [University policies](http://web.csulb.edu/depts/enrollment/registration/details.html#access2).
4. Submit all required paperwork to the department by the departmental deadlines.

## 3.3 Guidelines for Securing an Appropriate Practicum

Overview

Students are solely responsible for securing an appropriate practicum using the resources provided by the Department of Human Development. The department keeps file of affiliated practicum sites in the community that are available to human development students. Affiliated practicum sites have partnered with HDEV to provide meaningful professional experiences to students in a structured work environment. Students should first attempt to secure a placement at an affiliated practicum site listed in the **CLA Practicum Partners List**.Students will be allowed to intern at a non-affiliated practicum site when a compelling case can be made that the affiliated sites listed in the CLA Practicum Partners List cannot meet the student’s career goals and objectives, and prior approval must be obtained from the student’s instructor.

### *3.3.1 Steps to Finding an HDEV-Affiliated Practicum*

**Step 1:** Start early. You have a limited amount of time to find a site, interview for the position, and submit all necessary documentation to the Department of Human Development by the deadline. It is essential that you begin searching for an internship as early as possible.

**Step 2:** Consider your career goals and choose an area in which you would like to work. If you are debating between two careers, it might be helpful to do your practicum in the area in which you are least experienced.

**Step 3:** Look for agencies/organizations that are doing the work that you are interested in. You should begin by pursing the following resources with HDEV-affiliated practicum sites:

* **CLA Practicum Partner List***.* The link to this database is posted on the HDEV 470 Orientation beachboard site.
* **HDEV Faculty Sponsored and Coordinated Internships**. Several Human Development faculty members help coordinate internship placements for community organizations. Others also take on students to work on their research projects (a good practicum option for students considering graduate school). These opportunities are posted on the Beachboard Orientation site and the [HDEV 470 website](http://www.cla.csulb.edu/departments/hdev/hdev-internships/).
* **Internship Panel.** HDSA and CLAtypically hosts multiple panels with representatives from CLA-affiliated practicum sites throughout the fall and spring semesters. Event dates/times are posted on the beachboard orientation site.

Students will be allowed to intern at a non-affiliated practicum site when a compelling case for exception can be made, and prior approval must be obtained by submitting a **Petition for Practicum Placement Exception** form to your section instructor. Procedures for petitioning for a practicum exception are detailed in Section 3.3.2.

**Step 4**: Contact the agency/organization to inquire about applying for the internship. To help you engage potential sites, you will be given an **Agency Letter** from the Department of Human Development and a Sponsor Signature Form. The Agency Letter outlines what would be required if the site decided to host you as an intern. We recommend that you make several copies of the letter as you may give it to a site and then decide not to do your practicum there. The Sponsor Signature Form requires your immediate supervisor at the practicum site to agree to the department’s expectations of sponsoring organizations. ***Do not commit to more than one internship*.**

**Step 5:** Submit the necessary paperwork to the department of Human Development. You and your practicum site supervisor must complete and sign the Sponsor Signature Form. Some students may also be required to submit the CSULB Volunteer form, if they are planning to complete an internship with a person or organization on campus (e.g. working with professor on their research). The Sponsor Signature Form, and the CSULB volunteer form (if required) must be submitted to the Human Development main office (LA3-202) in person. The orientation quiz must be completed with a perfect score. Students who do not turn in the required documents by the due date will be dropped from HDEV 470. Once you turn in your form, you may not change practicum sites.

**Step 6:** Complete all necessary requirements as outlined by your site supervisor. You may be required to complete a background check, be fingerprinted, and have a TB test before you can begin completing hours on site. Other sites also require a specialized training before you can start. This is especially true for agencies related to counseling, like domestic violence shelters and crisis hotlines. *You may have to do this training during break/before the semester begins.* You should START EARLY, ask your supervisor about pre-internship requirements, and fulfill those requirements before the first week of the semester.

Please note that you must begin working hours at your practicum site during the first week of classes. Failing to complete your pre-internship requirements is not an excuse for starting your internship late. Students who do not start completing practicum hours during the first week of classes will be dropped from HDEV 470.

