Philosophy and Objective

The Practicum Program is designed to provide the Sociology major with an opportunity to practice sociological theories, methods, and skills in an applied setting. Participation in this program will expose students to the qualifications and requirements of various public and private agencies and give them the experience to meet those requirements. Participating agencies will permit students to become involved in the work of their agency and, if possible, be allowed to make contributions.

The learning outcomes of the Practicum in Sociology are for the student to:

1. Illustrate how sociological theories can be used with clients in a specific practice setting.
2. Illustrate how research methods can be used with clients in a specific practice setting.
3. Recognize the individual, group, and/or organizational processes within a specific practice setting.
4. Adhere to professional norms and demonstrate appropriate behavior with regard to work assignments.
5. Realize the influence of the student’s personal values and perceptions as related to other individuals and groups in a practice setting.
6. Function as an effective member of a work team or group in a specific practice setting.
7. Acquire and maintain a professional identity as a sociological practitioner.
8. Comply with the code of ethics of the ASA, AACS, and/or other relevant professional associations.

Credit Hours

The Sociology Practicum (SOCY 493) is a 3 credit hour course, which meets the 120 on-site (work) hours of the “practice experience.” All sociology (Program) majors must include a 3 credit hour practice experience as one of their elective courses counted toward the requirement for the major.

Professional Performance Criteria

Students doing the Practicum must be able to demonstrate the following:

1. A sufficient level of interest in the current practicum project
2. A sufficient level of professionalism to warrant participation in the practicum
3. A sufficient level of maturity to warrant participation in the practicum

These qualities will be evaluated by the Practicum Instructor or the Department Advisor prior to entry into the practicum.
Practicum Student Checklist

The following list of items must be completed **before** the semester of the Practicum:

- Read the RU Department of Sociology Practicum Manual.
- Gain approval to participate in the Practicum by having either your Advisor or the Practicum Course Instructor complete the “Practicum Readiness Form.” (Appendix A).

The following list of items must be completed at the beginning of the semester of the Practicum.

- Read and complete the portion of the Radford University Internship Agreement that includes the safety responsibility clause (Radford University Internship Agreement, Part D, included here at Appendix F). Submit the completed form to the Practicum Course Instructor.
- Read the Practicum Course syllabus for your specific course.
- Reread the RU Department of Sociology Practicum Manual Practicum Syllabus (Appendix B) and Practicum Report Guidelines (Appendix C).
- Read and sign the list of Practicum learning outcomes found at the end of your particular practicum course syllabus. Submit the signed list to the Practicum Course Instructor.

**Student Responsibilities**

1. Comply with the Checklist noted above.
2. Provide the Agency Supervisor with a copy of the Radford University Sociology Department Practicum Manual.
3. Report to the participating agency dressed and groomed in a manner suitable to the job situation.
4. Be punctual and reliable. The Agency Supervisor must be contacted if the student will be absent or late. All time missed must be made up.
5. Complete all work, written or otherwise, assigned by the agency.
6. Complete all Practicum course requirements.
7. Become familiar with personnel and agency policy pertaining to ethics, security, confidentiality of records, etc.
8. Become sufficiently involved within the agency to understand the day-to-day operations.
9. Become familiar with the policies under which the participating agency operates.
10. Contact your Practicum Course Instructor with any problems or grievances that may arise with the placement and/or with the Agency Supervisor.
11. Complete the final practicum paper.

**Practicum Course Instructor Responsibilities**

1. Provide participating Agency Supervisors with mid-semester and final evaluation forms and confirm that these documents are completed and returned in a timely manner.
2. Make contact with the Agency Supervisor within the first two weeks of the semester explaining her/his role in the practicum experience.
3. Act as a liaison between the student and the Agency Supervisor addressing any grievances that develop from either side.

4. Work with the student to develop the academic component of their practicum that encourages the student to make connections between their sociological training and their field experience by establishing regular meetings with students, weekly journals, or some other semester-long system for encouraging engagement with the experience and sociological knowledge and skills.

5. Ensure adequate progress regarding the number of required on-site hours during the semester.

6. Ensure that the total number of required hours is completed by the end date of the practicum.

7. Determine a final grade taking into consideration the agency final evaluation and the student’s performance in meeting the syllabus requirements, including the Practicum Report.

**Participating Agency Responsibilities**

The following is a list of major responsibilities to be used by the participating agencies in the management and supervision of each practicum student:

**Designation and Paperwork**

1. Designate an Agency Supervisor who holds at least a Bachelor’s degree (or equivalent) and a minimum of two years of pertinent professional experience and complete the Radford University Field Supervisor Resume (Appendix D).

2. Complete both a mid-semester and final evaluation of the student’s performance (Appendix E). The Practicum Course Instructor will provide the agency with all necessary forms.

