

GRADUATE HANDBOOK

MASTER OF SCIENCE

FAMILY AND CHILD STUDIES

SCHOOL OF FAMILY AND CONSUMER SCIENCES TEXAS STATE UNIVERSITY

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Family and Child Studies Homepage: <http://www.fcs.txstate.edu/degrees-programs/fcd/fcdgrad.html>

Graduate College Homepage: <http://www.gradcollege.txstate.edu/>

Graduate Catalog: <http://mycatalog.txstate.edu/graduate/applied-arts/family-consumer-sciences/family-child-studies-ms/>

Steps to Apply: <http://www.gradcollege.txstate.edu/steps.html>

**NOTE: APPLICANTS FOR ADMISSION SHOULD COMPLETE
THE ONLINE APPLICATION VIA THE GRADUATE COLLEGE
(SEE STEPS TO APPLY ABOVE)**

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The purpose of this document is to give you information that is specific to the Family and Child Studies (FCS) master's program. It should be viewed as a supplement to the university graduate catalog, which gives you more information regarding the requirements for all Texas State University graduate students. It should be noted that this is a school document; therefore, all the policies of the Graduate College and Texas State must also be followed.

You are strongly advised to use the graduate college catalog and the graduate college website (www.gradcollege.txstate.edu) for information related to university policies and procedures for students (e.g., graduation requirements). The Graduate College office is located in room 280 in the J.C. Kellam building. You can also reach the Graduate College by calling 512-245-2581 or e-mailing gradcollege@txstate.edu.

I. GENERAL PROGRAM INFORMATION*

The Master of Science (MS) degree in FCS will provide graduate level study that prepares students for academic, research, and applied careers, i.e., evidence-based practice, that address the needs of diverse families and individuals across the lifespan. There are two tracks within the FCS graduate program: (1) the program administration and evaluation track and (2) the child life studies track. The program administration and evaluation track will provide advanced educational experiences in the content areas of program administration and evaluation, research methodology, theories related to families and children, child development, and current issues impacting families and children. The child life track will also provide advanced educational experiences in the content areas of research methodology, theories related to families and children, child development, current issues impacting families and children, as well as knowledge and expertise to become a Certified Child Life Specialist.

A unique feature of our program is an emphasis on the application of theory and knowledge through a required practicum or internship experience. Students who choose the **non-thesis option** will complete two practicum courses or a child life internship if pursuing the child life track. Those who choose the **thesis option** will complete one practicum (if on the program administration and evaluation track) or a child life internship (if on the child life track) and at least six credit hours of thesis. We also allow students to pursue a thesis or non-thesis option and 6-12 hours of elective coursework which they can select based on their professional interests and goals.

* In order to avoid beginning a program students cannot complete, each student should be aware that the curriculum requires laboratory participation at the Texas State Child Development Center (CDC). Therefore, as required by the Texas Department of Family and Protective Services, all students must undergo a criminal background check. If the background check reveals certain offenses, the student will be prohibited from participating in these labs (and will be unable to complete the program). For example, an alcohol or drug offense committed within the past ten years will preclude any student from being present at the CDC, thus disqualifying the student from completing the curriculum.

II. CORE COURSES AND RECOMMENDED ELECTIVES

The FCS master's degree requires a minimum of 37 hours of coursework. Students going full-time can usually complete the program administration and evaluation track or the child life track in about two academic years.

Please see **Appendix B** for Suggested Course Rotations for the non-thesis and thesis options for both tracks. **Please note that course rotations for any individual student may vary based upon course availability.**

The core courses for students pursuing the **program administration and evaluation track** are as follows:

FCD 5100	Introduction to Family and Child Studies
FCD 5341	Advanced Child Development
FCS 5310	Research Methods in Family and Consumer Sciences
FCD 5351	Advanced Theory in Family and Child Studies
FCD 5352	Seminar: Issues in Family and Child Studies
FCD 5353	Program Evaluation in Family and Child Studies
FCD 5356	Advanced Program Administration

In addition, students who choose the **Program Administration and Evaluation - Non-thesis option** are required to complete two practicum courses. Those who choose the **Program Evaluation and Administration - Thesis option** will complete one practicum and at least six credit hours of thesis. They are also strongly encouraged to take a statistics (FCS 5311 Statistics and Data Analysis for Family and Consumer Sciences) and/or qualitative research course and an independent study under the supervision of their thesis advisor prior to beginning their thesis coursework.

The core courses for student pursuing the **child life track** are as follows:

FCD 5100	Introduction to Family and Child Studies
FCD 5341	Advanced Child Development
FCS 5310	Research Methods in Family and Consumer Sciences
FCD 5351	Advanced Theory in Family and Child Studies
FCD 5352	Seminar: Issues in Family and Child Studies
FCD 5343	Hospitalized Child: Child Life Specialist
FCD 5345	Advanced Methods in Child Life

Students who choose the **Child Life track** are required to complete a child life internship. In addition to the internship, those who choose the **Child Life - Thesis option** are required to take six credit hours of thesis. They are also strongly encouraged to take a statistics (FCS 5311 Statistics and Data Analysis for Family and Consumer Sciences) and/or qualitative research course and an independent study under the supervision of their thesis advisor prior to beginning their thesis coursework.

Depending on the track you choose, you will have between 6 and 12 hours of elective coursework, which should be selected to complement your career interests. Please refer to your

degree audit for a list of recommended electives. *Note: Electives can differ from those listed on your degree audit; however, prior approval must be obtained from your graduate advisor.* Lists of recommended electives and their descriptions can be found [at http://mycatalog.txstate.edu/graduate/applied-arts/family-consumer-sciences/family-child-studies-ms/#requirementstext](http://mycatalog.txstate.edu/graduate/applied-arts/family-consumer-sciences/family-child-studies-ms/#requirementstext)

Graduate students may NOT take a stacked course (i.e., one that is offered simultaneously as both a graduate and undergraduate level course) as a graduate course if they have previously taken the course at the undergraduate level.

III. THESIS/NON-THESIS OPTION

THESIS OPTION

The thesis option represents an appropriate path for certain students. The thesis option can be beneficial to students for the following reasons or under certain circumstances:

1. Student may pursue a doctoral program in the future.
2. Student can gain research experience and knowledge.
3. Student can become an “expert” in an area of study.
4. Student gains the opportunity to work closely with faculty members via research.

If you choose the thesis option, you should take the core research methods course (FCS 5310 Research Methods in Family and Consumer Sciences) as soon as possible in your program. It is also strongly recommended that you take three hours of statistics (FCS 5311 Statistics and Data Analysis for Family and Consumer Sciences) or a qualitative research course (depending on your proposed research method) as an elective, and an independent study course (FCD 5355) with your thesis advisor prior to undertaking the thesis project. These research-related courses should be taken within your first year of enrollment if at all possible.

THESIS ADVISOR AND PROCEDURES

If you elect to follow the thesis option for your degree, you will choose a thesis advisor and, subsequently, a thesis committee in consultation with your thesis advisor. The faculty member whom you invite to be your thesis advisor should be knowledgeable in the content area you are interested in studying. It is recommended that the thesis advisor already be engaged in research in the content area. The thesis advisor should also be a faculty member with whom you will be comfortable working closely over a period of time.

Graduate students in the FCS program are required to use the APA style manual guidelines because this is the required writing style for most professional journals in our field. The thesis can serve as the basis for writing a professional article for submission to a refereed journal for review and eventual publication. Students who choose to submit an article for professional review may need faculty assistance with this type of writing. In the event that the thesis advisor assists in this writing process, the accepted professional practice is for the faculty member to be listed as a co-author.

As indicated above, publication ethics require that all people who make significant intellectual contributions to a scientific investigation and accept responsibility for its content be listed as authors. In addition, where there are agreed-upon differing degrees of contribution, principal authorship should accurately reflect the relative creative, scientific, or professional contributions of the individuals involved.

Good ethical practice is expected of all faculty, staff, or student researchers involved in the dissemination of scholarly work. It is expected that all persons listed as authors have made substantial creative and productive contributions to the work. This expectation about qualification for authorship reflects a view held broadly across many disciplines.

THESIS PROPOSAL AND COMMITTEE

Students are responsible for developing a thesis proposal with the guidance of the thesis advisor. The thesis proposal should consist of the student's first three chapters (Introduction, Literature Review, and Method). It is often possible and advisable for a master's level student to complete the thesis through working with a faculty member on an aspect of the professor's ongoing research. The thesis proposal will be presented to the student's thesis committee for approval (the student is responsible for setting up the thesis committee).

CREATING YOUR COMMITTEE

A thesis student first obtains the consent of a Graduate Faculty member in the major school to serve as your research advisor (Committee Chair). Co-chairs are allowable.

Next, in consultation with your thesis Committee Chair, you will establish a thesis committee. All committee members must be approved by the Graduate College as Graduate Faculty. A thesis committee requires a minimum of two other members of the Graduate Faculty to serve as committee members.

The thesis committee composition is as follows:

- If you do not have a minor, the other two committee members are chosen from Graduate Faculty in the major school, from another Texas State department or school, or external to the university.
- If you have a minor, one of the two other committee members must be from the student's minor department or school.

These three -- thesis committee chair, two other committee members -- comprise the thesis committee. The thesis committee, however, may include additional Graduate Faculty members and be comprised of more than three members.

The thesis committee is officially formed by:

- Submitting one copy of the Proposed Thesis Research form (http://www.gradcollege.txstate.edu/docs/Proposed_Thesis_Research.pdf) and thesis proposal to the Dean of the Graduate College for approval.

It is recommended this be submitted to the Dean of the Graduate College by the *beginning* of your enrollment in 5399B.

Before collecting any data for your thesis, you must complete the Human Subjects training that is offered through the Office of Research and Federal Relations <http://www.txstate.edu/research/orc/IRB-Resources/Training.html> and submit a proposal for your proposed research to the Institutional Review Board (IRB). This requirement applies to all

students who will collect data on human subjects. It is recommended that the IRB proposal be submitted the semester prior to the semester in which data collection is to begin. It is currently taking a number of weeks for IRB proposals to be approved. To obtain more information regarding the IRB process, please visit the following web site <http://www.txstate.edu/research/orc/IRB-Resources.html> for additional information.

THESIS ENROLLMENT AND CREDIT

All thesis students are required to enroll in Thesis 5399A. Students are also required to continuously enroll in thesis any semester they are receiving supervision. As long as Thesis B hours total at least three hours of credit, they may be taken in one semester or multiple semesters. Examples include:

FCD 5399A + FCD 5399 B = 6 hours of credit

FCD 5399A + FCD 5199B + FCD 5299B = 6 hours of credit

FCD 5399A + FCD 5199B + FCD 5199B + FCD 5199B = 6 hours of credit

Regardless of the number of thesis hours taken, the student may only receive six hours of degree credit for a thesis.

