



UNIVERSITY  
OF KENTUCKY

College of Agriculture  
Department of Community  
and Leadership Development

## CLD 497 – Professional Practicum

### **Course Instructor**

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### **Class Location**

As this is a professional practicum meeting times will be arranged by the student(s) in consultation with the community organization.

### **Course Description:**

This is a cooperative educational program between Community and Leadership Development majors at the University of Kentucky and approved community organizations that collaborate with senior level students within a chosen professional field. Students will work with their organizational placements to develop a “focused” professional project to be completed throughout the semester. Ultimately the course is meant to establish mutually beneficial relationships by which stakeholder relations are improved while students have an opportunity to build relationships and networks that could encourage future career development.

### **Course Objectives:**

Fundamentally, this course is designed to *provide students a professional learning experience relevant to their specific interests and professional aspirations*. More specifically, interaction within this course will allow students to:

1. Establish career goals related to their professional aspirations.
2. Develop and polish professional work habits.
3. Improve interpersonal relationship skills.
4. Become acquainted and develop networks with individuals employed in professional occupations.
5. Prepare for a smooth transition into full-time employment.
6. Gain an understanding of the relationship between classroom theory and practical application.

### **Graduate Composition and Communication Requirement (GCCR):**

This course provides partial credit for the oral/visual component of the GCCR for the CLD program in conjunction with CLD 305: Research Methods.

An average of “C” or better is required on GCCR assignments within the course to receive GCCR credit.

### **Meeting Times:**

This course is built around individual practicum experiences. As a result, the time that students work at their community organization will be different for each individual/group. For this iteration of the course, there are NO required group meetings.

NOTE: In order to receive credit for this course, students must complete **AT LEAST 150 HOURS** working for their cooperating organization throughout the semester.

### **Eligibility:**

CLD 497 is limited to senior status students. Students are encouraged to take this course their last semester before graduating.

### **Enrollment Procedures:**

1. When registering for the practicum students should complete a course qualtrics survey online. This should be completed during course registration.
2. Prior to starting the practicum semester students should complete the following:
  - a. The student(s) must be granted a placement by the course instructor.
  - b. Meet with a representative of the cooperating agency.
  - c. The student, in conjunction with the instructor/academic coordinator and the agency representative, must determine whether an available position will provide an experience that supports the student's academic and career objectives. Everyone should confirm that the student's interests and academic preparation will satisfy the demands of the cooperating agency. Upon agreement, both parties should complete the contract (Appendix A)

**NOTE:** Under unique circumstances, students may request an unapproved community organization to work with for their practicum experience. In these cases, students will be asked to provide background information, contacts and a rationale for their placement that aligns with the course. Final approval of placement still lies with the instructor.

### **Required Course Materials:**

- Journal
- 1" Binder
- Access to Blackboard shell (in order to access the poster template for the Student Symposium)
  - 24" x 36" printed poster for the Student Symposium

### **Course Policies:**

My expectations for you are:

- 1) ***Academic integrity:*** Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. The University's Code of Conduct states that all students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others. Academic dishonesty includes, but is not limited to: cheating, plagiarizing, fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

***Cheating and Plagiarism:*** Such behavior is intolerable. Students found guilty of these offenses will be punished to the fullest extent, given the penalties outlined in *Student Rights and Responsibilities* §6.4.0. The MINIMUM punishment for either of these offenses is an "E" in the course.

***Additional Information*** related to policies for excused absences, cheating, plagiarism, withdrawal, incompletes, exams, and grading can be found in *Student Rights and Responsibilities* [www.uky.edu/StudentAffairs/Code/](http://www.uky.edu/StudentAffairs/Code/) and *University of Kentucky Bulletin 2016-17* [www.uky.edu/Registrar/Bulletin.htm](http://www.uky.edu/Registrar/Bulletin.htm).

- 2) Submit assignments as indicated by instructor. Failure to turn in required assignments may lead to failure of the course.
- 3) NOTE: The student may be removed from your placement at any time at the discretion of the instructor.

