HDF/S 200 (3000) Level Professional Course Benchmarks and Pre-Requisites
Policy In Effect for Students Who Entered the HDFS Program
Through 2021-2022 Catalog Year

This document has been developed to inform HDFS Majors about the course pre-requisites and benchmarks students must meet before being allowed to start their HDF/S 200 (3000) level professional course requirements. It also includes information about the expected timing and sequence for completion of the program's 200 (3000) level professional courses.

The upper level HDFS Professional Courses are:

- 3 Approved HDF/S 200 (3000) level seminar courses
- 6 credits HDF/S 290 (4991): Senior Capstone Internship course

NOTE: HDF/S 290 (4991) is a variable credit course but HDFS Majors are required to take the first three credits in the Fall of senior year and the second three credits in the Spring of senior year.

I.   Seminar Courses

    A. Course Pre-Requisites and Program Benchmarks[1]

- Junior Standing
- Successful completion of HDF/S 001 (1010) **with a Final Grade of C or higher**
- Successful completion of HDF/S 161 (2610) (and HDF/S 060 [1600], a pre-requisite for HDF/S 161 [2610]) & HDF/S 189 (2890) (and HDF/S 005 [1050], a pre-requisite for HDF/S 189 [2890])
- Successful completion of the HDFS Program's Research Methods General Education requirement

    B. When to Expect/Plan to Take These Seminars

Upper-level seminar courses may be taken by HDFS majors beginning the first semester of Junior year provided all pre-requisite courses have been completed and benchmarks have been met.

- If a student in Junior year is eligible, we advise taking one seminar course during the fall or spring of Junior year, and one each in the fall and spring of Senior year. Students may also complete additional seminar courses if they wish, and if space allows.

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[1] While students may be able to register for a 200 (3000) level seminar, students not meeting the pre-requisites and benchmarks specified above will be disenrolled from the course.

- If a student needs to wait until Senior year to begin the upper-level seminar courses, we recommend the student enroll in one or two seminars in the fall, and the other of one or two in the spring.

- If a student anticipates facing challenges with the workload and performance requirements of the HDF/S 200 (3000) level seminar courses and/or in the Capstone Internship experience, we recommend one seminar in the fall and two in the spring.

- If a student anticipates having many general education or minor requirements remaining in senior year, we recommend taking two seminars in the fall; this will leave more flexibility for fitting in one more seminar and other required courses in the spring.

II.   HDF/S 290 (4991) 6 Credit Capstone Internship Course for Majors

The HDFS Program Faculty are committed to ensuring that the student and the sponsoring internship site have a positive experience working together, and that student learning is placed at the center of the experience (at least for 2/3 of the time in the field) even while the student's work meets some organizational needs.

The HDFS Program Faculty also are committed to ensuring that students enroll in HDF/S 290 (4991) prepared to take on the academic challenges of the course where both HDFS knowledge and the HDFS and college skills introduced and developed in prior courses are called upon and further extended.

For these reasons, the following pre-requisites and benchmarks must be met before permission will be given to a student to enroll in HDF/S 290 (4991) for the first three credits. Additional benchmarks must be met for the student to remain enrolled in the first three credit course.

A. <u>Course Pre-Requisites and Program Benchmarks</u>

- Senior Standing
- Successful completion of HDF/S 001 (1010) (**<u>with a Final Grade of C or higher</u>**)
- Successful completion of HDF/S 161 (2610) (and HDF/S 060 [1600], a pre-requisite for HDF/S 161 [2610]) & HDF/S 189 (2890) (and HDF/S 005 [1050], a pre-requisite for HDF/S 189 [2890])
- Successful completion of HDF/S 101 (2010)
- Successful completion of HDF/S 141 (2410)
- Successful completion of the HDFS Program's Research Methods General Education requirement
- Be in good academic standing.
- Have an overall GPA of 2.0 or higher and an HDFS specific GPA of 2.5 or higher.
- Have no prior UVM Code of Conduct violations nor pending conduct cases.

- Have a record of completing work in a timely manner and responsibly following through on commitments (e.g., keeping appointments with faculty, participating appropriately in peer group work assigned in classes) in prior courses, a record that is predictive of success in HDF/S 290 (4991).
- Attend an informational session or make alternative arrangements with the Instructor of Record to learn about the course requirements and expectations.

Provided the above pre-requisites and benchmarks are met, the HDFS Program Faculty will grant permission for the student to enroll in the course, and the Instructor of Record will complete the necessary overrides.

B. Cases Where Pre-requisites and Benchmarks are Not Fully Met

Students may submit an explanatory note to Program Faculty and make a request for an override despite not having met all the pre-requisites and benchmarks. Program Faculty will review the student's note and overall situation and determine the most appropriate course of action.

C. Maintaining Enrollment

Once students receive permission to enroll in HDF/S 290 (4991), there are additional steps students must take and deadlines they must meet to maintain enrollment for the first three credits of the course. These are:

- secure an appropriate and approved internship with an appropriate and approved supervisor by the end of the first week of classes.
- begin regular internship hours no later than the end of the second week of classes.
- complete an acceptable contract documenting service and learning goals that is approved of and signed by the student, the Internship Supervisor, and the Instructor of Record, no later than the end of the third week of the semester.
- remain in good standing as an intern and be allowed to complete the internship as originally planned (that is, to not lose the internship because of issues that arise that are primarily the fault of the intern: e.g., not showing up; inappropriate behavior, etc.)

D. When to Expect and Plan to Take HDF/S 290 (4991)

HDFS Majors are required to take HDF/S 290 (4991) for six credits total, and to do this by taking the first three credits in the Fall of senior year, and the second three credits in the Spring of senior year.

While the course # is the same (HDF/S 290 [4991]), each semester is a different course, and the Fall semester serves as the basis for the Spring semester.

Successful completion of the first three credits of HDF/S 290 (4991) is a pre-requisite for enrollment in the second three credits of HDF/S 290 (4991).

- EXCEPTIONS TO THE TWO-SEMESTER CAPSTONE COURSE SEQUENCE: The HDFS Program Faculty rarely grant exceptions to this two-semester capstone course sequence. Please plan accordingly. If you wish to request an exception, please review the document, "Internship Alternative Completion Permission Policy."

Students are expected to remain at the same placement for both semesters.

- EXCEPTIONS TO STAYING IN THE SAME PLACEMENT ACROSS BOTH SEMESTERS: At times extenuating circumstances warrant a change in placement, at times from one semester to another and more infrequently, during one semester. Such extenuating circumstances include, for example, if a supervisor leaves and there is no one else at the placement site able or appropriate to take on the student intern, if the internship is not providing sufficient learning and development opportunities, or if the placement is problematic for other reasons beyond the student's control. Such circumstances should be brought to the HDF/S 290 (4991) course instructor's attention, along with any requests for a change in placement, as soon as possible. Every effort will be made to work with the student to find an alternative placement so that the course may be successfully completed. Some additional work (background reading, for example) may be required if the new placement is in a substantially different area in terms of the population a student is working with and/or in terms of the developmental challenge or social issue the student's organization works to address.