

Thank you for your interest in the Family Studies and Human Development Practicum Program. We always welcome community partners who are excited about teaching and mentoring our students.

The information on this site will help you create a positive learning and teaching environment for students and staff alike. It includes expectations for you and for students, and helpful tips for working with college students. There are also forms and assignments to familiarize you with student responsibilities. We hope you will find it helpful!

Please choose from the following sections to navigate the guidebook:

- A. What is a practicum?
- B. Expectations for Practica students
- C. Expectations for Sites
- D. Creating a Practicum at your Organization
- E. Form: Community Partnership Application

### **A. What is a Practicum?**

The Council for Standards in Human Service Education defines a practicum as “The advanced or culminating agency-based experience which occurs toward the end of a student university experience. This usually requires close supervision from agency personnel and university faculty including regularly scheduled seminars with a faculty member. The experience of [a practicum] provides a bridge between the academic experience and later professional employment.”

An FSHD practicum is a hands-on learning experience that allows students to learn and apply academic and personal skills to promote career readiness. Students apply knowledge and theory to practice by working in the community while learning from experienced service providers and the clients.

### **B. Expectations for Practicum students**

Practicum students are FSHD majors considering careers in counseling, teaching, social services, family law, and related areas.

Practicum students earn university credit for working at their placement site and completing academic coursework that is rooted in the principles of reflection, demonstration, and critical thinking. Students may enroll for 3-6 units in the summer semesters. Practicum students are expected to work a total of 45 hours per 1 university unit.

Practicum students will be expected to:

- Work at their site each week on a schedule to be arranged with the site supervisor
- Complete course assignments as outlined in the course syllabus
- Stay in contact with the FSHD Coordinator throughout the summer experience

### **C. Expectations for Sites**

The Division of Family Studies and Human Development develops relationships with community organizations to provide high quality, professional practicums that combine academic coursework

with career-oriented learning. We strive to help students think critically about issues facing society and to make these issues personally meaningful. We believe that if students are provided with the right amount of challenge and support, they will excel. We ask that our community partners will support students in achieving their learning goals by observing the following expectations:

- **Provide a mentor.** Designate a professional staff member who has time to supervise the practicum student. The practicum student should be organizationally placed near the site supervisor to aid in observation of and participation in a wide range of activities.
- **Provide a professional atmosphere conducive to learning.** Be responsive to student questions and concerns. Provide a time and place to discuss what the practicum student is seeing and doing at the site and with clients.
- **Provide a structured experience.** Focused projects with visible outcomes keep students on track, interested, and motivated. A mutually agreed upon schedule of regular hours and/or meeting times will help provide structure. Practicum student work assignments should be educational and challenging, as well as useful for the organization. The practicum student should benefit from exposure to as much of the organization during her or his stay as is feasible. The practicum student should not be assigned routine office or clerical work unless such work is a necessary part of a more responsible assignment.
- **Consider the student's timeframe.** Practicum students are expected to complete their hours within a specific time frame. This may be one summer session (8-weeks) or over the course of multiple summer sessions. The hours must be completed in the agreed upon timeframe on the registration form. Practicum students typically work a total minimum of 135 hours for 3 units. The hours per week can range from 27 hours for 5 weeks or 10 hours over the entire summer sessions. Students who do not complete their hours will not pass the class so it is important that sites are able to provide the number of hours agreed upon in the application.
- **Provide ongoing supervision and offer constructive feedback.** By accepting a practicum student, the community partner recognizes that it shares responsibility for the success of the Practicum. The practicum student will rely on the agency's active participation and support, and will expect to receive assistance, advice, and guidance.

The agency supervisor should contact the [FSHD Coordinator](#) with questions or concerns as they arise. This will help the student and the supervisor to continue to benefit from practicum.

#### **D. Creating an Practicum at Your Organization**

- *What does the agency need?*  
When designing opportunities for practicum students, consider your organizational needs and capacity. Think about how practicum students might help the organization, and what resources are needed to support the practicum student. Think about who else within the organization should know about practicums, and who can benefit. Questions to consider include:
  - What are your organization's current and potential projects and resources?
  - Are there tasks that you and your staff are now doing that could be divided up and given to one or more students?
  - Does your organization have the time to support a practicum student?