If you do not complete the thesis during the summer or in a regular semester in which you are enrolled for FCD 5399B, then you will receive a grade of “PR,” in progress. You can repeat enrollment in the thesis courses. Students can change from the thesis to a non-thesis option or vice versa through the completion of appropriate paperwork. This should be done in consultation with the graduate advisor. **However, if you change from a thesis to a non-thesis option, any thesis hours you have completed will NOT count toward your degree.**

THESIS DEADLINES AND APPROVAL PROCESS

The completed thesis must be submitted to the chair of your thesis committee by the posted deadlines http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html. The student must submit the final thesis, approved by the committee, to the graduate college for review by the posted deadline http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html. There are two options for submission: 1) The “preferred” Vireo on-line submission option or 2) The hard-copy submission option. The student is responsible for submitting one signature page to the Graduate College if the thesis is submitted on-line and two signature pages if the thesis is submitted in hard-copy format. Both of these options are detailed in a thesis guide prepared by the graduate college. **Students are strongly encouraged to read the entire thesis guide found at http://www.gradcollege.txstate.edu/docs/Thesis_Diss_Guide.pdf.**

Regardless of which submission options the student used, the student will be notified of any required revisions. Once the student makes the required revisions and the committee approves of the revised thesis, the Graduate College will verify the revisions have been made. If the thesis was submitted on-line, the Graduate College will forward the revised thesis to the Alkek Library. If the thesis was submitted in the hard-copy format, the student is responsible for submitting the revised thesis directly to the Alkek Library.

REMEMBER, IT IS YOUR RESPONSIBILITY TO ENSURE THAT ALL GRADUATION REQUIREMENTS HAVE BEEN MET. For additional information,

including up-to-date due dates, please visit: http://www.gradcollege.txstate.edu/Thes-Diss_Info/Thes_Info.html.

NON-THESIS OPTION

Students who choose to pursue the non-thesis option will complete two practicum courses (FCD 5358 and FCD 5359) if they are on the program administration and evaluation track or the child life internship (FCD 5659) if they are on the child life track. It is also recommended that students on the child life track complete a practicum (FCD 5358) at a hospital-based child life program as an elective in order to be more competitive when applying for internships.

The practicum experience should be selected in relation to career interests/goals. A good approach is to coordinate these two courses so your practicum courses result in a significant accomplishment for you and the program(s) where you have completed your practicum experiences. **Students are responsible for making all arrangements for the practicum experience in conjunction with the practicum faculty supervisor the semester prior to completing practicum.** Each practicum student must identify a site supervisor for each practicum experience.

Practicum II (FCD 5359) or internship (FCD 5659) represents a culminating experience for the graduate student and, as such, it is expected that a major project will be completed for these courses. A project report will be written (using APA style manual guidelines) for FCD 5359. A project report or expanded case study will be written for FCD 5659. Directions for the expanded case study will be provided in the syllabus for FCD 5659.

The report describing the rationale, planning, implementation, and evaluation of the major project for FCD 5359 or FCD 5659 should be about 20 pages in length. This report will describe the project in detail and include a literature review related to the chosen project. In addition, students enrolled in FCD 5359 will formally present their project report to the graduate faculty at the end of the semester. However, because some child life students complete their internships out-of-state, students enrolled in FCD 5659 will formally present their report to the child life staff at their internship site.

In certain instances, the project report might also be appropriate for submission to a professional journal for publication. In these instances the same rules apply as for the thesis situation. That is, if a faculty member has substantial input in preparing the paper for submission to a journal for review, the faculty member should be listed as a co-author.

IV. GRADUATE ASSISTANTSHIPS

A limited number of graduate assistantships (GAs), such as graduate instructional assistantships (GIAs) and graduate research assistantships (GRAs) are available each year. To be eligible for an assistantship, the student must be enrolled in nine credit hours and be in good standing with the university. Students who have been conditionally admitted (until the condition is removed), on academic probation, or academic suspension are not eligible for an assistantship, per university policy. Assistantships can be awarded for either 50% time (20 hours per week) or 25% time (10 hours per week). Those who receive a half-time assistantship might be eligible to receive university benefits. Contact the Human Resources website (<http://www.hr.txstate.edu/>) for further information regarding benefits.

GAs must maintain a 3.0 GPA in coursework to retain their eligibility. Students are eligible to remain in a GA position for two full academic years. Students must reapply for a GA position each academic year. Supervising faculty members will evaluate GAs at the end of each semester and provide feedback structured to enhance the quality of their work.

All graduate instructional assistants are required by the university to take a teaching-related course (i.e., FCD 5101) at no additional cost to the student.* This will be offered through each graduate program. The purpose is to strengthen the quality of instruction provided directly/indirectly by the GA.

Please see Appendix C for additional information about graduate assistantships.

**** Students must complete and submit a Tuition and Fee Exemption Form at the beginning of every semester (i.e., Fall, Spring, Summer) if they are a GA to avoid paying tuition and fees for FCD 5101. GAs who fail to submit this form in a timely manner will be held financially responsible for the tuition and fees associated with enrolling in FCD 5101.***

V. COMPREHENSIVE EXAM

The purpose of the comprehensive exam is to allow students to demonstrate their knowledge of the field. All candidates for graduate degrees at Texas State University are required to pass a comprehensive examination, either written, oral, or a combination of the two. The format for students on the Program Administration and Evaluation track or Child Life track is as follows:

Students pursuing the **thesis option** will write and defend their thesis in lieu of the comprehensive exam.

Students pursuing the **non-thesis option** will be required to complete a written exam consisting of objective and essay questions that cover the core content areas required for their particular track. As a result, the comprehensive exam should be taken after the student has completed 18 hours of graduate degree credit AND his/her core coursework over which the student will be examined (with a GPA of at least 3.0.) **Students must sit for all four exams on their first attempt.**

Students on the child life track are strongly encouraged to take their comprehensive exam the semester prior to completing their internship. *Note: Students may take the comprehensive exam without being enrolled in coursework. Students are encouraged to avoid taking the comprehensive exam during their child life internship.*

The comprehensive exam will be held on the first Friday of March, July, and October on campus at a time and location to be determined. Students planning to take the exam must sign up online (see the Current Students section of the FCS website for the link to the google form). Students will be given one hour to complete each section. There are a total of four sections. The sections for the program administration and evaluation track students are as follows: 1. Research AND Evaluation, 2. Theory, 3. Child Development, and 4. Administration. The sections for the child life track students are as follows: 1. Research, 2. Theory, 3. Child Development, and 4. Hospitalized Child: Child Life Specialist AND Advanced Methods in Child Life combined.

Comprehensive exam questions are evaluated on both the quality and content of the response. Two faculty members evaluate the student's response to each comprehensive exam question. If there is disagreement regarding whether a response is acceptable, a third reader will read the response and make a final evaluation decision. The evaluation decision for each section is made independently of the other sections and can be as follows:

- P=Pass all components of the exam.
- CP=Conditional pass (At the discretion of the graduate faculty, the student must write a paper related to the content area that received a CP and/or orally defend his/her response; faculty determine whether the student writes a paper or orally defends his/her response).
- F=Fail (student who fails one section of the exam **must retake all four sections of the exam** the following semester). *Students can "retake" the exam only twice for a total of three attempts. If the student does not pass one or more sections on the third attempt, the*

student may petition the FCS graduate faculty and request to take an oral exam for the final attempt. It is at the discretion of the FCS graduate faculty whether the petition will be granted. If the petition is granted, the oral exam will take place with a format as well as at a time and place to be determined. The student can only pass or fail the oral comprehensive exam. It is not possible to graduate from the FCS graduate program without passing all sections of the comprehensive exam.

There is a 5-year time limit for completing the comprehensive exam, from when student begins the FCS graduate program.

The results of the comprehensive examination must be filed in the Graduate College at least ten days before the commencement at which the graduating student's degree is to be conferred. The school is responsible for submitting the report to the Graduate College.

SUGGESTIONS FOR STUDYING FOR THE COMPREHENSIVE EXAM

All members of the Family and Child Studies Graduate Faculty want FCS graduate students to successfully complete their comprehensive examination. To that end, the following suggestions for studying for the exams, compiled from the feedback provided by other graduate students, are offered:

1. Organize course material at the completion of each course e.g., use tabs in texts to indicate material that was emphasized in the course. Maintain a copy of all completed assignments, including responses to questions submitted on TRACS. Keep a copy of any class notes.
2. Review material from completed courses throughout the semester prior to taking the exams.
3. Remember that the questions a peer responded to in the previous semester will not be the same questions as the ones you will respond to in subsequent semesters. Students are responsible for all the material covered in the aforementioned courses. Students are strongly encouraged to focus on all course material.
4. Find a "study buddy" or create a study group so that you can pose questions to each other as well as discuss the course material.
5. Be familiar with the work of the key individuals who made contributions to the field of study (e.g., names and contributions of theorists)
6. Be able to cite references to defend your response to a question.
7. Be able to apply course material to examples. Be able to generate pertinent examples.
8. Select a peer-reviewed empirical article pertinent to the FCS field and identify research and evaluation constructs/concepts present in the article such as type of sample, sampling method used, types of validity and reliability discussed, etc.
9. Schedule specific times to study for the comprehensive exam.

Faculty members will provide the following assistance to students preparing for the comprehensive exam:

- **Prior to the administration of the exams**, faculty members may provide students with general tips about studying course content for the exams. Individual faculty may also offer to address specific questions students have related to course material. The amount of detail provided by faculty will vary. It is expected that by the time students are ready to take the comprehensive exam, they will have developed graduate-level study habits.
- **After administration of the exams**, faculty will provide written feedback about why students made a conditional pass or failed an exam question. Students who made a conditional pass will receive written instructions about the follow up to the conditional pass. Students who failed an exam section may request guidance from individual faculty regarding how to study for the exam retake. This guidance may or may not include feedback about individual questions students missed on the exam. In most cases, students will be encouraged to restudy course content because questions vary from exam to exam.

Please see Appendix D for examples of comprehensive exam questions.

VI. SCHOLARSHIPS AND FINANCIAL AID

There are a number of scholarships available to graduate students at Texas State University. In particular, students who have a high GPA and/or can demonstrate need are in a good position to pursue scholarship opportunities. There are also scholarships available according to specific criteria, e.g., for study abroad programs (Benjamin A. Gillman) or for Hispanic students (Hispanic Association of Colleges and Universities). A sample of scholarship grantors are listed below. If you plan to apply for a scholarship, you need to pay particular attention to the application deadlines. **Most Texas State scholarships have a deadline of February 15th.**

Texas State Celebrity Classics Scholarship and the Texas State Graduate College Scholars Program – Celebrity Classic Scholarships - The Graduate College provides these scholarships to encourage students with intellectual, creative, and leadership promise to complete a master's or doctoral degree at Texas State University. These scholarships are available for newly admitted and continuing students. Awards range from \$1,500 to \$2,000 per semester and are given for up to three academic years, provided that a 3.5 cumulative GPA has been maintained on all graduate coursework leading to their current degree and that enrollment requirements have been satisfied.

Graduate College Thesis Research Support Fellowship - The Graduate College provides Thesis Research Support Fellowships to support graduate student research at the master's level. Each award of up to \$2,000 is to be used to cover expenses directly related to conducting thesis research. Applications are due each fall.

College of Applied Arts Research Fellowship - The purpose of the research fellowship program is to allow students the opportunity to learn more about conducting research by assisting faculty with various research projects (i.e., books, research articles, or grant proposals). The student will work with a professor for a maximum of 20 hours per week. The positions are awarded for a 9-month duration (September 1 through May 31). Please contact Yolanda Quintanilla at (512) 245-3538 or yq10@txstate.edu with any questions or concerns you may have.