### *3.3.2 Interning at a Non-Affiliated Practicum Site*

Students may petition to complete their HDEV 470 internship at a non-affiliated practicum site when a compelling case can be made that the affiliated sites listed in the CLA Practicum Partner List cannot meet the student’s career goals and objectives.Be advised that practicum placement exceptions are at the sole discretion of the section instructor. The following are the policies and procedures related to petitioning for an internship at a non-affiliated practicum site:

1. Students petitioning for a placement exception must be enrolled in a section of HDEV 470 and meet all departmental deadlines for submitting the sponsor forms as described above. Deadline extensions will not be granted for students petitioning for a placement exception.
2. The student must complete and submit to their section instructor the **Student Petition for Practicum Placement Exceptions** form.
3. The instructor has sole authority to approve or deny the **Student Petition for Practicum Placement Exceptions**. The instructor’s decision is final and the student should not ask the Department Chair, other 470 instructors, or the Administrative Support Coordinator to reconsider their petition.
4. If the petition is approved, the student must submit all paperwork/online surveys required by the section instructor by the departmental deadlines and complete all pre-placement requirements as outlined by the site supervisor prior to beginning work.
5. If the petition is denied, the student must choose a site from the CLA Practicum Partner List and submit all paperwork/online surveys by the departmental deadlines and complete all pre-placement requirements as outlined by the site supervisor prior to beginning work.
6. Students who do not comply with the above policies and procedures will be dropped from HDEV 470.

## 3.4 Requirements for Choosing an Appropriate Practicum Site

The practicum placement **must**:

* Be safe;
* Be related to a career goal;
* Provide meaningful professional experiences for you, the graduating senior. You are there to explore a career, particularly a career that requires a college education and to learn professional skills;
* Have enough work so that you can reasonably fulfill your 90 hour internship requirement for the course.
* Provide a supervisor who maintains a mentoring relationship with you, oversees your work, and is willing to evaluate that work at the end of the course.

Practicum placements **cannot**:

* Be with family or friends;
* Be an extension or continuation of volunteer/internship work with an organization at which you have held a prior position.

## 3.5 Checklist for HDEV 470 Enrollment

In sum, the requirements for enrolling in HDEV 470 entail advance planning and coordination between yourself and your site supervisor. Students who fail to complete any of the following by the deadlines (varies by semester) will be dropped from HDEV 470. Students can view the checklist with updated dates and deadlines on the HDEV 470 website.

|  |  |
| --- | --- |
| **☐** | Determine whether you meet minimum eligibility guidelines |
| **☐** | Watch the orientation videos and complete the orientation quiz with a perfect score (Beachboard HDEV 470 Orientation site) |
| **☐** | Register for a section of HDEV 470 during your registration access period.  |
| **☐** | Read and agree to follow the guidelines (Section 3.3) for finding a practicum site and expectations for students (Section 4.1) |
| **☐** | Secure an internship placement at an appropriate practicum site |
| **☐** | Submit the Sponsor Signature Form and the CSULB Volunteer form (if required) to the main office (LA3-202) by the deadline |
| **☐** | Complete pre-internship requirements as determined by your practicum site supervisor |
| **☐** | Begin working hours at your practicum by the first week of classes |

# 4. EXPECTATIONS OF STUDENTS AND SPONSORING ORGANIZATIONS

## 4.1 Expectations of Students

Students agree to:

1. Confirm the HDEV 470 minimum eligibility requirements are met prior to beginning the application process.
2. Complete all application procedures, including collecting signatures and submitting all forms by the deadlines.
3. Read and follow guidelines for securing an internship (Sections 3.3 and 3.4).
4. Recognize that you are representing California State University Long Beach and the Department of Human Development as an ambassador to the community, abide by the Standards for Student Conduct, and uphold academic integrity and honesty.
5. Follow the policies, procedures, rules and regulations of the sponsoring organization. Unprofessional conduct, absence from work without reasonable cause, and/or excessive tardiness may be grounds for dismissal from the practicum site, which will result in a failing course grade.
6. Discuss with your supervisor at the work site the all pre-placement requirements (e.g., background check, TB test, etc.) and arrange to complete requirements prior to the first week of classes.
7. Begin working your internship hours by the first week of classes. Students should work 6 hours per week for 15 weeks for 90 hours total.
8. Fulfill all academic requirements of the HDEV 470 seminar, including attending weekly classes and completing all assignments.
9. Provide to your direct supervisor the **Site Supervisor Evaluation** form.
10. Ensure the Site Supervisor Evaluation form is emailed, faxed, or in a sealed envelope and delivered to your section instructor.

