SOUTHEAST MISSOURI STATE UNIVERSITY
COURSE SYLLABUS

Department of: Human Environmental Studies  Course No.: HE640
Title of Course: Advanced Professional Practicum  New: Fall 2006

I. Catalogue Description and Credit Hours of Course:
A professional practicum placement designed to enhance the development of advanced interactive skills and management practices appropriate to the discipline. (3)

II. Prerequisite(s):
Graduate standing

III. Purpose Or Objectives of the Course:
The student will:
A. Demonstrate an understanding of the agency or organization’s management style and supervisory channels.
B. Display ethical and professional standards in written and behavioral form.
C. Analyze the effectiveness of the services provided and make recommendations to enhance the services.
D. Document the history and the background of the agency or organization.
E. Interact with community resources, services or professionals that are closely related to the agency or organization.

IV. Expectations of the Students:
Students will document a minimum of 120 hours in the practicum. Each student will keep a comprehensive journal. Each student will maintain a close relationship with the field supervisor. The student will be expected to fill the role of a professional working in the field. The student will complete all reading assignments or projects.

V. Course Outline:
This course is a practicum so each student will be placed in an appropriate setting which will both benefit the student and the agency or organization. The agency or organization must agree to provide a field supervisor with graduate level credentials and experience suitable to mentor the student. The student’s time and quality of work will be verified by the field supervisor. A minimum of 120 hours of contact time is required.

A contractual agreement will be completed and signed by the student, the field supervisor and the instructor. The agreement will outline all of the requirements for the Practicum along with all deadlines and assessment formats.
The student will be required to report to the instructor during the semester. The duration and frequency of the contacts will be at the discretion of the instructor. Reading assignments and special projects may be assigned by the instructor. A comprehensive journal will be required of all students.

VI. **Textbook**

VII. **Basis for Evaluation:**
- Midterm Field Evaluation: 20%
- Final Field Evaluation: 35%
- Comprehensive Journal: 20%
- Student-Instructor Discussions: 5%
- Reading Assignments: 5%
- Additional Projects (optional): 0-5%
- Completion of Contractual Agreement: 5-10%
- Completion of minimum required hours: 5%

The weight of the evaluation criteria may vary according to each instructor and will be communicated at the beginning of the practicum.

VIII. **Grading Scale**
- 90 - 100%: A
- 80 - 89%: B
- 70 - 79%: C
- 0 - 69%: F

IX. **Academic Policy Statement:**
Students will be expected to abide by the University Policy for Academic Honesty in regards to plagiarism and academic honesty. Refer to:
[http://www6.semo.edu/judaffairs/code.html](http://www6.semo.edu/judaffairs/code.html)

X. **Student with Disabilities Statement:**
If a student has a special need addressed by the Americans With Disabilities Act (ADA) and requires materials in an alternative format, please notify the instructor immediately. Reasonable efforts will be made to accommodate special needs.