Benjamin A. Gilman (study abroad opportunities) – This program offers awards for study abroad, for U.S. citizen students who are receiving federal Pell Grant funding at a 2-year or 4-year college or university. <http://www.iie.org/gilman>

Hispanic Association of Colleges and Universities – The scholarship programs administered by HACU are made possible due to generous contributions from corporate and federal organizations. <http://www.hacu.net>

The Winch Fund – The Winch Fund offers scholarships based on achievement, need, purpose, and recommendations of college/university personnel. The Winch Fund offers scholarships to students who have sophomore, junior, and senior and graduate standing at their respective college or university. The intent of the Winch Fund is to supplement the increasing expenses of higher education. <http://www.scholarshipsite.org>

Please visit the following web sites for information regarding additional scholarship monies:
http://www.gradcollege.txstate.edu/Prospect_Students/Fin_Grad_Ed.html
<http://www.appliedarts.txstate.edu/Graduate-Studies/Financial-Opportunities.html>

A listing of state scholarship programs can be obtained from:

Texas Higher Education Coordinating Board
P.O. Box 12788 Capitol Station
Austin, TX 78711
1-800-242-3062
<http://www.thecb.state.tx.us/>

Texas State Financial Aid Office:
J.C. Kellam Building
Room 240 (Second Floor)
601 University Drive
San Marcos, TX 78666
512-245-2315
<http://www.finaid.txstate.edu>

Travel Funds – Limited travel funds are available for graduate students to make presentations at professional meetings. Please contact the FCS graduate advisor for an application form. Also, the Graduate College will partially fund student conference travel requests. They will partially fund two trips per academic year. The Graduate College award will be made after considering department/school and college contributions, as well as funds available. Additional information can be found at http://www.gradcollege.txstate.edu/Current_Students/Grad_Travel.html.

VII. FREQUENTLY ASKED QUESTIONS

1. What are the advantages of obtaining a graduate degree?

A graduate degree provides the opportunity to gain expertise in your chosen field. Career change or career advancement, specialized training, and intellectual curiosity are a few of the reasons students choose to pursue a graduate degree.

2. Is the Family & Child Studies program flexible for students who are currently working?

At this time, some courses are offered during the evening, as a hybrid course, or via the internet.

3. What opportunities exist for completing the practicum experience?

There are many practicum opportunities. For example, students have opportunities to do their practicum with Child Protective Services, Roxanne's House, Children's Hospital of San Antonio, and early childhood intervention programs to name a few. Faculty members can give students additional ideas regarding an appropriate practicum, and the graduate advisor has a notebook in her office that has information regarding practicum experiences. You may select any appropriate professional program suited to your career goals and consistent with the content of your major. Please see Appendix F for additional information about practicum opportunities.

4. Are any courses offered via the internet?

Yes. The FCD graduate program offers some courses via the internet. You can also take some of your elective coursework via the internet.

5. How do I register for my classes?

Registration occurs online. Further registration instructions can be found by contacting the Office of the Registrar at <http://www.registrar.txstate.edu/> or <http://www.registrar.txstate.edu/persistent-links/how-to-register>

6. Where can I buy textbooks?

The Texas State Bookstore and Colloquium have graduate level textbooks available for purchase or rent. Some texts are available in an electronic format. In some instances, commercial venues such as Amazon.com or allbookstores.com might be appropriate for use.

VIII. FAMILY & CHILD STUDIES GRADUATE FACULTY DIRECTORY

Edna Alfaro, Ph.D.

Family & Consumer Sciences 112; 512-245-2412; ea21@txstate.edu

Research Interests: Academic Resilience, Adolescent Development, College Students, Cultural Values, Family Relationships (e.g., parent-child, siblings), Gender, Latino / Mexican-American families

Current Research Activity: Mexican Origin Student Success Project-Examining how parents and university environments promote college success

Elizabeth Blunk, Ph.D.

Family & Consumer Sciences 121; 512-245-2415; eb03@txstate.edu

Current research interests include teacher-child interactions, attachment, and self-efficacy in relation to optimism and cynicism in cohabitation or marriage relationships.

Melissa Y. Delgado, Ph.D.

Family & Consumer Sciences 113; 512-245-2904; md44@txstate.edu

Research Interests: Academic Achievement, Academic Identity, Adolescent Development, Latina(o)/Mexican-origin Adolescents, Moderating Roles of Culture and Context, Positive Youth Development

Current Research Activity: Academic Identity and its Role in Predicting Postsecondary Achievement (The ALCANCE Project); Project Student Success

Norma Perez-Brena, Ph.D.

Family & Consumer Sciences 115; 512-245-2414; n_p85@txstate.edu

Research Interests: Her primary interests lie in understanding the combination of social (e.g., income, education), cultural (e.g., values, norms, acculturation, language use), and personal (e.g., gender, social competence) characteristics that influence the context where Latino and immigrant families develop socially and emotionally. Her work is centered on two key areas: the negotiation of parent-child relationships across development, and the impacts of culture across the life-span.

Current Research Activity: Currently, Dr. Perez-Brena is implementing the Strengthening relationship/Strengthening Families Project (SR/SF). SR/SFF is a DHHS-ACF funded, culturally, and evidence-informed program focused on teaching Hispanic adolescent parents how to negotiate romantic, and coparenting relationships to strengthen families and support adolescents transitions into parenthood and adulthood.

Farya Phillips, Ph.D., CCLS

Family & Consumer Sciences 119; 512-245-7052; f_p30@txstate.edu

Research Interests: Young adult cancer survivors and children/adolescents affected by their parent's cancer diagnosis

Current Research Activity: Wonders & Worries Program Evaluation: A Randomized Clinical Trial of a Psychosocial Intervention for Children who have a Parent with Cancer; Mindpower for AYAs: A mindfulness based intervention for adolescent and young adult cancer survivors

Vickie Squires, M.M.Ed., CCLS

Family & Consumer Sciences 115; 512-245-2414; n_p85@txstate.edu

APPENDIX A

EXPECTATIONS OF GRADUATE FACULTY FOR GRADUATE STUDENTS

Our purpose in providing this list of expectations is to facilitate your success in graduate school. **Research has demonstrated that graduate students who are oriented to the realities of graduate school early on in their graduate education are more likely to do well in their studies and to complete their degree** (Davis, Bissler, & Leiter, 2001). We want graduate school to be an experience that fosters your personal and professional growth. We want you to excel in this graduate program. We view you as future colleagues and want you to be prepared to have a successful career in whichever field you choose. Ultimately, we want you to graduate and be successful in your chosen profession, in applying to a doctoral program, or in using what you learned in your private life.

We recognize that graduate school is one of the most difficult challenges you will ever meet. In fact, even the transition into graduate school can be daunting.

“The first year in any graduate program can be difficult both personally and professionally. Often in this situation, the student has moved away from family, friends, and significant others and is cast into an uncertain environment. Fellow graduate students and professors are strangers and the first few weeks can be intimidating. Besides the personal tumult, the academic component can be even more unnerving. Graduate work is different from undergraduate studies—expectations are higher, the workload is greater, and the pressure can be enormous... One of the challenges students face in the first stage of a graduate program is the increased workload. There is a sharp difference between undergraduate and graduate studies—courses are tougher and students are expected to come to class prepared and ready to participate” (Cohen, 2002, p. 585).

We echo the sentiments expressed by Cohen. Graduate school is strikingly different from the undergraduate experience, and so expectations of faculty are different for undergraduate and graduate students. We expect you to take the initiative in your education by seeking out answers to questions you may have about course readings, assignments, or graduate school in general. A good place to begin when you have questions about the graduate school process is the graduate handbook. Please read it thoroughly.

In contrast to the undergraduate experience where faculty shepherd students through the learning process, graduate faculty are facilitators of student learning. We expect you to take responsibility for your learning. This includes keeping track of your progress in class and seeking guidance from faculty early on in the semester if you are concerned about your course performance. This also includes making a list of relevant dates such as when to take an independent study if you are planning to write a thesis (at least one semester before enrolling in thesis hours), when to schedule the comprehensive exams (at the completion of all the core courses) and so on.

“One of the most difficult transitions into graduate school is adjusting to heavier workloads and increased expectations. Even students who have completed degrees in rigorous undergraduate programs sometimes have difficulty with **time**

management...Further, succeeding within the structure of graduate school may require as much directed individual instruction, self-discipline, and professional orientation as it does ability and intellect” (Ault as cited in Davis, Bissler, & Leiter, 2001, p. 455).

In addition, we expect you to come to class prepared, having read and thought about the assigned readings.

The first year is also crucial because it is then that a graduate student fashions his or her reputation...It is up to the student to make sure that faculty and other graduate students see him or her in a positive light. The surest way to do this is for the student to be prepared for class and willing to participate. Nothing deflates a professor’s opinion of a graduate student quicker than a student who appears unprepared and not serious about his or her studies. Another way to accomplish this is to be punctual ...in submitting assignments...” (Cohen, 2002, p. 585).

Descutner and Thelen (1989) asked the graduate students and faculty of a clinical psychology department to indicate on a survey the top qualities of a “successful clinical graduate student.” The students top five choices were: working hard, clinical/counseling skills, getting along with people, handling stress, and discipline. The faculty chose working hard, clinical/counseling skills, getting along with people, writing ability, and doing research. With the exception of the clinical/counseling skills, the graduate faculty in FCS agree that the other qualities are similar to expectations we have for the graduate students in this program.

We cannot emphasize too highly the importance of using good interpersonal skills in interactions with each other and with the graduate faculty. This includes treating each other and the faculty with respect. Respectful behavior includes discussing feedback on assignments in a constructive manner rather than making rude or sarcastic remarks. It is fine to express frustration and disappointment; however, do bear in mind, disrespectful remarks or behavior can color faculty perceptions of a student. Similarly, we, the graduate faculty, will treat you with respect at all times.

We expect graduate students to have good writing abilities and have mastered the basics of grammar, spelling, punctuation, and other components of good writing. However, if faculty indicates that a student needs some help with his or her writing skills, then it is incumbent upon the graduate student to seek help in this area from SLAC. Additionally, students are expected to comply with APA guidelines, including those for making citations and formatting reference lists, in writing any paper. Needless to say, good writing includes citing all sources and not engaging in plagiarism. Graduate students’ papers should reflect higher order thinking skills, including analysis, synthesis, and evaluation.

Students are strongly encouraged to seek out opportunities to participate in faculty research. Faculty members welcome graduate students’ interest in their work, and generally are in need of help with some aspect of the research process, including gathering, coding, transcribing, or analyzing data. Students are also strongly encouraged to attend professional meetings and participate, if appropriate, in making presentations. Additionally, participating in professional meetings enables you to take advantage of networking opportunities.

Students are also strongly encouraged to attend social events sponsored by the FCS program and/or School of Family and Consumer Sciences as well as other university events. These events provide students with the opportunity to get to know faculty and each other in an informal setting. These events offer opportunities for networking with each other. Students frequently stay in touch with each other long after graduation.

We hope that this discussion of faculty expectations for graduate students will be helpful to you in getting the most out of your graduate education experience. Please try to keep in mind at all times that **we want you to succeed and graduate**. We are here to facilitate the attainment of your master's degree.