- Is there a project that you've always wanted to do but never had the time to organize?
  - What might be the benefits to your organization from students engaging in career readiness activities?
  - How will students benefit from working with your organization?
  - How will you know that having a practicum student was worthwhile?
- ***Creating a Quality Experience***

Some professionals look forward to having a practicum student do the parts of their work that they dislike. This is not a practicum student's job. A practicum is about experiential learning. Practicum students should be considered paraprofessionals, or players on the team, if you will. A practicum is a partnership among student, community professional, and the University of Arizona. A successful practicum requires thoughtful planning and follow-through.
  - ***Design positions that are appealing to students***

Positions that carry some degree of responsibility and involve contact with clients are the best for students. Positions that are interesting, challenging, and rewarding will best engage students. At the beginning of the semester, student and mentor should outline tasks, goals, and resources for achieving said goals. Students should spend time doing tasks that will provide them with a realistic picture of the field.
  - ***Practicum student Orientation***

Success depends on how well students' expectations fit with their experiences. The more structure, preparation, and training students receive at the organization, the more confident they will be in their work. Giving students a good overview of the organization, preparing them for the tasks they will complete, and proper expectations will help them understand how their practicum fits into the big picture. Practicum students need guidance and permission to ask questions of the supervisor.

Topics to include in your orientation:

- Organization mission and history
- Population(s) served
- Primary programs and projects of the organization
- Organizational structure, including who they report to and seek guidance from
- Safety policies and procedures
- Policies, organizational norms, and dress code
- Site tour
- Introductions to staff, clients, and volunteers
- Scheduling
- How to work with clients
- What you hope students will learn while working with your organization
- What you expect from students collectively and individually

### Community Partner Application

Family Studies and Human Development  
Practicum Program  
PO Box 210078  
Tucson, Arizona  
Phone: (520) 621-7138  
Fax: (520) 621-3401  
Email: [serving@cals.arizona.edu](mailto:serving@cals.arizona.edu)

### Organization/Mentor Contact Information

Organization Name:

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Executive Director:

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Mailing Address:

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Street	City	State	Zip Code
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Supervisor/Mentor Contact for Students:

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Title:

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Business Phone:

Fax:

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Email:

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Organization Website:

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### **Your Organization**

Please give a brief description of your organization, including mission and primary services.

### **Practicum Student Skills and Requirements**

Please indicate the following requirements for a student:

- |  |                                     |                                    |
|--|-------------------------------------|------------------------------------|
| Does student require a valid Arizona Drivers License?        | <input type="checkbox"/> <i>Yes</i> | <input type="checkbox"/> <i>No</i> |
| Does student require a reliable vehicle for business travel? | <input type="checkbox"/> <i>Yes</i> | <input type="checkbox"/> <i>No</i> |
| Does student need to pass a criminal background check?       | <input type="checkbox"/> <i>Yes</i> | <input type="checkbox"/> <i>No</i> |
| Does student need to be at least 21 years old?               | <input type="checkbox"/> <i>Yes</i> | <input type="checkbox"/> <i>No</i> |
| Does the student need to be bilingual in English/Spanish?    | <input type="checkbox"/> <i>Yes</i> | <input type="checkbox"/> <i>No</i> |
| Please explain any additional requirements:                  |                                     |                                    |

Please complete a new sheet for each practicum opportunity that you would like to offer to students. These will be listed separately on our website.

### **Practicum Positions**

Please describe the role that an undergraduate practicum student would play in your organization. What would the student be doing?

Please describe the training that a practicum student would receive at your organization.

FSHD also offers internship experiences during the Fall and Spring semester, if you are also able to accept students during this time, please indicate which times of the year you are able and willing to accept students at your organization.

Note that students are expected to work 9-10 hours per week during the regular semester for each 3-unit course.

- Fall Semester (End of August through beginning of December)
- Spring Semester (Beginning of January through med-May)
- Summer Semester (Mid-May through beginning of August)

Is there a salary, stipend, or compensation available for the student? If yes, please explain.

Please list any additional information that you think would be useful for a prospective student to know.