*Note to students with disabilities*

The University of Kentucky welcomes students with disabilities into the University’s educational programs. Early in the semester, students with disabilities should provide the instructor with a letter from the UK Disability Resource Center that certifies the need for exam or classroom accommodations. It is the student's responsibility to register with the DRC who will verify the disability and need for accommodations. For additional information, contact the DRC at <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>.

*Statement of Nondiscrimination*

The University of Kentucky is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. The University of Kentucky does not discriminate against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status.

**Grade:**

The final grade is calculated by using the following criteria:

<b>Bi-Weekly Assignments</b>	25%	35 points (each)
<b>Mid-Semester Meeting</b>	5%	50 points
<b>Final Project Poster</b>	35%	350
<b>Employer Evaluation</b>	35%	350
		<b>1000 total</b>

Each assignment is described in greater detail in the pages that follow.

These grades will be added and reported as a letter grade, based on the following scale: A = 100% - 94%; B = 93% - 85%; C = 84% - 75%; D = 74% - 65%; F = Below 65%.

NOTE: All products developed as part of the student’s project must be turned into collaborating organization by the “student symposium” date. Final projects developed during this practicum will be included in the student’s e-portfolio.

**Course Calendar:**

<b>Date</b>	<b>Activities/Due Dates</b>	<b>Location</b>
Week of March 19 <sup>th</sup>	Midterm Review meeting <b>*Please email Dr. Hains to set up a personal midterm meeting sometime this week.</b>	314 Garrigus (Dr. Hains’ office)
April 10 <sup>th</sup>	<b>(1<sup>st</sup> draft ) Professional Poster DUE</b>	By <b>11:59 pm</b> via email to: <a href="mailto:k.hains@uky.edu">k.hains@uky.edu</a>
April 27 <sup>th</sup>	<b>Final Professional Poster DUE</b>	

**List of Cooperating Agencies:**

A list of cooperating agencies can be found on the CLD department website. It is possible for the student to choose an agency/location not included upon the list, through consultation with the instructor.

**Student Disposition Agreement:**

Students interacting within a Professional Practicum experience are expected to keep a high standard of professional conduct throughout the experience. Following are examples of behaviors that maintain these standards. Students NOT demonstrating professional conduct, including but not limited to the following behaviors, risk disciplinary measures and the potential of placement removal. (NOTE: This list is meant to be illustrative of possible dispositions – it is not meant to be exhaustive nor prescriptive.)

**Legal/Ethical Conduct**

- Engages in legal and ethical conduct.
- Maintains privacy and confidentiality of sensitive information.
- Respects and demonstrates the UK Code of Student Conduct.

**Attendance/Punctuality**

- Is punctual and is only absent when excused in advance.

**Professional Appearance & Demeanor**

- Acts and dresses according to workplace standards.
- Maintains composure in the workplace (especially in stressful or conflict situations).

**Reliability/Dependability**

- Completes assignments, duties, or tasks on time.

**Interactions with Others**

- Interacts in a positive and professional manner with customers, co-workers, administration, and others.

**Fairness/Lack of Bias**

- Does not show overt bias, prejudice, or lack of fairness towards any individual or group of people.

**Flexibility/Adaptability/Openness to Feedback**

- Is able to adapt to changing workplace circumstances.
- Reacts positively and constructively to feedback about performance.

**Communicative Effectiveness**

- Makes no or few errors in oral and/or written communications with customers, co-workers, administration and others.

**Commitment to Improvement**

- Makes effort to improve workplace projects and activities.

**I agree to observe and demonstrate the disposition standards:**

\_\_\_\_\_ **(Student)**

\_\_\_\_\_ **(Date)**

# **Appendix A**

## **Professional Placement Contract**

### **Professional Placement in Community Leadership and Development (Fall 2017)**

All Community Leadership and Development majors in their senior year complete a professional practicum experience (150 hours total) in an area of their interest in during the spring semester. They receive three hours of course credit for successfully completing the practicum experience (which includes the project they undertake with your organization), which is a requirement for graduation. Well-structured practicum experiences are very important in a professional degree program as a means to link course theory and concepts with the development of professional skills and values.