References

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APPENDIX B
SUGGESTED COURSE ROTATION

	Child Life – Thesis	Child Life – Non-Thesis
Fall #1	FCD 5100 Intro to Grad Program (1-credit hour) FCD 5341 Advanced Child Development FCD 5343 Hospitalized Child FCD 5351 Advanced Theory	FCD 5100 Intro to Grad Program (1-credit hour) FCD 5341 Advanced Child Development FCD 5343 Hospitalized Child FCD 5351 Advanced Theory
Spring #1	FCD 5345 Advanced Methods in CL FCS 5310 Research Methods in FCS FCS 5311 Stats for FCS (recommended elective)	FCD 5345 Advanced Methods in CL FCS 5310 Research Methods in FCS Recommended Elective
Summer #1	FCD 5399A Thesis A Recommended Elective	Recommended Elective Recommended Elective
Fall #2*	FCD 5352 Seminar FCD 5399B Thesis B	FCD 5352 Seminar Recommended Elective
Spring #2	FCD 5659 Internship in Child Life (6-credit hours)	FCD 5659 Internship in Child Life (6-credit hours)
	Program Admin and Eval – Thesis	Program Admin and Eval – Non-Thesis
Fall #1	FCD 5100 Intro to Grad Program (1-credit hour) FCS 5310 Research Methods in FCS FCD 5341 Advanced Child Development FCD 5351 Advanced Theory	FCD 5100 Intro to Grad Program (1-credit hour) FCS 5310 Research Methods in FCS FCD 5341 Advanced Child Development FCD 5351 Advanced Theory
Spring #1	FCD 5353 Program Evaluation FCD 5356 Advanced Program Admin FCS 5311 Stats for FCS (recommended elective)	FCD 5353 Program Evaluation FCD 5356 Advanced Program Admin Recommended Elective
Summer #1	FCD 5355 Advanced Ind Study (recommended elective)	FCD 5358 Practicum I
Fall #2*	FCD 5352 Seminar FCD 5399A Thesis A Recommended Elective	FCD 5352 Seminar Recommended Elective Recommended Elective
Spring #2	FCD 5358 Practicum I FCD 5399B Thesis B	FCD 5359 Practicum II Recommended Elective

*Suggested semester to initially sit for the comprehensive exam.

APPENDIX C

GRADUATE ASSISTANTSHIPS

GRADUATE ASSISTANT GUIDELINES

To be selected as a graduate assistant (GA) is generally regarded as an honor. Graduate assistantships are awarded to those students who demonstrate qualities indicating their potential for future professional growth and contribution to a field of study. An assistantship provides opportunities for graduate students to work closely with graduate faculty. This working relationship provides the GA with additional growth experiences related to teaching, research, and professional networking.

APPLICATION PROCEDURE

All students enrolled in the Family and Child Studies (FCS) graduate program who meet eligibility requirements can apply for a FCS Graduate Assistantship. Applications will be available to all current and accepted students each year online via TRACS. Students who are interested in a GA position will be required to complete the application and submitted via TRACS by the stated deadline.

FCS graduate faculty will then review applications and select GAs for the upcoming academic year. Students who are not selected for a GA position with the Family and Child Studies program area will be considered for a GA position in one of the other program areas (e.g., Fashion Merchandising, Interior Design).

ELIGIBILITY OF GRADUATE ASSISTANTS

To be eligible to serve as a GA, the student must be unconditionally admitted to the graduate college and must maintain a 3.0 GPA. In addition, GAs must be enrolled in a minimum of nine hours of course work during each full (Fall, Spring) semester of employment. There are two exceptions to the nine-hour rule. In the last semester of taking coursework prior to graduation, GAs do not have to take nine hours if, for example, they only lack six hours in order to graduate or if they only lack 6 hours in the semester prior to doing a child life internship. In these cases, they would be eligible for an assistantship while enrolled in only six hours of coursework. However, this request has to be made to the Graduate College by the Graduate Advisor, and approved by the Dean of the Graduate College.

GAs are appointed for the Fall-Spring academic year. Summer appointments will be based upon availability of funds; however, there are typically no university funded positions available in the summer. Should summer GA funds become available, GAs employed during the regular academic year will be offered summer GA positions first. If no currently employed GAs are interested in summer employment, then an application will be e-mailed to all graduate students.

At the end of each regular semester, the graduate faculty will meet to assess the performance of each GA for the preceding semester. The graduate faculty can vote to reappoint a GA unconditionally, reappoint conditionally if there are performance problems, or terminate. A

conditional reappointment will be based on performance issues and the GA will be evaluated monthly by the graduate faculty. If a GA is terminated, another GA will be selected. Students are eligible to remain in a GA position for two full academic years, exclusive of summer employment. Each academic year the student must reapply for a GA position. The awarding of a GA position for one year does not automatically entitle the student to a second year's appointment. Also, the level of appointment for an individual student (1/2 vs. 1/4 time) may change from semester to semester.

GENERAL RESPONSIBILITIES AND EXPECTATIONS

The general responsibilities described below apply to GAs hired to work with FCS faculty.

1. GAs will work 20 hours per week on a half-time GA appointment, 10 hours per week on a quarter-time appointment.
2. GAs will be assigned to work primarily with one or two specific faculty member(s).
3. Students may also be assigned tasks from other faculty members on an "as needed" basis.
4. The assigned faculty member's schedule is paramount in determining the GA's schedule.
5. GAs are generally expected to complete their work during regular business hours (Monday – Friday between 8:00 a.m. and 5:00 p.m.); however, some positions require evening and weekend hours.
6. GAs are expected to work starting the week before classes begin and should plan to work until the end of the semester. This expectation includes working during finals week.

PERSONAL/PROFESSIONAL QUALITIES

The qualities described here will constitute the basis for your annual evaluation by Family and Child Studies graduate faculty.

1. Adaptable: Accepts suggestions and constructive suggestions, accepts change, handles simultaneous assignments.
2. Dependable: Industrious, fulfills assigned responsibilities, produces high quality work, in work place at scheduled time.
3. Ethical: Handles confidential information sensitively.
4. Professional: Supports program, good representative of program, tactful, takes advantage of professional opportunities.
5. Communicative: Responds to verbal and written communication, maintains open communication with faculty/students.
6. Cooperative: Flexible in regard to assignments, works well with faculty, other graduate students, and undergraduate students.
7. Uses good judgment: Evaluates situation and makes sound decisions.
8. Takes initiative: Works on own, resourceful in completing assignments, seeks additional work when primary tasks are completed.

SPECIFIC RESPONSIBILITIES

A. Graduate assistants may assist faculty with both teaching and research activities as needed. Responsibilities of GA may include the following:

1. Assist faculty members with teaching. These activities may include:
 - a. Grading student assignments and recording grades.
 - b. Proctoring exams.
 - c. Preparing teaching materials.
 - d. Assisting with teaching classes.

2. Assist faculty members with research. These activities may include:
 - a. Contributing to research proposals.
 - b. Conducting literature searches.
 - c. Writing literature reviews.
 - d. Collecting research data.
 - e. Collating and analyzing data. This includes conducting appropriate statistical tests, interpreting data, and assisting in other analysis procedures.
 - f. Writing results. This includes preparing drafts of research reports (including proofreading) and preparation of manuscripts.

NOTE: The assignment of GA co-authorship will be judged by the faculty based on the relative contributions of the GA.

SALARY AND BENEFITS

Assistants are paid in accordance with the following University Pay Plan salary schedule which can be viewed at <http://www.hr.txstate.edu/univpayplan/student.html>. Information regarding health benefits is available from Human Resources at 512-245-2557 or at <http://www.hr.txstate.edu/benefits.html>.

Additional information on assistantships may be found on the graduate college website: http://www.gradcollege.txstate.edu/Prospect_Students/Fin_Grad_Ed/Grad_Assist_Info.html

APPENDIX D

EXAMPLE COMPREHENSIVE EXAM QUESTIONS

Please note that these are EXAMPLE questions only. THIS IS NOT A STUDY GUIDE. Their purpose is to show you the TYPES of questions you will be asked. They are not meant to indicate that this is the content you should know for that course. Students are responsible for ALL the content covered in the course.

Please note: when responding to comprehensive exam questions, be sure you answer all parts of each question thoroughly, cite references where appropriate, include an introduction and conclusion as well as demonstrate mastery of writing mechanics and APA.

THEORY

Please note: The theory comprehensive exam includes both multiple choice and essay questions.

Given a child (or family) theory, be able to respond to questions such as:

- a. What are the basic beliefs of the theory?
- b. What are the main strengths and weaknesses of the theory?
- c. How can this theory be applied to the development of children or family relationships?
- d. What are major criticisms of this theory?
- e. How could you apply the theory to your career choice?

You are asked to present a series of workshops on “Theories of Family and Child Studies.”

Because you are very knowledgeable about many of these, you decide to choose one theory to discuss for each workshop. Describe one of the workshops you would conduct and include the following:

- a. Identify and describe the target audience.
- b. State the specific goals of your program.
- c. Create an outline of the proposed workshop, including specific details and information about the theory as well as the content.
- d. Describe a current example of a research study that utilizes/discusses this theory.

RESEARCH/EVALUATION

Sample questions not tied to a reading:

- a. Define the term “experimental design.” Illustrate your definition with an imaginary study involving intervention/education for children.
- b. Define the four levels of measurement and provide an example of each.
- c. Define validity. List three different methods used to establish validity and explain when and how they are used.
- d. Define reliability. List three different methods used to establish reliability and explain when and how they are used.
- e. Identify and define at least two types of random sampling and two types of non-random sampling. Describe the advantages and disadvantages of each.

Using an empirical article related to Family and Child Studies, respond to the following:

- a. Summarize in one sentence the main research question/hypothesis of the study.
- b. Identify all independent and dependent variables.
- c. Specify the type of research design used in the study.
- d. Identify the type of sampling technique used. Evaluate its strengths and weaknesses.
- e. Evaluate the validity and reliability of each instrument used in the study.
- f. How much confidence do you place in the results of this study? Explain.

Compare and contrast program evaluation designs. What are the advantages and disadvantages of various designs? What program factors are taken into consideration when deciding upon an evaluation design for a program?

When proposing an evaluation design for a program offering services to children and families, what are questions that must be asked to appropriately match the design to the program? How do you begin the process of determining the most appropriate strategy for measuring a program's outcomes and effectiveness?

ADMINISTRATION

Discuss various organizational models used to structure the work of human service organizations. Discuss the pros and cons of each type of model in the human services and include factors that may hinder or facilitate implementation of each type. Be able to apply organizational modeling to a specified case study representing the human services field.

CHILD DEVELOPMENT

Discuss the impact and interaction of nature and nurture on social-emotional development.

Please discuss practices caregivers/parents should follow to foster children's language development. That is, what needs to happen in children's environments in order for typical language development to occur?

CHILD LIFE

(Please note that the comprehensive Child Life questions are objective e.g., multiple choice)

Given a list of possible responses, be able to choose the key fear of hospitalized children under 5 years of age.

Given a list of possible responses be able to choose an example of "soft" language a CLS could use when preparing a thirteen year old for surgery

Given a list of possible responses, be able to match one of the 6 Key Goals around which child life specialists organize their clinical practice with an action that would enable child life specialists to achieve that goal.

APPENDIX E

SAMPLE CAREER OPPORTUNITIES

Following is a variety of career options available to Family and Child Studies graduates. Although a graduate degree might not be required to enter a particular job field, it is generally considered an advantage in career advancement and particularly in administrative positions.

