

UNIVERSITY OF TEXAS AT EL PASO
COLLEGE OF HEALTH SCIENCES
Health Promotion Department

Health Science 4600 – Practicum in Community Health Seminar
Tuesday 4:30-6:50 PM, Room 708

(Subject to Change)

Instructor: Adriana Rascón-López, MS, RD/LD, CHES
Office: Room 228
Office Hours: Monday 8:00-12:00&1:00-4:30 PM or by appointment.
Telephone Number: (915) 747-8548
E-mail: arascon3@utep.edu

Course Description: Individually arranged practicum planned with official and voluntary community health agencies providing a minimum of 320 hours experience in health education and administration plus attendance to class and completion of syllabus assignments. Practicum supervised by University faculty and personnel from the official and/or voluntary health agencies.

Prerequisites: HSCI 2302, 3303, 3305, 4300, and 4311, plus 12 additional hours of Health Science courses, HSCI GPA of 2.7 or better, and instructor approval.

Course Objectives: During the practicum the student will:

Course Requirements: During the practicum the student will:

1. perform health education and administrative duties, approximately 20 hours per week at one practicum site
2. develop a mutually acceptable work schedule with the site preceptor and adhere to this schedule
3. set mutually acceptable goals and objectives for the field training with the faculty and host agency preceptor
4. effectively perform duties as requested by the site preceptor and university supervisor
 - a. providing referral services
 - b. obtaining resource material
 - c. creating displays
 - d. developing promotional and educational literature

- e. conducting public awareness campaigns and orientations
- 5. effectively assist in duties requested by the site or university supervisor. These duties include assisting in:
 - a. internal and external coordination of health education services
 - b. developing plans for coordinating health education programs
 - c. performance of committee duties
 - d. employment interview processes
 - e. developing employee evaluation techniques and policies
 - f. developing policies, procedures
 - g. writing grant proposals
 - h. developing marketing activities
- 6. be evaluated by the university supervisor and site preceptors regarding the performance of duties in requirements 1, 2, and 3.
- 7. keep a log of observations, duties and responsibilities conducted during the practicum and analyze the skills, competencies required by the entry level health educator
- 8. plan and implement a health education minor project and final/ major project which has been approved by the University supervisor and site preceptor
 - a. mission statement of the agency or institution
 - b. description of the general purpose
 - c. methods for determining the needs and interests of the target population
 - d. description of the characteristics of the target population
 - e. goals and measurable objectives
 - f. program design: a description of the components of educational/promotional program; methods and activities achieve objectives of each component
 - g. implementation plan; a description of the timeline, facilities, equipment, materials, budget and personnel needs to institute the program
 - h. techniques for recruiting participants (if appropriate) – displays, news releases, spot announcements or other written literature facilities, equipment, materials, budget and personnel needs to institute the program
 - i. program evaluation plan: a description of appropriately developed methods for formative and summative evaluation
- 9. present educational programs which are based upon the following criteria:
 - a. methods for determining the needs and interests of the audience
 - b. techniques for recruiting participants
 - c. a logical scope and sequence plan
 - d. measurable objectives which are matched with content to be presented with learner activities
 - e. effective learner activities, methods and media

- f. a description of the facilities, equipment, materials, cost and personnel needs to institute the program
- g. appropriately developed methods for evaluating program effectiveness and learner satisfaction

- 10. be evaluated by the university faculty and supervisor while presenting on instructional unit to an appropriate audience

- 11. participate in *all* HSCI 4600 seminars held at UTEP College of Health Sciences- absences will adversely affect your grade

- 12. complete and submit all assignments to the faculty supervisor as scheduled, any LATE WORK will have a 10 point penalty and any work needing revisions, will also have a 10 point penalty.

- 13. maintain a high level of professionalism throughout the practicum experience (i.e. dress appropriately; demonstrate responsibility, competence and a positive attitude)

Grading

I.	Notebook	100		_____
	i. Goals and objectives	20	_____	
	ii. Agency report	20	_____	
	iii. Critique	20	_____	
	iv. Journal	20	_____	
	v. Miscellaneous	20	_____	
II.	Project (major 150, minor 50) (Must complete projects to satisfaction of preceptor to receive a final grade)	200		_____
III.	Evaluations	100		_____
	i. Preceptor Mid-Semester Evaluation	20	_____	
	ii. Preceptor Final Evaluation	50	_____	
	iii. Health Promotion Practicum Supervisor Evaluation & Site Visit	30	_____	
IV.	Poster Board Internship Presentation	100		_____
V.	Seminar Attendance (Must have attendance $\frac{3}{4}$ of seminars to receive a final grade)	350		_____

VI. Assignments	150	_____
	TOTAL	_____

Final Grade	A= 920-1000; B= 839- 919; C= 758- 838 D= 677- 757; F= ≤676
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***NOTE: In order to receive a final grade, interns must submit ALL assignments, be present for the practicum exhibit event, and complete the major and minor projects “to the satisfaction of their preceptor and practicum coordinator.”**

Evaluation Policy: The student will meet with the preceptor to discuss what areas need to be worked on to improve, to modify goals, and objectives, and other issues. Both the preceptor, and the intern will sign the evaluation form(s).