#### **Benefits to Professionals/Community Organizations**

- Senior students with a solid foundation of community learning and development skills can complete projects or take on roles at little or no financial cost to the organization.
- Senior students bring new ideas and enthusiasm to an organization, asking questions and injecting energy.
- Professionals and volunteers develop new relationships with young people and gain satisfaction through mentoring.
- The placement provides an impetus for building stronger working relationships with faculty and an increased likelihood of collaboration on additional projects and a sharing of resources.
- Where there is a mutual, long term fit, students could move directly from the placement into a paid job, as many graduate at the end of the student's placement.

#### **Benefits to Students**

- Increased skills and confidence with respect to work in professional settings relevant to a student's area of interest.
- Increased appreciation of the demands and responsibilities of professional work
- Build relationships with community professionals.
- Increased abilities to utilize concepts, skills and theory from degree coursework as a tool to understand and improve professional practice.

#### **Criteria for Placement Positions**

The practicum experience must include several of the types of responsibilities noted below. These roles may be carried out independently, as part of a team, or as an assistant to a professional.

- a. *Administration*— This includes planning and implementation of administrative support functions— organizing, acquiring resources, budgeting, scheduling, promotions, managing resources and record keeping.
- b. *Programming*— All aspects of the comprehensive program or event planning including needs analysis, information assessment, formulation of objectives, strategy selection, implementation and evaluation.
- c. *Facility or Area Planning*— This includes roles that involve an individual in needs assessment and conceptual and detailed design.
- d. *Leadership or Instruction*— Activities which require the individual to provide instruction or leadership of an activity or process.
- e. *Program or Facility Supervision*— Those behaviors that support, in an indirect way, the successful implementation of an activity or series of activities directly led by others.

- f. *Staff Supervision*— This involves directing, coordinating, controlling, motivating, assigning, mediating, supervising, rewarding, evaluating, delegating, development and/or reprimanding. It can also include recruiting, hiring, assessing, and dismissing staff.
- g. *Research*— This involves applied research i.e. seeking knowledge in a systematic way, organizing and interpreting knowledge to make it useful in the management process.
- h. *Other*— Some placements may involve functions that are important to professional experience and skill sets, but do not fit under any of the above categories.

### **Placement Development and Approval Process**

Each student will have a designated faculty (academic) supervisor and a practicum supervisor in the organization.

1. Students complete a practicum interest form.
2. The student will explore and discuss with potential practicum organization(s) whether there are opportunities in the organization that (1) meet the student's needs, (2) the organizations needs, and (3) the practicum criteria noted above.
3. The student will identify a preferred placement type of organization and the organization will be requested to complete and submit the practicum proposal form (attached). The organization will interview interested student(s) to determine the suitability of the student while the student will assess the suitability of the placement.
4. If the organization finds the student acceptable and vice versa, the student will negotiate a job contract that describes the specific responsibilities, scheduling requirements and expectations for the student and the organization. This contract must be signed by the student, the practicum supervisor and the academic supervisor before the semester of practicum assignment. Students are not permitted to begin a placement without a contract signed by the student, the practicum supervisor and the faculty supervisor.

### **Placement Supervision and Reflection**

1. The placement supervisor is to meet with the student no less than once per week at which time job responsibilities and requirements are to be identified for the next week. The placement supervisor is to review the student's performance during the past week and provide feedback. The placement supervisor is to provide formal written feedback on the student's performance to the student and the supervisor in the final week of the placement. This feedback must be submitted to the University of Kentucky supervisor no later than the last day of the placement.
2. The University of Kentucky supervisor will discuss the progress of the practicum experience with the practicum supervisor a minimum of one time during the experience. This will include a consultation near the middle of the practicum experience. Whenever possible, the University of Kentucky supervisor will visit the practicum site at least once.
3. Course grades for the placement will be determined jointly by the practicum (on-site) supervisor and the faculty supervisor.