1. **Medical Focus.** Child Life Specialists plan activities and programs and act as advocates for children hospitalized with a short-term, long-term, or terminal illness.
2. **Early Childhood Care and Education Programs.** Administrative or teaching positions in early care and education programs in the private or public sectors (e.g., university lab schools, Head Start, corporate organizations, medical centers, etc.).
3. **Early Childhood Intervention.** Programs focused on providing home-based care to high-risk infants and toddlers, e.g., Any Baby Can, Easter Seals, or Home Spun.
4. **Social/Community Services.** Varied positions, including program administration, related to educational and/or intervention programs (e.g., children's programs affiliated with homeless shelters, Child Protective Services, the Texas Workforce Commission, etc.).
5. **Educational Programs in Higher Education.** Includes administration of high school programs (e.g., School-Age Parenting program), teaching in a Community College setting, or Cooperative Extension Services.
6. **Military Early Childhood Care and Education Programs.** Civilian positions with both international and U.S. based programs; includes opportunities for teaching, social service, and administration of programs (<https://www.usajobs.gov/JobSearch/Search/GetSESResults> for more information).
7. **International Programs.** Various positions in education, administration, or social services programs (see <http://www.armycivilianservice.com/>
8. **Child Advocacy.** Work as an advocate for children and families at the state or National level with organizations such as the Children's Defense Fund.

EXAMPLES OF FORMER STUDENTS' EMPLOYMENT

- Administrator of early childhood education program with a U.S. military base in Europe
- Bill Analyst for the Texas Senate
- Case Manager, Department of Health and Human Services, Montana
- Child life specialists in various children's hospitals or in community-based ECI programs
- Executive Director for Hope of South Texas (sexual assault/children's advocacy center)
- Extension Agent with the Texas Cooperative Extension Service
- Faculty Member at local community colleges
- Program Evaluator for Shore Research
- Grant Specialist for Safe Communities and Schools
- Director, Lead Teacher or Curriculum Coordinator, ECCE programs
- Project & Research Coordinator, Texas Department of State Health Services

APPENDIX F

PRACTICUM OPPORTUNITIES

As previously stated, students who choose the thesis option will complete one practicum (FCD 5358). Students who choose to pursue the non-thesis option will complete two practicum courses (FCD 5358 and FCD 5359) if they are on the program administration and evaluation track or the child life internship (FCD 5659) if they are on the child life track. It is also highly recommended that students on the child life track complete a practicum (FCD 5358) at a hospital-based child life program as an elective in order to be more competitive when applying for internships.

Students are responsible for making all arrangements for the practicum experience in conjunction with the practicum faculty supervisor the semester prior to completing practicum. Each practicum student must identify a site supervisor for each practicum experience.

IDENTIFYING OBJECTIVES

The practicum provides an opportunity to apply material learned in class and to develop professionalism. With that statement in mind, students are encouraged to search for a practicum that will allow the student to:

- Apply classroom knowledge in a real-world setting
- Experience the nature of work in his/her specialized area of training
- Carry out a project useful to an organization or group
- Develop and refine professional skills
- Gain confidence, competence, and satisfaction in completing projects
- Develop insights into personal skills and attributes
- Learn additional skills and gain additional knowledge
- Meet regularly with a qualified field supervisor (must have at least a bachelor's degree) who can both guide the student's experience in a specific area of interest and serve as a role model and/or mentor
- Attend meetings to learn about the work of other relevant organizational/project personnel
- Obtain job reference from professionals who can speak to the student's abilities in an applied context
- Obtain a position with the same or similar organization or group when relevant openings are available upon graduation

PREPARING FOR PRACTICUM

Many factors influence a student's final practicum selection. Although it is helpful to have specific interests already in mind, the practicum also affords a great opportunity to explore areas of potential interest. Some students use this time to learn more about areas they may be considering for a career.

As students are balancing their area of interest, family commitments, geographic and financial constraints, it may help to consider some of the following:

- How geographically mobile am I? Do I want to do a local, state, national, or international search?
- What do I envision myself doing after graduation?
- Do I want to use my practicum as a possible future job placement and, if so, in what job or agency do I envision myself working after graduation?
- What skills would I like to practice in my practicum? What would I like to learn?
- Do I have career goals that include further academic pursuits, such as obtaining a PhD, a certification, or other advanced degree?
- Do I want to do a thesis as an extension of my practicum?

LOCATING A PRACTICUM SITE

There are a number of ways to locate an organization or agency that serves children and families. Here are just a few:

- Ask other graduate students as well as faculty
- Consult the Graduate Handbook for brief listing of potential sites
- Search for organizations that serve children and families at these two sites:
 - <http://www.unitedwayaustin.org/navigation-center/>
- Search for Early Childhood Intervention sites in Texas at this site:
 - <http://www.dars.state.tx.us/ecis/providers/index.shtml>
- Search for early care and education program at these two sites:
 - http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/CCLNET/Source/CPA/ppSearchTXChildCare2.aspx
 - <http://www.naeyc.org/accreditation/search>
 - When searching for an early care and education program, please verify that it is either NAEYC accredited or a 4 Star Rising Star; this will increase the likelihood of observing developmentally appropriate practices and positive guidance.
- Attend the Job Fairs hosted by Career Services
 - <http://www.careerservices.txstate.edu/students/connectwithemployers/attendajobfair.html>

PREPARING FOR AN INTERVIEW

Preparation is the key to a successful interview. Below are a few basic suggestions for preparing for an interview:

- Review the agency or organization's website for the history, mission, services, sources of funding, and other background information
- Develop questions you will ask interviewers based upon this review
- Role-play answering anticipated questions
- Write out responses to anticipated questions
- Be prepared to state what skills, abilities, knowledge, experiences you bring to the practicum
- Dress as you would for a job interview i.e., business or business casual
- Bring updated resume
- Arrive 10 to 15 minutes early to the interview

INTERVIEWING FOR A PRACTICUM

Although some interviews are by phone, most are in-person interviews. Regardless of the format, there is usually an opportunity ask questions about a potential practicum site:

- What is the scope of the practicum? What are the practicum activities and responsibilities? (Document on Statement of Intent for FCD 5358 or on Practicum Proposal for FCD 5359).
- Is there any special training that needs to be completed prior to the practicum? (Training hours only count toward 150 required hours if occur during the semester.)
- What would a typical day look like for a practicum student?
- How often does the practicum student meet with the field supervisor to chart development and progress? (Preference is for once a week.)
- Will the practicum student work independently or collaboratively?
- What meetings/trainings/seminars and so on are available to the practicum student through the practicum?
- To whom should the practicum student report if the field supervisor is not available?
- Who will complete and sign the mid-term and final evaluation?
- How should hours and work be documented?
- What is the work schedule? (Develop in consultation with field supervisor.)
- How long has the practicum program been in operation?

DURING THE PRACTICUM

Although concerns arise most practicum go smoothly with only a few minor problems. Some problems can be avoided by:

- Dressing and acting the part
- Being a good ambassador for the Family and Child Studies graduate program
- Complying with time commitments (Attendance and promptness are expected.)
- Working toward practicum goals and objectives
- Documenting activities etc. whether the practicum site requires it or not
- Maintaining clear, positive and professional lines of communication
- Communicating with field supervisor at least once a week
- Performing responsibilities to the satisfaction of the field supervisor
- Addressing any problems early in their appearance
- Learning and following the chain of command
- Maintaining professionalism when there are differences of opinion
- Brainstorming solutions to problems with faculty supervisor
- Respecting confidentiality
- Respecting the support staff
- Thanking the people who are helping you on a regular basis

This handout includes information from the Mailman School of Public Health, Muhlenberg College, and Texas State University

EXAMPLES OF PRACTICUM OPPORTUNITIES

These are meant to serve only as examples of possible practicum opportunities. You are encouraged to pursue practicum opportunities related to your career goals.

Campfire: Drawing on a 100-year legacy, Camp Fire is inclusive, providing children and their families with experiences that connect them to the natural world and their communities. Camp Fire Nature Tikes is a new program that introduces toddlers, pre-schoolers, and their parents to the natural world. The Intern will work directly with the Programs Director to improve and develop new developmentally appropriate activities for the program curriculum, develop a training manual for the staff and volunteer adult Guides who facilitate the activities. There is also an opportunity to assist or lead the Camp Fire Nature Tikes activities. Hours are flexible. Camp Fire's Promise is: "Camp Fire believes that young people want to shape the world. Camp Fire provides young people the opportunity to find their spark, lift their voice, and discover who they are. In Camp Fire it begins now." Contact: Rebecca Benz, Executive Director, rbenz@campfireusabalcones.org

Children's Advocacy Centers of Texas, Inc.: The mission of Children's Advocacy Centers of Texas, Inc. (CACTX) is to restore the lives of abused children by supporting children's advocacy centers (CACs) in partnership with local communities and agencies investigating and prosecuting child abuse. Children's Advocacy Centers™ of Texas, Inc. (CACTX) is the statewide membership association representing all local children's advocacy centers in the Lone Star state. Founded in 1994 with a membership of 13 local centers, today the CACTX membership roster includes 65 developing and established centers in large urban cities as well as in small rural communities. Membership reflects the vast diversity of Texas, all with their own unique approaches to fulfilling our shared mission of protecting and providing for children. CACTX offices are located in the Beth C. Swalm Center in Austin, Texas, adjacent to the CACTX Conference Center where specialized CAC trainings are offered throughout each year. <http://www.cactx.org/>

Children's Hospital of San Antonio: A Child Life Specialist (CLS) specializes in helping children adjust to healthcare settings. The CLS uses strategies appropriate to the child's developmental level and medical needs to assist them in coping with their unique situation within a hospital setting. The CLS also strives to educate the entire family in regard to the child's hospital experience. The CLS practicum requires 150 hours, the internship requires a minimum of 480 hours; both are very competitive. Prior to applying for an internship, the CLS student needs to have prior experience working in a hospital setting as a student, volunteer or employee. <http://chofsa.org/childlife>

Homespun Early Child Intervention (ECI): ECI is a statewide program for families with children, birth to three, with disabilities and developmental delays. ECI supports families to help their children reach their potential through developmental services. ECI goes to families and focuses on working with the child and family in their natural environment, such as at home or a child care center. www.dars.state.tx.us/ecis/

Girls Inc.: Girls Incorporated of San Antonio is an affiliate of Girls Inc. National, an organization that inspires girls to be Strong, Smart, and Bold. The program includes curriculum that addresses social issues facing girls from ages 6-18 years. Programs include Girls Inc.

