Guidelines for HDEV 475
Practicum in Human Development

Definition of Practicum
The Practicum in Human Development (HDEV 475) is valuable and exciting part of a student's academic career as well as a degree requirement for all students majoring in human development. As an academic service learning course, the Practicum in Human Development allows a student to integrate academic learning in the classroom with "real world" activities within a given career path. The objectives set by each student will involve, in a broad sense, the application of academic theories and concepts to their work experience and a critical analysis of their findings. The student is thus required to design the practicum and define its objectives in conjunction with a site supervisor, and submit the resulting proposal to the practicum instructor for approval. The seminar will provide students with a syllabus describing the academic components of the practicum.

Eligibility
To qualify for HDEV 475, Practicum in Human Development, all of the following must be met:
1. The student must be matriculated in CCPA.
2. Prerequisites for the course are satisfactory completion of HDEV 200, HDEV 300, and HDEV 400. (The HDEV 400 course requirement applies to students admitted fall 2013 forward.)
3. The practicum must be related to the career goals of the student and the student should have sufficient background to undertake the practicum and learn from the experience.
4. Practicum credit may not be granted for a paid work experience.
5. The practicum must be performed in an established business, agency or other appropriate organization.
6. This site must not be owned in whole or in part by any of the student’s parents or relatives.

Policies and Procedures
1. The Student must submit a completed HDEV 475 Cover Sheet and an acceptable proposal to academic advising before registration for the course. Students are registered by the academic advisor after submission of the signed cover sheet and approval of the practicum proposal by the chair of the Department of Human Development. Since the preparation of the proposal requires a great deal of thought and consideration, planning should begin well before the registration period for the semester in which HDEV 475 will be taken.
2. A copy of the student's cover sheet and proposal must be placed in the student’s academic file.
3. Students must attend all class periods and complete all assigned academic components in addition to completing a total of 100 hours at the practicum site.
4. HDEV 475 is graded with the normal grading option, i.e., letter grades, A-F. Pass/Fail is not an option for HDEV 475.

Advance Preparation Essential
Some sites, such as, hospitals, schools, and certain human services agencies may require time sensitive clearances for practicum students either before or after accepting you as a practicum student. The clearances can include background checks, references and immunizations. Please check with academic advising and your site supervisor on specific policies and obtain the clearances before submitting your HDEV paperwork.

Practicum Instructor
The practicum instructor guides the student in successful completion of their practicum experience. The instructor monitors midsemester and final practicum site evaluations and initiates contact with the field supervisor on an “as needed basis” to insure that the proposal is implemented properly and the experience is satisfactory for all parties. The instructor is responsible for submitting the final grade to the Registrar’s office.

Site Supervisor
1. The site supervisor is the person who will serve as the direct supervisor of the student during the practicum.
2. The site supervisor is responsible for providing a mid-semester evaluation and a final evaluation on the student's activities to indicate satisfactory completion of the practicum.

Proposal
The HDEV Cover Sheet must be accompanied by a typed full-page proposal which addresses the following:
1. What are the learning objectives for the practicum specific to the student's educational goals statement and plan of study?
2. What is the student's academic/experiential preparation for undertaking the practicum?
3. What activities will be undertaken during this practicum and how will they be supervised? Include a “job description” if available.
4. Agency literature may be submitted with the proposal.