## Professional Practicum Job Contract

### Student's Information

Student Name: \_\_\_\_\_ Tel.: \_\_\_\_\_

Email: \_\_\_\_\_

### Organization's Information

Organization Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Job Title: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Organization's website: \_\_\_\_\_

### Practicum Details

**Brief Position Description (2-4 sentences):**

**Listing of Specific Tasks and Responsibilities**

**What learning do you expect the student to gain from the experience (outcomes)?**

**What benefits do you expect the student to provide to your organization?**



## Timing and Hours of Work (Weekly)

## Transportation Arrangements

## Approvals

Practicum Supervisor Signature

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Student Signature

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CLD 497 Faculty Supervisor Signature

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## **Appendix B**

# **Guidelines for Professional Poster Presentation (Final)**

## Guidelines for Professional Poster Presentation

The final project will include a poster presentation to the department and collaborating agencies, illustrating the practicum project developed as part of the experience. A draft of the “poster” will be due to the instructor two weeks before the final week of the semester. Students will be expected to incorporate suggested changes into their final poster.

### Final Professional Poster Presentation

At the culmination of the semester, each student will develop a poster illustrating the project they worked on throughout the semester. The posters will be judged using the criteria listed below. Creativity is encouraged - pictures, sample work, diagrams are all appropriate components for the poster. Remember, this poster satisfies the Graduation Composition and Communication Requirement (GCCR) for your degree, so emphasis will be put on clarity, completeness of information, aesthetics, etc. A rubric and sample template (for the poster) will be provided on Blackboard.

#### Basic Poster Guidelines:

1. 24” by 36”
2. Students must use the poster template posted in the CLD 497 Blackboard shell
3. Professionally printed (this will be done by the instructor, in collaboration with the Ag Econ department)
4. First drafts will be due to the instructor **through email** two weeks before the Student Symposium. The instructor will review and provide comments. After the student incorporates the final changes, they will **email the final draft** to the instructor. Then the instructor will get the posters printed and have them ready for presentation.

## **Appendix C**

# **Agency Supervisor Evaluation Form**

## Agency Supervisor Evaluation

**Student's Name:** \_\_\_\_\_

We would appreciate your cooperation in providing a performance rating for \_\_\_\_\_ while partnering with your agency. Your responses will be used both to assign a letter grade for the experience and to help identify potential areas requiring attention in the student's continuing professional development. Thank you for participating in this worthwhile endeavor.

### Personal Characteristics

Criteria	Excellent	Good	Fair	Unacceptable	Unable to Judge
1. Cooperates with management					
2. Cooperates with other workers					
3. Willingness to work					
4. Dependable					
5. Honest					
6. Ethical behavior					
7. Shows initiative					
8. Accepts supervision					
9. Personality					
10. Motivation					
11. Accepts supervision					
12. Accepts constructive evaluation					
13. Punctuality					
14. Attendance					
15. Professional attitude					

### Skills

Criteria	Excellent	Good	Fair	Unacceptable	Unable to Judge
1. Shows leadership ability					
2. Working in teams or groups					
3. Communication skills-speaking					
4. Communication skills-writing					
5. Learns new assignments easily					
6. Self directed learner					
7. Problem solving skills					
8. Adaptable to a variety of jobs					
9. Organizational skills					
10. Use of electronic technology					
11. Overall skills					

Please mark the letter grade that you believe the student should receive for his/her performance.

A	B	C	D	F

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

## Agency Supervisor Evaluation, Part Two

1. Was the student adequately prepared to work in your program? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat
2. What kind of training or orientation did you provide before the student began assuming responsibility?   
3. List ways the student showed evidence of possessing skills for working with diverse groups of people.   
4. How did the student demonstrate his/her acceptance of responsibility for planning tasks and implementing them?   
5. In your opinion, what are the student's areas of greatest strength?   
6. In your opinion, what areas do you believe the student needs to improve?   
7. Would you employ this student or another student with a similar background? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
8. What recommendations do you have for use to include in our academic program to more adequately prepare students for future professional roles?   
9. Are you interested in having a similar person for professional practicum in the future? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered no, please indicate why.   
10. Other comments:   