Preventing Adolescent Pregnancy, Girls Inc. Project BOLD, Girls Inc. Operation Smart, and Girls Inc. Economic Literacy. Duties include: training on specific programs, implementation, conduct evaluations and written program reports on programs implemented, communication and cooperation with agency partners, staff, and clients, consistency, reliability, punctuality, and attendance. www.girlsincsa.com

Hays-Caldwell Women's Center (HCWC): The purpose of the HCWC is to create an environment where violence and abuse are not tolerated in the communities we serve. The center provides education, violence prevention services, and crisis intervention to victims of family violence, sexual assault and child abuse. In addition, **Roxanne's House** is the child advocacy center of the HCWC. This children's advocacy center is a child-friendly facility where abused children come to heal. Through play therapy, counseling, and support groups, Roxanne's House provides opportunities that allow children to grow to a responsible adulthood, free of threats to their dignity, physical safety and emotional well-being. They are looking for practicum students for Roxanne's House year-round. <http://www.hcwc.org/>

Operation Homefront of Texas: Located in San Antonio, Operation Homefront is a non-profit organization that provides emergency financial and other assistance to the families of service members and wounded warriors. <http://www.operationhomefront.net/default.aspx>

Pregnancy, Education, and Parenting (PEP) Program: The goal of the PEP program is to reduce the number of students who drop-out of school due to pregnancy and/or parenthood and to recover young parents to the educational system. The program should include: (a) individual counseling, peer counseling, and self-help programs; (b) career counseling and job-readiness training; (c) on-campus child care for the students' children; (d) instruction related to knowledge and skills in child development, parenting, and home and family living; and (e) assistance to students in the program in obtaining available services from government or community service agencies, including prenatal and postnatal health and nutrition. Internships include: working with the children in the child care program, working with the adolescent parents, or administration. <http://www.tea.state.tx.us/index2.aspx?id=6736>

Success by Six: Success By 6 works to make sure every child is ready for kindergarten by improving the complex networks of child care services, parent education, public and private funding and public policy in the Central Texas community. United Way of Austin invests in the youngest members of our community to prevent the academic and social issues that arise later on in life. This program is based on a proven formula that considers family supports, quality systems and an engaged community. As this equation suggests, the success and future of our community's children depend on a strong system of adult supports during the earliest years of a child's life. No part of the equation can stand alone – nor can we succeed if one element of the equation is missing. <http://www.unitedwayaustin.org/strategic-programs/success-by-6/>

Texas Association for the Education of Young Children: Texas Association for the Education of Young Children is a 501(c)3 non-profit organization and is the state affiliate of the National Association for the Education of Young Children (NAEYC). Texas AEYC's mission is to provide opportunities for professional growth and to broaden public awareness on early care and education issues affecting the lives of children and families. Texas AEYC is also home to the T.E.A.C.H. Early Childhood ® TEXAS Scholarship Project which provides scholarship

opportunity for those working in the Early Education industry in Texas. Texas AEYC is operated by one full time Director and one part-time T.E.A.C.H. Counselor. Practicum students choosing Texas AEYC as their practicum site will have the opportunity to work directly with the Program Director on a variety of projects, including, but not limited to: assisting with evaluation of the T.E.A.C.H. Project; grant writing opportunities; conference planning; legislative and public policy work during legislative sessions; assisting T.E.A.C.H. counselor with advising T.E.A.C.H. recipients; and various research and data projects related to T.E.A.C.H. Interested parties should contact Texas AEYC at 800-341-2392 or email at taeyc@texasaeyc.org. For more information visit the homepage www.texasaeyc.org

Texans Care for Children: The Research/Policy Intern is responsible for the research and production of articles, fact sheets, and action alerts on policy topics related to child well-being in at least two of the following areas: child poverty and family economic security, children’s mental health, early care and education, child abuse and neglect, or juvenile justice.
<http://www.texanscareforchildren.org/>

Texas Department of Protective and Regulatory Services: This state agency is comprised of Child Protective Services, Adult Protective Services, Child Care Licensing, and Adoption and Foster Care. There are both direct service and administrative internships available. The CPS contact for the Family and Child Studies Graduate program is Rolanda Whitney. She asks that the student call her first before filling out any application paperwork so that verify the availability of a placement. Her number is 254/750-9308.

YMCA After School Program: The YMCA of Austin offers afterschool care for children in grades K - 5 at fifteen licensed sites in three Austin area school districts. The Afterschool Care Program provides on-site care for your child, beginning when school is dismissed and continuing until 6:30 p.m. Participating children learn valuable social and scholastic skills in a safe, fun, and supervised environment. <http://www.austinyymca.org/programs/afterschool-care>
McKenzie Crowell is FCS contact person at YMCA; please call her for information about a practicum: 512/236-9622 ext. 333

EXAMPLES OF OTHER PRACTICUM SITES

Court Appointed Special Advocates (CASA), Austin
Child Care Group, Austin
Circle C Child Development Center, Austin
Child Development Center of TSU, San Marcos
GENaustin, Austin
Helping Hand Home for Children, Austin
John Knox Ranch, Fischer Texas
Strong Start, Austin
Washington Head Start Center, San Marcos
Wonders and Worries, Austin

EXAMPLES OF PRACTICUM PROJECTS

Austin Community College: Developed and evaluated a mentoring program for incoming CDA students.

Center for Child Protection in Austin: Developed and implemented an activity curriculum for the Sibling Care Group. The activities were prosocial and therapeutic; there were activities that promoted self-esteem and self-confidence as well as self-responsibility. The children were in care while a sibling was interviewed by the CCP team.

Child Protective Services: Developed and implemented a curriculum for abusive parents.

Children's Hospital of San Antonio: Designed a benchmark time study for the Child Life department.

Hays-Caldwell Women's Center: Developed a bullying curriculum for elementary school students, parents, and school administrators.

Make-A-Wish Foundation: Compiled extensive training manual for use as a teaching tool for new staff members, interns, and wish granters. Also compiled a training manual for new wish-granting staff.

Operation Homefront of Texas: Created and implemented the Adopt-a-Family program whereby 200 military families in need were paired with sponsors who provided gifts and a holiday meal for the family.

Roxanne's House: Developed a program for caregivers whose child had been sexually abused.

Texas Early Care and Education Career Development System: Conducted a research project to examine the level of education and training child care workers in Travis County received. Subsequently developed and implemented a program to provide additional training.

San Antonio Bright Horizons Family Solutions Child Care Centers: Created and implemented a pilot Child Development Associates (CDA) Credential Program for the Bright Horizons Family Solutions early childhood teachers who were seeking to further their education and training.

Success by Six: Collected and compiled indicators of child well being on the city, state, and national levels. Based upon this information, created the annual child well being report card for the city of Austin.

APPENDIX G

INTERNATIONAL STUDY OPPORTUNITY

STUDY ABROAD IN STOCKHOLM SWEDEN

Have you ever thought about how wonderful it would be to study abroad and have the opportunity to travel and experience other cultures at the same time? Well, now you can do this right here at Texas State with your Family and Child Studies major. You have the opportunity to participate in an exchange program between Texas State University and The Stockholm Institute of Education during the spring semester! This is an international program in which students from all over the world participate. So, not only are you taking courses in another country and experiencing the Swedish and western European cultures, you may also meet students from Asia, Africa, or Europe. Because of the international nature of the program, the courses are taught in English!

Now, for some of the important fundamentals: The program runs through the first week in June (late spring and summer in Stockholm are wonderful) and you will earn nine credit hours. The cost, while it maybe a bit more than on campus here, is quite comparable to local costs. Students who have good grades and can demonstrate financial need are eligible to receive a generous scholarship. Financial aid packages can be used for this experience as well. You can contact Ms. Louise Parks (ap27@txstate.edu).

PROCEDURAL STEPS FOR COMPLETING THE STOCKHOLM UNIVERSITY/TX STATE SCHOOL OF FAMILY AND CONSUMER SCIENCES STUDENT EXCHANGE

The interested student:

1. decides to pursue the opportunity to study at Stockholm University.
2. discusses plan of study and appropriate courses to pursue as part of study abroad with academic advisors.

For graduate students, only six graduate hours can be transferred from other institutions to TX State degree programs for credit. Graduate advisors can, however, petition the Graduate College to allow nine hours to be transferred.

Suggested Courses:

*FCD 5358 Practicum I or FCD 5359 Practicum II;
FCD 5357 Comparative Studies in Child Development; and
FCD 5355 Advanced Independent Study or FCD 5352 Seminar: Issues in FCS*

3. applies to TX State Study Abroad Office according to published deadlines.
4. begins preparations that will allow her/him to apply to Stockholm University following TX State application approval.
5. applies to Stockholm University.

This is an involved step that includes the sequential steps of applying to the Child and Youth Studies Program at SU and applying for a study visa, both of which have inherent approval timelines.

6. registers for placeholder courses at TX state for which credits from Stockholm University will be substituted (these courses are registered under ISEP status).

Currently, all students pay for 12 hours of undergraduate coursework. The Study Abroad Office will explore implementing an option for graduate students to pay for nine hours of graduate coursework.

7. completes coursework in Sweden in June.

At this point:

8. **Student** requests that **official** SU transcript be sent to TX State university.

An official transcript is sent by SU to the Study Abroad Office, from which it is also distributed to the graduate college and/or the undergraduate admissions office.

9. Student's TX State transcript reflects academic work completed in Stockholm, Sweden.

Note: Usual procedures are followed by TX State faculty for submitting grades to the Registrar's Office for TX State internship or practicum coursework.

APPENDIX H
CHILD LIFE TRACK
VOLUNTEER, PRACTICUM AND INTERNSHIP POSITIONS

VOLUNTEERING

Volunteer hours, a minimum of 150, at a child life hospital-based program are strongly encouraged prior to applying for a practicum (150 hours) or the internship (480-600 hours). It is extremely important to have a consistent track record of working with or volunteering with hospitalized children as well as working/volunteering with typically developing children prior to applying for an internship. Internships and practicums are highly competitive with some applicants having well over 300 hours of volunteer work with hospitalized and/or special needs children. This track record would be even more important for individuals with a background outside of child and family development or similar fields.

Students are encouraged to begin volunteering during their first year in the FCS graduate program. Some hospitals require a 6-month to one-year commitment from volunteers. Additionally, students may be required to volunteer in other areas of the hospital before volunteering in the child life department. Students are encouraged to accumulate at least 50 volunteer hours prior to applying for practicums.

QUALITIES AND SKILLS HOSPITALS LOOK FOR IN APPLICANTS

Qualities and behaviors of a strong practicum or internship student

Professionalism; commitment; responsible; passion for hospital environment/work; desire to grow and develop; confidence, typed applications; does not copy and paste from CLS site; won't make the experiences about them or their own hospital experience; good fit to the department or organization. *The list of aforementioned qualities and behaviors was brainstormed by child life practicum and internship coordinators.*

Skills and experiences of a strong practicum or internship student:

Self-care skills; have worked with well and hospitalized children; have volunteered with a child life hospital program or group; able to apply education and theory to practice; able to identify what child life-pertinent knowledge and skills were gained in previous work or volunteer settings; good understanding of CL profession; specific child development course work, i.e., infant, adolescent; knowledge about stressors in the hospital. *The list of aforementioned skills and experiences was brainstormed by child life practicum and internship coordinators.*

TIPS FOR PREPARING FOR PRACTICUMS/INTERNSHIPS (Compiled by former child life track students and Think Tank Participants)

Choosing a Child Life Practicum

The following are skills and competencies which are important to obtain in a practicum experience:

- Develop and enhance rapport building skills

- Observe and discuss importance of all types of play in the hospital (i.e., medical play, expressive and therapeutic play, normalization)
- Implement group and individual playroom and bedside activities (i.e., therapeutic play and normalization activities)
- Complete informal developmental assessments of patients and apply developmental theories to children in health care settings
- Observe (only) procedural preparation and support
- Observe CLS role on unit (e.g., attending rounds, gathering census, prioritizing patients)
- Role play introduction of services

It is the students' responsibility to learn for themselves how each program accomplishes these educational outcomes.