The student will submit a copy of the evaluation(s) to the instructor in the classroom when due, and the preceptor will submit the original evaluation(s) to the instructor via mail to 1101 N. Campbell, El Paso, TX 79902, Attn: Adriana Rascon; or via e-mail to arascon3@utep.edu.

Attendance Policy: Punctual attendance for all class seminars is encouraged. Tardiness in excess of twenty minutes is considered an absence (unless the professor is notified otherwise). An excused absence is a University Excused Absence, including religious holidays. **Students must attend 75% of all SEMINARS in order to receive a final grade.**

Re-location Policy: The intern is expected to complete the practicum experience to the satisfaction of the preceptor, in order to receive a final grade. In the event that the intern, and/or the preceptor have an un-resolved issue that leads to either party wanting to terminate the practicum agreement, the intern’s grade will be affected by two letter grades, and the intern will need to be re-located to a new practicum location, only if the course hasn’t gone over 1.5 months into the semester, also the intern will have to start all over, meaning no hours and/or assignments from the former practicum will be carried over; in addition, he/she will receive an “I” incomplete grade until the course requirements have been fulfilled. In the event that a new practicum location can’t be accommodated for the intern before the semester is over, and/or 1.5 months into the semester have gone by, the intern will receive a grade of “F”, and will have to re-enroll in the course for the following semester; the minimum GPA of 2.7 guideline will still apply for acceptance into the practicum., which may have been affected by the assigned “F” grade, for failure of completing the practicum.

Special Concerns: If the student has any special needs or concerns, these should be brought to the instructor's attention as soon as possible. This includes disabilities relevant to successful completion of this course. Disabled Student Services, located on main campus, is available to help.

Strategies for Success in this Seminar.

- Students are expected to be on time to class each seminar. Be punctual.
- If the student must be absent, he/she is responsible for obtaining the material covered during the session and will not receive class credit
- Assignments must be turned in on time. **No** late assignments will be accepted.
- The Final Notebook will be turned in at 4:30 pm on Monday August 10th. A letter grade will be deducted for each day the Final Notebook is late.
- Final presentations are scheduled for Monday August 17th in the Auditorium, Time to Be Announced, 1st Floor of the College of Health Sciences at 1101 N. Campbell St, El Paso, TX, 79902. No make-up presentations will be scheduled.
- Both, Preceptor and Intern will Present a Power Point on Major Project, followed by a Poster Board session.

Course Schedule

This is a tentative course outline and is subject to change pending notification by the professor.

- May 18th** - *Course Orientation and Practicum Assignment
*Major and Minor Project Discussion
*Ethics SEMINAR
- June 1st** - *Practicum Schedule Due
* DRAFT of Major and Minor projects.
*E-Portfolio SEMINAR
*Overview of E-Portfolio Assignment
- June 15th** - *Presentation Skills- SEMINAR
*Schedule Tentative Site Visit Dates
*Internship Goals and Objectives Due
*Major and Minor Project Approval Form Due
*Midterm Practicum Log Due
- Week of June 22nd** - SITE VISITS
- June 29th** - *Marketing SEMINAR Part I
*Marketing Strategies of Non-Profit Organizations
*Overview of Health Promotion Marketing Project
*Adjust Site Visit Schedule
*Midterm Evaluation Due
- Week of June 30th** - SITE VISITS
- July 13th** - *Marketing SEMINAR Part II
* The 4 P's of Marketing
*Health Promotion Marketing Project Work Session
- Week of July 14th** - SITE VISITS
- July 27th** - *Job Search - SEMINAR
*Resume- SEMINAR
*Cover Letter SEMINAR
*Overview of Homework Due Aug 3rd (Cover Letter/Job Posting, Revised Resume, E-Portfolio)

August 3rd -

- *Interviewing and Job Applications SEMINAR
- *Cover Letter/Job Posting Due
- *Resume (REVISED & with E-Portfolio Link) Due
- *E-Portfolio Due (See Power Point for Guidelines)

August 10th -

- *Final Reports Due:
- Health Promotion Marketing Project Due
- Overview of Poster Board and Major Project Presentation
- Final Evaluation Due
- Notebooks and Hard Copy of Notebook Due

August 17th -

- *POSTER BOARD EXHIBIT 1:00-4:00 PM
- Preceptor and Intern to Present Major Project to Faculty and Students.
- *Graded Portfolios Ready for Pick Up.