## 4.2 Expectations of Sponsoring Organizations and Supervisors

Community agencies, organizations, and schools hosting a Human Development student intern are expected to:

1. Provide a safe work environment.
2. Provide relevant education/training and professional work experience in as many aspects of the organization as possible. The work must include professional development activities that involve deliberate learning and cannot be limited to mundane clerical work.
3. Agree to provide enough work for the student intern to complete the 90-hour requirement. Students should work approximately 6 hours/week for 15 weeks while they are enrolled in the internship course.
4. Assign a full-time professional as the Site Supervisor who maintains a mentoring relationship with the student intern and provides ongoing feedback about his/her work.
5. Sign and return the Sponsor Signature Form to the student intern. The student intern is responsible for obtaining the direct supervisor’s signature and returning the form to the Department.
6. Provide pertinent policies and procedures, including pre-placement requirements (e.g., training, background check, TB test, etc.), to student interns before he/she begins working.
7. Maintain the intern status (paid or unpaid) of the student, to be distinguished from employment status.
8. Ensure open lines of communication between student intern’s site supervisor and course instructor. The instructor will contact the site supervisor throughout the course of the internship to review the learning objectives of the student intern, expectations of the student intern in relation to job duties and responsibilities, and interim student intern performance evaluation.
9. Agree to comply with university policy and fair labor law practices by reviewing and signing the written agreements between sponsoring agencies and CSULB that outline the mechanisms in place to cover university students completing internships in the community.
10. Notify the student intern’s instructor of any decision to remove the student from the internship prior to the agreed upon time, due to the student’s failure to comply with rules, regulations, or work expectations.
11. Complete and submit the Site Supervisor Evaluation of the student's performance prior to the end of the semester. An evaluation form will be distributed by the student prior to the end of the internship.

# Appendix A: Student Petition for Practicum Placement Exceptions

To be considered for a placement exception, students must present a compelling case that the affiliated sites listed in the HDEV Practicum Partner Database cannot meet the student’s career goals and objectives.

Students petitioning for a placement exception must be enrolled in a section of HDEV 470 and meet all departmental deadlines for completing the online orientation and submitting the sponsor forms/surveys as described in the *470 Handbook for Students and Sponsors* (Sections 3.3.1 and 3.3.2). Deadline extensions will not be granted for students petitioning for a placement exception. Incomplete petitions will not be considered.

**Deadlines and Procedures**

1. The student must complete and submit this form to their section instructor by the posted deadline.
2. The instructor has sole authority to approve or deny the student petition. The instructor’s decision is final and the student should not ask the Department Chair, other 470 instructors, or the Administrative Support Coordinator to reconsider their petition.
3. If the petition is approved, the student must submit all paperwork/online surveys required by the section instructor by the departmental deadlines and complete all pre-placement requirements as outlined by the site supervisor prior to beginning work.
4. If the petition is denied, the student must choose a site from the HDEV Practicum Partner Database and submit all paperwork/online surveys by the departmental deadlines and complete all pre-placement requirements as outlined by the site supervisor prior to beginning work.
5. Students who do not comply with the above policies and procedures will be dropped from HDEV 470.

**Application**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name ID# Cell Phone# Email

2. Semester and year of proposed internship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. HDEV 470 section instructor name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Practicum Site Information:

A. Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. Supervisor’s Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. Organization Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street City

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 State Zip Code

D. Supervisor Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E. Supervisor Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

F. Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Supervisors***: By signing this form, you agree to provide mentoring and feedback during 15-week internship period and to comply with university policy and fair labor law practices including the written field placement agreement between sponsoring agencies and CSULB that outlines the mechanisms in place to cover university students completing internships in the community.

5. The proposed internship is (check one): Unpaid Paid

**For each item below, append additional material as appropriate.**

6. Briefly describe the agency or organization. Include information about the group’s purpose and philosophy.

7. What will you be doing for your internship?

8. What new knowledge, experience, skills and personal abilities do you hope to develop through this internship?

9. Explain how/why the affiliated sites listed in the HDEV Practicum Partner Database cannot meet your career goals and objectives.

10. Explain how /why your proposed practicum site meets your career goals and objectives.