Preparing Applications

- Fill out the common internship application
<http://www.childlife.org/StudentsInternsEducators/InternshipCandidates/CommonInternshipApplication.cfm>
- Get as much healthcare volunteer/work experience as possible (especially in a child life department)
- Use the Child Life Council website (<http://www.childlife.org/>) to find opportunities; become a member of the CLC
- Ask for recommendation letters early; ask for letters from a diverse group e.g., a professor, a Child Life or work supervisor, and advisor
- Check application requirements early on as some hospitals require different items
- Document volunteer and practicum hours (at the end of an experience be sure to ask for signed copies of an official record of hours written on letterhead)
- Volunteer/work with both well and hospitalized children/children with special needs; accumulate as least 150 hours of work with children of various ages (infants, preschoolers, tweens, and teens) and diverse backgrounds
- Order updated transcripts as early as you can (many hospitals require official copies)
- Have an up-to-date resume prepared
- Write one essay and then tailor it to fit each application.
- Choose out-of-town practicum/internship sites located close to family or friends so can have free room and board
- Texas State University can enter into a student affiliation agreement with many hospitals; however, there are exceptions. For example, Texas State can't enter into an agreement with Children's Hospital of Colorado located in Aurora, Colorado because the hospital requires students to be covered by worker's compensation. Texas State does not provide worker's compensation for students. If you have any questions about whether Texas State can enter into a contract with a hospital, please check with the graduate advisor.
- Study early for comprehensive exams because there is overlap between comprehensive exams, preparing and sending out applications and being interviewed for internships

- Request an Eligibility Assessment by the child life council early as some hospitals require it in conjunction with the application for the internship
<http://www.childlife.org/Certification/Getting%20Certified/CourseWorkReview.cfm>
- Practicums and internships are very competitive so send out multiple applications

Preparing for Interview

- Prepare for practicum/internship by answering sample interview questions
<http://www.childlife.org/StudentsInternsEducators/InternshipCandidates/InternshipInterviewQuestions.cfm> Generally, interviewers ask child development-related questions of practicum applicants and situational and behavioral questions (e.g., What would you do if...) of internship applicants
- Anticipate interview format may vary e.g., telephone interviews, interviews via skype, in-person interviews with panel of interviewers. Most practicum interviews are done in person
- Phone interviews may go long so schedule plenty of time between interviews
- Create note cards for information you plan to provide during a phone interview
- Have an anecdote, pertinent to child life, prepared about each age group you have volunteered/worked with
- Prepare to ask questions of interviewers e.g., How will I be supervised? Challenges previous interns have had?
- Keep your schedule with you at all times so you can schedule meetings with hospitals

After Interviews

- Timelines for letting students know if they have practicum/internship varies among hospitals
- Don't discount being chosen as an alternate; means they want to work with you
- Some hospitals call at last minute
- Talk over choices with family and friends if have multiple options
- Try again if you are not awarded an internship. Ask interviewers how you could strengthen your application and interview. Take their advice!

POTENTIAL CHILD LIFE PRACTICUM AND INTERNSHIP SITES

Please note: The information was accurate when the list was composed. **Students are responsible for verifying the accuracy of this information.**

Austin

**Dell Children's Medical Center of Central Texas
4900 Mueller Boulevard
Austin, Texas 78723
Practicum & internship site**

Practicum Application:

http://www.dellchildrens.net/services_and_programs/child_life_services/practicum_program/Application.pdf

Internship:

http://www.dellchildrens.net/services_and_programs/child_life_services/child_life_internship/Internship_Application.pdf

Wonders & Worries

**9101 Burnet Rd #107
Austin, TX 78758
Practicum site**

WWW.wondersandworries.org

Corpus Christi

Driscoll Children's Hospital
3533 S. Alameda Street
Corpus Christi, Texas 78411
Practicum & Internship site

For more information please call: (361) 694-5048

Practicum Application:

http://www.driscollchildrens.org/patients_families/pdfs/ChildLifePracticum.pdf

Internship: http://www.driscollchildrens.org/patients_families/pdfs/ChildLifePracticum.pdf

Dallas

Children's Medical Center Dallas
1935 Motor Street,
Dallas, TX 75235
Practicum & Internship site

Practicum Application:

<http://www.childrens.com/PatientsFamilies/ChildLife/documents/ChildLifePracticumApplication.pdf>

Internship Application:

http://www.childrens.com/patientsfamilies/childlife/documents/CL_Internship_Web_Application_2010.pdf

Our Children's House at Baylor
3301 Swiss Avenue
Dallas, Texas 75204
Practicum site

Practicum Information:

http://www.baylorhealth.com/SiteCollectionDocuments/Documents_OCH/OCH_Practicum_Letter.pdf

Practicum Application:

<http://www.baylorhealth.com/PhysiciansLocations/AllTypesofFacilities/Hospitals/OCH/InpatientServices/Child%20Life%20Services/Documents/OCH%20Practicum%20Application.pdf>

Texas Scottish Rite Children's Hospital
2222 Welborn Street
Dallas, TX 75219
Practicum site

Practicum Application: <http://www.tsrhc.org/downloads/Practicum%20Application%202010.pdf>

Fort Worth
Cook Children's Medical Center
801 7th Avenue
Fort Worth, TX 76104
Email: ChildLifeStudents@cookchildrens.org
Practicum & Internship site

Practicum Application:
<https://www.cookchildrens.org/SiteCollectionDocuments/FamilySupportServices/PracticumApplicationPacket.pdf>

Internship Application:
<https://www.cookchildrens.org/SiteCollectionDocuments/FamilySupportServices/ChildLifeInternApplicationPacket.pdf>

Houston
Texas Children's Hospital
6621 Fannin
Houston, Texas 77030
Practicum & Internship site

For more information about the practicum program please call: 832-824-1763

Practicum Application:
http://www.texaschildrens.org/Professionals/ProfessionalEducation/PracticumApplication_packet.pdf

For more information about the internship program please call: 832-824-1656.

Internship Application:
<http://www.texaschildrens.org/Professionals/ProfessionalEducation/internship-application-packet.pdf>

MD Anderson Children's Cancer Hospital
1515 Holcombe Boulevard, Houston, TX
Practicum & Internship site

Internship and Practicum Information:
<http://www.mdanderson.org/patient-and-cancer-information/care-centers-and-clinics/childrens-cancer-hospital/support-programs/childlifeprogram.html>

Children's Memorial Hermann Hospital
6411 Fannin
Houston, TX 77030
Internship site

Internship Application:
http://childrens.memorialhermann.org/uploadedFiles/childrensmemorialhermannorg/Content/Patients_and_Families/childlifeinternapp.pdf

San Antonio
Children's Hospital of San Antonio
333 N. Santa Rosa Street
San Antonio, TX 78207
Practicum & Internship site

Practicum Application: http://www.chofsa.org/workfiles/ChildLife_Practicum_Application.pdf

Internship Information: <http://www.chofsa.com/child-life-internship>

Children's Health/University Health Systems
University Hospital
4502 Medical Drive
San Antonio, Texas 78229
Practicum & Internship site

Child life department info: <http://universitychildrenshealth.com/our-hospital/child-life-specialists/>

Temple

McLane Children's Scott and White
1901 Southwest H K Dodgen Loop
Temple, TX 76502
(254) 771-8600

<http://www.swchildrens.org/services-programs/programs/child-life-program>

Practicum site

Practicum application: <http://www.swchildrens.org/Media-Library/Documents/Services-Programs/CL-Practicum-Application.doc>

CHILD LIFE STUDENT AFFILIATION AGREEMENTS

A hospital enters into a student affiliation agreement with Texas State University establishing a contractual agreement between the two entities. *Hospitals require that Texas State have on file copies of information pertinent to working in a hospital environment with vulnerable children for each internship applicant.* Therefore, once your internship applications are submitted, please do the following:

- Have on file a copy of your up-to-date immunization records. Make sure your immunization records are up to date. Most hospitals require students to be up to date on the following immunizations: Hepatitis B, MMR, Meningitis, and Tetanus. Hospitals also require that you have had a recent, negative TB skin test (ppd). The Student Health Center <http://www.healthcenter.txstate.edu/> provides immunizations and TB skin tests.
- Have on file a statement from a physician that you have had a recent physical examination and are in good health and free of any infectious diseases. The Student Health Center can provide you with such a statement. Please check with your internship or practicum site as all hospitals do not require this.
- Have on file results of drug screening test. Some hospitals require a blood test and some require a urine test.
- Have on file a certificate for having completed Infant/Child CPR training (usually within the past two years) American Red Cross CPR and First Aid Training is available at Texas State <http://www.campusrecreation.txstate.edu/Aquatics-and-Safety/Safety-Courses.html> If requested, Child CPR/AED classes can be arranged for groups of child life track students.
- Have proof of health insurance on file.
- Obtain copy of professional liability insurance certificate from graduate advisor. The School of FCS provides professional liability insurance at no cost to child life practicum or internship students. However, please verify that the amount of coverage provided by the School coincides with the amount of coverage required in the contract for child life practicums or internships.
- Some hospitals require that students complete blood-borne pathogen and TB prevention training prior to starting the internship, and others provide this training during the orientation. Please verify your internship sites preference. Blood-borne pathogen training is available on TRACS. Please let the graduate advisor know when you are ready to take the course and your name will be added to the TRACS site.
- Have on file the results of a criminal history background check.
 - How much does it cost for a background check?
 - There is a fee of \$2 per person to DFPS for the background check. In addition to that fee, a fingerprint background check costs **\$44.20** that must be paid in person when an individual submits his or her fingerprints for the check.
 - Where can I go for a background check?
 - Austin - Westlake Austin, TX. (1515 S. Capital Of Texas Highway, Ste 114) [[Map \(opens new browser\)](#)]
 - Austin - Northeast Austin, TX. (7901 Cameron Rd, Building 2, Suite 215) [[Map \(opens new browser\)](#)]

- Austin - Westlake Austin, TX. (1515 S. Capital Of Texas Highway, Ste 114) [[Map \(opens new browser\)](#)]
- Round Rock Round Rock, TX. (555 Round Rock West Drive, Building E, Suite 224) [[Map \(opens new browser\)](#)]
- Schertz Schertz, TX. (17323 I-35, Ste 107) [[Map \(opens new browser\)](#)]
- San Antonio - Tesoro Drive San Antonio, TX. (8750 Tesoro Drive Rm# 119) [[Map \(opens new browser\)](#)]
- San Antonio - Northwest San Antonio, TX. (6800 Park Ten Blvd, Ste 108, North Bldg) [[Map \(opens new browser\)](#)]
- San Antonio - East San Antonio, TX. (1314 Hines Avenue) [[Map \(opens new browser\)](#)]
- San Antonio San Antonio, TX. (11314 Sir Winston) [[Map \(opens new browser\)](#)]
- **Other locations may be found at:** <http://www.11enrollment.com/locations/?st=tx>

Please provide the graduate advisor a copy of all the aforementioned documents during the first week of the internship.

It is possible that a hospital will have additional requirements for child life interns. The graduate advisor will let you know of any additional requirements once s/he has a copy of the affiliation agreement.

As soon as you are accepted into a practicum or internship, please provide the graduate advisor with the name and contact information of a contact person at the internship site by completing the form on the following page. The graduate advisor needs to contact the hospital quickly in order to get started on the student affiliation agreement between the hospital and Texas State University. **The agreement must be signed before the hospital will let you begin your internship.** It takes between 1 and 3 months to negotiate the agreement and gather all the appropriate permissions and signatures, so help the graduate advisor help you by providing the aforementioned information in a timely manner.

