Department of Behavioral Health and Nutrition  
Health Behavior Science Leadership Practicum  
BHAN263

**FALL/SPRING:**
- **Coordinator:** Jan Bibik, Ph.D.  
- **Office:** 014 Carpenter Sports Building  
- **Phone:** 302-831-3537  
- **E-mail:** pirwet@udel.edu

**WINTER/SUMMER:**
- **Coordinator:** Marc Lodyga, Ph.D, CHES  
- **Office:** 013 Carpenter Sports Building  
- **Phone:** 302-831-6670  
- **E-mail:** mlodyga@udel.edu

**Hours/Credit:** (Grade = Pass/Fail)
- **40 hours working at site:** 1 credit (minimum program requirement);
- 80 hours: 2 credits; 120 hours: 3 credits [*Students may choose to register for BHAN 263 three different times to experience 3 different agencies/locations.]

**Purpose:**
To provide the student in the HBS program an early experience in a professional service area. The primary determination is to enhance the student’s decision-making process in choosing the location for the required senior internship. The student will work under the supervision of a field professional to develop and enhance service skills along with increased knowledge of the agency’s daily operations.

**Agency Search:**
It is the **responsibility of the student** to locate an agency (location) supporting the student’s areas of interest. The student may make an appointment with the practicum coordinator for reviewing potential agencies/locations within the surrounding Newark area. If the student plans on working with Christiana Care, please contact the coordinator at registration. These sites require affiliation agreements that require up-to-date vaccinations and a criminal background checks (which can take 3-6 weeks). If the student does not contact the coordinator at registration, they will be unable to do their practicum at these sites. Unfortunately, school districts do not allow students for this purpose.

**Requirements:**
1. Upload the Practicum Destination Form to the BHAN263 Enrollment Request form by the first day of the semester in which you are completing BHAN263.
2. **Weekly Report** will be submitted each Sunday afternoon by 5:00pm. Report is to be sent as an attachment via email to the practicum coordinator. If the students weekly report is received late, they will not get credit for your hours.
3. **Final Report** needs to be submitted no later than 1 week after the last day at practicum site or the last day of scheduled classes in any given semester (whichever comes first).
4. **Final Supervisor Evaluation** (BHAN263 coordinator will contact agency)

**Forms (see attached):**
- Practicum Destination Form
- Weekly Practicum Report
Student Expectations:
This course has a Sakai website located on the My UD server. You should be able to access the site from the Sakai @ UD gateway. You are responsible for checking the announcement page for this course. Readings, assignments, grades, and all other course materials will be posted on Sakai. All posted materials will be organized by class date. Be in the habit to check Sakai regularly for changes or updates.

Students are responsible for meeting all of their academic obligations, even if they are engaged in college-sponsored activities, i.e. theatre, athletics, or field trips.

Students with Accessibility Needs:
The University of Delaware is committed to diversity and welcomes students with disabilities. Students with accessibility needs or chronic health conditions, who require accommodations in classes and/or practical, directed field studies, or clinical placements, need to register. Please contact the Office of Disability Support Services located at 240 Academy Street, Alison Hall Suite 130; email: dssoffice@udel.edu or call 302-831-4643. Accommodation is the process of making alterations to the delivery of services so that those services become accessible to more people. Accommodation does not lower academic or non-academic standards or relieve the student of the responsibility to develop the essential skills and competencies expected of all students. For more information, please visit the Office of Disability Support Services at: http://www.udel.edu/DSS/

Standard of Conduct:
In order to promote the finest educational experience possible, the University of Delaware has established high standards of conduct for its students and student organizations. Individual students and student organizations are expected to know and comply with the policies in the Code of Conduct. Students who violate, attempt to violate, or aid others in violating its provisions may face sanctions for their actions.

Honesty:
1. Refraining from all forms of academic dishonesty (e.g., representing the work of others as original, using prohibited aids during examinations, etc.);
2. Students will respect the basic standards of intellectual integrity, including, but not limited to, refraining from plagiarism, cheating or copying someone else’s work. Plagiarism occurs when an individual submits:
   (i) the words, ideas, images or data of any other person as his/her own in any academic work;
   (ii) information or data which have been altered or contrived in any way that is intended to mislead; and/or
   (iii) work which includes misleading references to material or references that do not accurately reflect the sources used by the individual.

