

CFS 480: Community Outreach Practicum

❖ Student responsibility

➤ Faculty advisor responsibility

Application

- ❖ Submit an ELECTRONIC application by the last day of February for the following academic year (fall-summer).
- You will be placed in a semester for your practicum. Preferences will be considered, but no semester is guaranteed.
- You will be notified in early March which semester you are placed in.
- You will be added to the blackboard group for the semester to which you are assigned [groups::Community Outreach Practicum::*your semester*].

If you do not submit your electronic application on time, you will be waitlisted and receive a disposition deficiency.

Orientation

- ❖ Attend an orientation the semester prior to the semester you will complete the practicum (spring: attend in fall; fall or summer: attend in spring). At the orientation you will:
 - ❖ Sign a Student Conduct Release form
 - ❖ Sign a TBI Background Check Release form
 - ❖ Sign a Release of Liability form
 - ❖ Purchase liability insurance (\$28)
 - ❖ Learn about the process

If you do not attend one of the two orientations, you will be waitlisted and receive a disposition deficiency.

Preparation

- ❖ Complete fingerprinting (detailed instructions available on blackboard; cost \$48) by date specified at orientation.
- ❖ Find your placement (list of previous placements available on website and detailed list with contact info available on blackboard only).
 - Contact a few agencies to introduce yourself and set up meetings.
 - Meet with the agencies to see if it is a good fit for everyone.
 - Make a decision on which is the best fit and accept the practicum placement
 - If you are unsure of a placement, set up a meeting with Dr. Sams to talk through some placements. The earlier in the process the better.

Juli Sams, PhD at julisams@utk.edu ; JHB 411; facebook: UTK Department of Child and Family Studies

Website: <http://cfs.utk.edu/ug/practicum/community/>

If mailing, send to: Department of Child and Family Studies, ATTN: Juli Sams, 1215 W Cumberland Avenue, JHB 115, Knoxville, TN 37996.

BY THE LAST DAY OF CLASSES PRECEDING THE SEMESTER YOU INTEND TO COMPLETE YOUR PRACTICUM, submit the following documents to JHB 115:

- ❖ Three TYPED and SIGNED Community Practicum Agreement forms
- ❖ Three Learning Essays
- ❖ Your Academic History with cumulative GPA and all CFS courses highlighted
- Once all documents are received and requirements are met (and confirmed) you will be cleared to register
- ❖ Register for CFS 480!

If you do not submit all documents (3 TYPED and SIGNED Practicum Agreement Forms, 3 Learning Essays, AND your highlighted Academic History) by the last day of classes, you will be waitlisted and receive a disposition deficiency.

Waitlisted means: you automatically be placed on a waitlist for a future semester and given a spot as one becomes available.

Disposition deficiency means: you will be begin the disposition process (document available at the following website: <http://cfs.utk.edu/ug/practicum/community/>)

*Approved by the UTK CFS Undergraduate Committee, February 2016

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