**Relations with Practicum Course Instructor**

The Agency Supervisor shall:

1. Provide the Instructor with contact information.

2. Participate with the Instructor in developing a meaningful experience for the student.

3. Work with student and Instructor to resolve any grievances.

**Agency Environment**

1. Determine, through mutual agreement, the student working hours.

2. Orient the student to the agency’s expectations of appropriate dress, policies pertaining to confidentiality of information and records, and any other expectations of students.

3. Provide a formal or informal training program to familiarize the student with the function and operation of the agency.

4. Familiarize the student with the various community resources, professional services, and databases used by staff members.

5. Allow the student to become as involved with the clients served as appropriate to the specific agency.
**Academic Requirements**

The student is expected to meet the requirements of the course syllabus, including the Practicum Report, as well as those listed under “Student Responsibilities” on page 2 of this manual.

**Evaluation & Grading System**

The student will be evaluated twice by the Agency Supervisor during the semester. A mid-semester evaluation will be used only to assist the student in identifying strong areas as well as those areas where improvement is needed. The agency final evaluation will be taken into consideration in the final course grade, along with the student’s performance in meeting the syllabus requirements, including the Practicum Report.
Radford University Department of Sociology
Readiness for Practicum Form

The following form is used to determine a student’s readiness to participate in the Practicum in Sociology to fulfill the required practice experience for the major as assessed by the department advisor or the practicum instructor.

Student Name ________________________________

Faculty advisor or Practicum Instructor, please rate the student named above on the following items assessing their readiness to participate in the Practicum in Sociology to fulfill the practice experience for the major.

Level of interest in current practicum project.

Very interested  somewhat interested  Not very interested at all

Level of professionalism.

Highly professional  Sufficiently professional  Not sufficiently professional

Level of maturity.

Very mature  Sufficiently mature  Not sufficiently mature

Overall rating (please select one):

Student is sufficiently prepared for practicum experience  Student is not sufficiently prepared for practicum experience

Advisor/Instructor Signature: ___________________________ Date: _____________________
Radford University Department of Sociology
Practicum Syllabus

SOCY493

The SOCY 493 Practicum in Sociology instructor will provide a detailed syllabus to the student for each course offering.

The Practicum in Sociology course is a semester-long team-based practice experience in which students participate in a research and/or service project.

Course Objectives

The learning outcomes of the Practicum in Sociology are for the student to:

1. Illustrate how sociological theories can be used with clients in a specific practice setting.
2. Illustrate how research methods can be used with clients in a specific practice setting.
3. Recognize the individual, group, and/or organizational processes within a specific practice setting.
4. Adhere to professional norms and demonstrate appropriate behavior with regard to work assignments.
5. Realize influence of student’s personal values and perceptions as related to other individuals and groups in practice setting.
6. Function as an effective member of a work team or group in a specific practice setting.
7. Acquire and maintain a professional identity as a sociological practitioner.
8. Comply with the code of ethics of the ASA, AACS, and/or other relevant professional association.
Practicum Report Guidelines

Cover Sheet:

- Student’s Name:
- Semester/Year taken:
- Site Name:
- Project Name:
- Practicum Course Instructor Name:
- Agency Supervisor’s Name:

Content:

See the syllabus for your particular SOCY 493 requirements for the content of the Practicum Report/final paper.

Besides the specific requirements found on the syllabus, the Practicum Report/final paper should provide evidence of the degree to which you have mastered these learning outcomes:

1. Illustrate how sociological theories can be used with clients in a specific practice setting.
2. Illustrate how research methods can be used with clients in a specific practice setting.
3. Recognize the individual, group, and/or organizational processes within a specific practice setting.
4. Adhere to professional norms and demonstrate appropriate behavior with regard to work assignments.
5. Realize the influence of the student’s personal values and perceptions as related to other individuals and groups in a practice setting.
6. Function as an effective member of a work team or group in a specific practice setting.
7. Acquire and maintain a professional identity as a sociological practitioner.
8. Comply with the code of ethics of the ASA, AACS, and/or other relevant professional associations.

Reference Page:

Citations should follow a standard format.

Format and File Labeling:

See your specific SOCY 493 syllabus for format requirements and file labeling protocols.
Field supervisors are asked to provide a resume or provide the following information:

Name: ____________________________________________

Title: _____________________________________________

Employer: __________________________________________

Work Address: _______________________________________

Work Phone Number: ________________________________

Education

Degree: _________  Major: __________________________

Degree: _________  Major: __________________________

Degree: _________  Major: __________________________

Years in current position: ______

Total number of years of professional work experience: ______

Experience in supervising interns: ________________________________________________________

____________________________________________________________________________________
Radford University Department of Sociology
Student Performance Evaluation

Mid-semester OR Final (check one)

SOCY 493 Student Name: ___________________________________________________________

Agency Name: __________________________________________________________________

Student's Major Responsibilities: ______________________________________________________

________________________________________________________________________________

Agency Representative: Please evaluate the student in each of the following areas. This review should emphasize major strengths as well as areas in need of improvement and the student's potential for continued work in the field. In the area provided under each evaluation factor, please write a brief justification for each rating that is placed in the “Needs Improvement” or in the “Exceeds Expectations” category.