In addition, students are expected to take an active role in encouraging other members of the academic community to refrain from academic dishonesty, and are asked to advise the instructor if they are aware of any such violations. This provision applies to any work submitted as a group project. Students are strongly recommended to read the complete Code of Conduct, which can be found on-line at: http://www.udel.edu/stuguide/14-15/code.html
BHAN 263

Professionalism:
1. Being prepared for meetings, classes, appointments, presentations.
2. Adopting actions, demeanor, and dress that are appropriate to each situation.

Respect:
1. Arriving on time for classes, appointments, office hours, and meetings.
2. Listening to the presentations, comments, questions, and opinions of others without interruption or ridicule.
3. Expressing differences of opinion or dissatisfaction without aggression or personal attacks on others.
4. Avoiding actions or words that may harm others.
5. Adopting the “golden rule” and treating others as you would like to be treated – fairly and equitably.

Responsibility:
1. Obeying all University of Delaware policies and rules and applicable civil and criminal legislation.
2. Accepting responsibility and consequences if deadlines are missed or established requirements are unmet.
3. Managing personal, career, and academic progress (i.e., not relying on others for reminders of course, program, professional certification, or other requirements).
4. Meeting commitments.

* THIS SYLLABUS IS SUBJECT TO CHANGE *
Practicum Destination Form

This form is to be typed, scanned and uploaded to the BHAN263 Enrollment Request form by the first day of the semester in which you are completing BHAN263. Any change in the practicum agency or semester of enrollment must be made in consultation with the practicum coordinator and the agency supervisor.

Semester Enrolling: _______________ Year: __________ __ Credits (1-3): __________

Name: ___________________________ Student ID#: ___________________________

Current E-Mail Address: ____________________________________________________________

Current Phone/Cell: ____________________________________________________________

Practicum Agency/Organization: __________________________________________________

Agency Address: ________________________________________________________________

Supervisor: ________________________________________________________________

Supervisor’s Position: ________________________________________________________

Supervisor E-Mail Address: ______________________________________________________

Agency Phone Number: _________________________________________________________

Tentative Start Date: ____________________________________________________________

This is to certify that I have completed an interview with the appropriate personnel from the above agency and they have accepted me (verbally and/or in writing) for placement during the semester above.

Signature of Student ___________________________ Date __________________________

Signature of Agency Supervisor ___________________________ Date ________________________
Weekly Practicum Report

Instructions: To be completed each week and submitted via e-mail to the practicum coordinator. The report is due no later than 5:00PM on Sunday evening. You are not limited to a single page – below is what you are to include in each weekly report:

1. Today’s Date:

2. Provide a log of your activities since your last progress report:

<table>
<thead>
<tr>
<th>Date</th>
<th>Number of Hours</th>
<th>Activities (just provide a bulleted list of activities for each day)</th>
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3. Monitor your Hours:

<table>
<thead>
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<th>Previous Hours Completed</th>
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<tr>
<td>Hours Completed since Last Progress Report</td>
<td></td>
</tr>
<tr>
<td>Total Hours to Date</td>
<td></td>
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</table>

The following entries require reflection. Think and write about your experiences and how they relate to your strengths and areas for development. Be honest with yourself. Do not simply reiterate your list of activities above. They are just a list. These reflections require an analysis of your experiences and should help you deepen your self-knowledge and professional abilities.

4. Identify any responsibilities you had, assignments given, meetings attended, etc.
5. Identify any difficulties that you had with your practicum and why these were challenging. What could you have done differently in addressing the challenge(s)?
6. Identify any successes you had.
7. Discuss anything else that you think is noteworthy.
Final Practicum Report

The student is responsible to submit a Final Report to the practicum coordinator by 5:00pm one week after their completion of their practicum or on the last day of scheduled classes for the semester (whichever comes first). The report should briefly describe and evaluate the practicum experience.

Report is to be typed and to include:

Introduction

1. The title of your practicum assignment

2. List of responsibilities and the duties you actually performed (summary of job description)

3. Your perception of the experience
   a. Did it meet your initial expectations as a practicum experience?
   b. Did it meet your expectations as a learning experience?

Summary - An explanation of what you gained from this practicum

4. What were important learning experiences related to your personal or professional growth?

5. What were important experiences related to your future career and career decisions?

6. Will you continue to pursue a career in this field? Why or why not?