Child Life Practicum and Internship Information Form
 Please complete and return to Graduate Advisor or fill out the online form:
<http://goo.gl/forms/gXqajL1Kog>

<u>Your Name</u>	
<u>The Email Address Where You Can Be Reached During Your Internship</u>	
<u>The Phone Number(s) Where You Can Be Reached During Your Internship</u>	
<u>Your Site Supervisor's Name</u>	
<u>His/Her Email Address</u>	
<u>His/Her Phone Number</u>	
<u>The Name of the Hospital</u>	
<u>The Mailing Address of the Hospital</u>	
<u>Start and End Date of Your Internship</u>	

Any Additional Information You Feel I Should Know:

APPENDIX I GRADUATION AND HOODING CEREMONY

GRADUATION

Candidates for graduation are responsible for registering with the graduate college by the deadline posted on the Graduate College website:

http://www.gradcollege.txstate.edu/Current_Students/Graduation.html

The deadline usually takes place during the first part of the semester so be sure and check the graduate college website early during the the semester you plan to graduate. Candidates for graduation should refer to the Graduate College website throughout the semester because information pertinent to graduation will be posted on a regular basis:

http://www.gradcollege.txstate.edu/Current_Students/Graduation.html

Candidates are also responsible for verifying the accuracy of their degree audit available via CatsWeb that is accessible from the Texas State University home page. Candidates should inform the graduate advisor of any inaccuracies on the course audit. (The graduate advisor will also be checking for inaccuracies.) If one is found, the graduate advisor will petition the Graduate College to correct the inaccuracy. Please check your degree audit early during the semester you plan to graduate as the Graduate College processes hundreds of petitions. However, first priority is given to Candidates for Graduation.

HOODING CEREMONY

Candidates for graduation (i.e., all course work completed and all comprehensive exams passed) are invited to participate in the Hooding Ceremony of the College of Applied Arts which usually takes place the Thursday evening before graduation. Candidates for a master's degree are formally acknowledged for their accomplishments. Candidates will receive an email from the College of Applied Arts requesting required information (e.g., 50-word synopsis) to be provided by a stated deadline. Candidates from the FCS program usually include mention of their practicum or internship site, and the project they completed.

Candidates are also encouraged to mention any honors they received, including a graduate assistantship or research fellowship. Presentations at conferences and authorship of an article should also be included in the synopsis. Students on the thesis track should include the title of their thesis. The three photos can be of the Candidate "in action" at his/her practicum or internship site.

Candidates are encouraged to invite family and friends to the hooding ceremony which usually takes 60 to 90 minutes, depending upon the number of candidates for graduation in the College of Applied Arts. A photographer takes photos during and after the ceremony; these photos are sent to the candidates within about a month. Family and friends are also welcome to take photos. A brief reception follows the hooding ceremony.

The robe, hat, and hood can be rented on-line from the University Bookstore

<http://www.bookstore.txstate.edu/>

APPENDIX J RESOURCES AVAILABLE TO TEXAS STATE UNIVERSITY GRADUATE STUDENTS

★ [Graduate Catalog](#)

The graduate catalog is available online, and provides general information about the graduate college, as well as specific department and major course requirements and descriptions.

★ [Financial Aid and Scholarships](#)

J. C. Kellam, Suite 240

The financial aid office provides information on what types of aid and scholarships are available, how to apply, receive, and maintain eligibility, and offers counseling on how to manage and repay aid. Forms and information can be found on the financial aid website as well.

★ [Housing and Residential Life](#)

J.C. Kellam, Suite 320/380

The housing and residential life department offers information and assistance with on-campus housing options and rates, contracts, and change requests. While on-campus housing is limited for graduate students, the housing and residential life staff can show students what options are available.

★ [Off-Campus \(Commuter\) Student Services](#)

LBJ Student Center 4 - 11.1

For those students who plan to commute to campus, the off-campus student services office offers assistance finding and securing off-campus housing, understanding leases and lease obligations, figuring out parking and transportation options, and understanding available commuter meal plans. Much of this information can also be found on the website.

★ [ID Services](#)

LBJ Student Center, Room 2 - 9.1

Students can get a student ID made or replace a lost or stolen card in the ID Services office. Online, students can access ManageMyID, which they can then use to track and access Bobcat Bucks, Dining Dollars, and meal plan accounts, deposit funds or have others deposit funds in real time, and report a lost or stolen card.

★ [Parking Services](#)

Matthews Street Garage

The parking services office provides several types of parking permits for purchase, depending on students' needs, and is where parking tickets can be paid or appealed. The parking services website also offers parking maps, information about carpooling and garages, and has online forms for ordering permits and paying or appealing parking tickets.

★ [Bobcat Shuttle](#)

228 Commons Hall

All bobcat shuttles are free for students. Services are available from perimeter parking on and near campus and from densely student-populated areas of San Marcos. The shuttles run all class days and during finals, and can be tracked in real time with a mobile app. The website lists routes and stops, and has maps of the routes available as well.

★ [The Bike Cave](#)

Colorado building, Room 100

For those using bicycles for transportation on campus, the Bike Cave offers free tech assistance with bicycle self-repair, low-cost parts and low-cost used bikes.

★ **University Police**

Nueces building

The Texas State University Police provide law enforcement and crime prevention, safety and self-defense training, campus safety escort services, locksmith and electronic door access services, victim services, and information on lost and found property. The website includes safety training videos, safety apps, crime and fire logs, and a sex offenders database.

★ **Registrar**

J.C. Kellam, Room 111

The registrar assists with registration for classes, holds, final grades and transcripts, diplomas and certificates, address and personal information changes, verification of enrollment, and dropping a class or withdrawal from classes. Course catalogs, academic calendars, commencement information, schedules of classes, and a list of walking times between classroom buildings are all available on the website.

★ **Student Business Services**

J.C. Kellam, Room 188

Student Business Services assists with tuition payments, payment plans, short-term and emergency loans, repayment of loans, and direct deposit sign-up. Many of these tasks can also be done online.

★ **International Office**

Thornton International House, Second floor

The international office is responsible for advising, planning for, and assisting International students.

★ [Bookstore](#)

LBJ Student Center, 2nd floor

At the University Bookstore, students can buy or rent textbooks, buy or rent graduation regalia, and purchase Texas State University and Texas State Athletics merchandise. Office, medical, engineering, art and technology supplies are also available for purchase. The bookstore has online shopping options as well.

★ [Library Services](#)

Alkek Library

In addition to normal library services, the Alkek library offers graduate students research consultations, extended borrowing, reserved study rooms, and thesis/dissertation binding. Online services include Ask a Librarian live chatting, a Graduate Article Delivery Service, an online catalog, research databases, tutorials, and reference management software.

★ [Student Learning Assistance Center](#)

Alkek Library, 4th floor

The SLAC offers walk-in tutoring, individual, group, and online tutoring, supplemental instruction, online resources, writing assistance, learning and study skills workshops, and learning specialist consultations, all free of charge. The website also includes an abundance of resources, including an online writing lab, subject-specific help, and information on study skills and standardized tests.

★ [The Writing Center](#)

Ground floor of Academic Services Building – North

The writing center offers in-person or webcam tutoring, thesis, dissertation, and graduate writing assistance, and writing workshops and mini-courses, including a multitude of online resources.

★ [Computer Labs](#)

Family and Consumer Sciences Building, Room 179, Multiple other locations on campus

There are many computer labs across campus that offer free use of computers and software to students for training, Internet research, and general use. Students are also given a certain amount of free printing in these labs per semester. Locations and hours can be found on the website.

★ [Information Technology Assistance Center](#)

Math and Computer Science Building, Room 262

The ITAC offers assistance with telephone, computing, and Internet access (including mobile and wireless access), technical support and training, free or discounted software, hardware discounts and repair services to all students.

★ [Print and Mail Services / Copy Cats](#)

1727 Old RR 12 / Nueces building

Two locations provide low-cost copying, faxing, finishing, packaging, mailing, shipping, and notary services, office supplies, and digital poster and banner printing.

★ [Career Services](#)

LBJ Student Center, 5th floor

The career center offers career counseling, planning, and exploration services, information on campus jobs, and career events and fairs. Online resources include a career search, advice on searching, applying, and interviewing for jobs, salary information, and online publications of handouts and Career Trends magazine.

★ [Counseling Center](#)

LBJ Student Center, Suite 5 - 4.1

The counseling center offers free and confidential mental health screenings, individual and group counseling services for a variety of issues, and referrals. The counseling center is also available for crisis response services following traumatic events. The website includes numerous self-help resources and mobile applications, as well as emergency and suicide prevention information.

★ [Health Services](#)

Student Health Center

The Student Health Center provides low-cost primary, women's, urgent care and psychiatric healthcare services, medical, laboratory, digital radiography and pharmacy services, health counseling and education services, a smoking cessation program, STI and anonymous HIV testing, and information on student health insurance. Patients can make and cancel appointments, view lab results, and send and receive messages to and from their healthcare provider online. A 24-hour Ask-a-Nurse advice line is also available to all students free of charge. There is also self-help and health information available on the website.

★ [Campus Recreation](#)

Student Recreation Center, 2nd floor

Many recreation opportunities are available, including fitness classes, wellness classes, personal training, intramural sports, and outdoor recreation activities. The student recreation center features eight basketball/volleyball courts, four multipurpose studios, a weight room, six racquetball courts, a cardio area, an indoor track, a rock-climbing wall, a natatorium, and equipment check out services.

★ [Dean of Students Office](#)

LBJ Student Center, Suite 5 - 9.1

The Dean of Students Office provides alcohol and drug compliance services, student government information, legal services for students, ombuds services, student emergency services, and notary services. Online resources include a student handbook, online tobacco policy violation reporting, and online forms.

★ [Disability Services](#)

LBJ Student Center, Suite 5 - 5.1

Disability services offer academic testing accommodations, assistive technology, counseling, referrals, and liaison and advocacy services for students with disabilities (including temporary disabilities). Information regarding these services can also be found online.

★ [Office of Student Diversity and Inclusion](#)

LBJ Student Center, Suite 5-2.1

The Office of Student Diversity and Inclusion provides academic, cultural, and personal support and assistance to underrepresented students (including, but not limited to, students of color, student veterans, and LGBTQI persons and allies), both on campus and online.

★ [Office of Veteran's Affairs](#)

J.C. Kellam, Room 111

The Office of Veteran's Affairs offers assistance to veterans regarding educational benefits, enrollments, degree plans and academic progress. Some information can be found online.

★ [Student Organizations Council](#)

LBJ Student Center, Fourth floor

The Student Organizations Council provides information on starting, joining, and maintaining a student organization. The website includes online resources, event updates, and a student organization search.

★ [KTSW 89.9](#)

Old Main building, Room 106

KTSW is the official radio station of Texas State University, and offers specialty shows, news programs, syndicated shows, talk shows, and is the official station for Bobcat Athletics and Rattler Football broadcasts. The station can also be streamed online, and the website includes programming information and event updates.

★ [The University Star](#)

Trinity Building

The University Star is the independent student newspaper of Texas State University, and includes news, opinions, trends, and sports. The website also offers videos, podcasts, and blogs.