<table>
<thead>
<tr>
<th>Factors</th>
<th>Needs Improvement</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Quality of Work</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Completeness</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>• Accuracy in oral expression</td>
<td>_____</td>
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<td>_____</td>
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<tr>
<td>• Accuracy in written expression</td>
<td>_____</td>
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<td>_____</td>
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<tr>
<td>• Overall quality of work</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
</tr>
</tbody>
</table>

________________________________________________________________________________

| **2. Quantity of Work** |               |                   |                      |
| • Amount of work completed | _____ | _____              | _____                |
| • Promptness in completing assigned tasks | _____ | _____              | _____                |

________________________________________________________________________________

| **3. Initiative**     |               |                   |                      |
| • Resourcefulness     | _____          | _____              | _____                |
| • Self-reliance       | _____          | _____              | _____                |

________________________________________________________________________________
4. **Dependability**
   - Reliability
   - Promptness and attendance
   - Ability to follow agency rules and regulations

5. **Relations with people**
   - Effectively communicates with clients
   - Effectively communicates with staff
   - Functions as an effective team member

6. **Job knowledge. Understanding of:**
   - Job responsibilities
   - Agency functions
   - Assigned tasks

7. **Professionalism**
   - Dress is appropriate for work setting
   - Behavior is appropriate to work setting
   - Complies with the code of ethics appropriate for the work setting
Please indicate an overall rating of performance:

<table>
<thead>
<tr>
<th>Needs Improvement</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
</tr>
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<tbody>
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Agency Remarks: __________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Signature: ___________________________________________ _____________________________

Agency Representative (Evaluator)             Date

Upon completion, please give this form to the SOCY 493 Sociology Practicum Course Instructor
Appendix F

RADFORD UNIVERSITY INTERNSHIP AGREEMENT APPROVED BY THE OFFICE OF THE ATTORNEY GENERAL (OAG) JUNE 2013 PROCEDURE ID # PC-004-IA Page 2

D. INSURANCE VERIFICATION / PERSONAL INJURY STATEMENT
1. Does Student Intern have personal health insurance (individually purchased, through parents or through an employer)?

Note: Some internship sites require a Student Intern to have health insurance coverage. Check appropriate response.
______ Yes
______ No, I do not have personal health insurance. I understand that any medical care, including emergency care, I might receive will be my sole expense and responsibility.
______ (Student Intern initials)

2. Radford University students who are engaged in internships under the teaching supervision of University faculty, whether on or off campus are protected by tort liability (including medical malpractice) through a program of self-insurance under the Commonwealth Risk Management Plan. The self-insurance program with set coverage limits is authorized in § 2.2-1837, 2.2-RADFORD UNIVERSITY INTERNSHIP AGREEMENT APPROVED BY THE OFFICE OF THE ATTORNEY GENERAL (OAG) JUNE 2013 PROCEDURE ID PC-004-13-IA Page 3

1838, 2.2-1839 and 8.01-195.4, 8.01-195.5 and 8.01-195.6 of the Code of Virginia and administered by the Department of the Treasury, Division of Risk Management. This coverage extends to those students who act within the scope of their approved course internship activities. Activities outside the approved scope and acts of negligence are not covered.

3. Personal Injury Statement: I acknowledge the benefits received from my experience as a Student Intern and in consideration thereof, I agree to indemnify and hold Radford University harmless from any and all claims of injury to myself or any other person and/or damage to any property arising from or connected with my internship at the Agency named above.

E. TERMS OF AGREEMENT
1. This Agreement becomes effective on the date of acceptance and signature by the University, the Student Intern, and the Agency. Cancellation or modifications must be put in writing and, except in extraordinary circumstances, should not affect a Student Intern currently serving in an internship position.

This Agreement shall be in effect for the following period: Begin Date: _________________
End Date: _________________

2. This Agreement is not to be construed as an employment contract or promise of future employment.
3. This Agreement shall remain in effect beyond the end date specified above if the Student Intern is unable to complete the required hours by the end date and the University and the Agency agree that the Student Intern may complete the required hours after the end date.

F. STATEMENT OF EQUAL OPPORTUNITY

Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion or political affiliation in the administration of its educational programs, activities, admission or employment practices. Inquiries about this policy may be directed to the Executive Director of Human Resources, 600 Tyler Avenue. Telephone: voice (540) 831-5008; hearing impaired (540) 831-5128.

Agency certifies that it is an equal opportunity employer by signing below.

SIGNATURES
WITNESSETH that the Internship Agency, the University, and the Student Intern in consideration of mutual covenants, promises and agreement herein contained, agree to the provisions as stated.

Student Intern__________________________ Date: __________

Agency Representative________________________ Date: __________

University Faculty Internship Supervisor ________________ Date: __________

Department Chair or Department Academic Internship Coordinator
_________________________________________ Date: __________
(Under signature delegated authority of Director, Procurement & Contracts)