CLASS ENROLLMENT REQUEST FOR HDFS 395C
Department of Human Development and Family Studies

NAME: ___________________________ MAJOR: ___________________
MINOR: ___________________

PSU ID: ___________________________ CLASS STANDING: _________

SEMESTER YOU WISH TO ENROLL: _________ EMAIL: ___________________

Registration for HDFS 395C may ONLY occur with approval from the instructor. Please fill out and return this form to 315 HHDEV East for registration.

Why do you want to take this course?

How does this course fit into your life and academic goals?

*Note: I am aware that I must have completed the clearances required in this course by the first day of classes. __________________

Initials Required

Student Signature: ___________________________ Date: ________________

Faculty Signature: ___________________________ Date: ________________
Fall 2015

Enrollment Information

Students who are interested in enrolling in HDFS 395C, Experience with Youth and Adults, will be able to enroll in the course for 3 credits. Course requirements include scheduling 5 weekly experiential learning hours at the approved community settings. Students will be placed at one youth setting for four weeks, one adult setting for four weeks, and one older adult setting for four weeks totaling 12 weeks and 60 hours of community based experience. Placement preferences are indicated by students, however final placement assignments are selected by the instructor in order to balance community and class needs.

All students will meet with the course instructor weekly on Tuesdays and Thursdays from 1:00-2:30 PM for the first 3 weeks of the semester. After 3 weeks, we will meet either Tuesday or Thursday of each week.

In addition to the weekly class seminar students must be able to identify 5 experiential learning hours per week. These hours may be divided but cannot include transportation/commute time.

Hours must take place within the following schedule so as to be present during the most active portions of the day when observation and interaction can be easily integrated into existing programming:

- Adult settings: Weekdays 8:00 AM – 5:00 PM, some weekends are possible
- Youth settings: Weekdays 2:00 – 7:00 PM, some weekends are possible

A full description of participating organizations and associated necessary clearances and hours will be provided in a separate document at the beginning of the course.

Once decided upon by both the community supervisor and the student, hours must be consistent and cannot change week to week.

Schedules must be approved by the course instructor: Amy Lorek, ael13@psu.edu

Human Development and Family Studies advisors have complete course information and applications. Visit the HDFS Advising Office at 315 Health & Human Development East.
HDFS 395C Experience with Youth, Adults, and Older Adults (3 credits)

Fall 2015

Requirements for HDFS 395C include weekly classroom meetings, readings, and time spent observing, interacting, delivering and (possibly) developing programs in direct contact with youth, adults, and older adults in community settings.

HDFS 395C - Experience with Youth and Adults (3 credits)

- Students spend 5 hours per week in experimental learning placements with community based organizations,
- Students spend 1 hour in weekly class meetings, and
- Students spend 2 hours in readings and assignments outside of class time.

This document outlines the clearances and forms needed for enrollment and participating in community settings in order to comply with our community partner requirements.

- Requirements must be completed by the second week of classes and ready to submit to responsible administrator at placement site. All forms are confidential and reviewed only by the organization’s administrator. Your Instructor will verify with the Community Supervisor to confirm that this step occurred.
- All forms must be current within one year of the first day of the semester (8/24/15).
- It is recommended that students initiate the process for obtaining clearances 4 weeks prior to the first day of classes to insure the timely return of all materials.

Required Clearances and Forms

1. Pennsylvania Child Abuse History Clearance (Form CY 113). This form must be submitted by mail along with a $10 fee payable only by money order; http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/

2. Criminal Record Check. There are two options for obtaining this form ($10 fee).
   - Online with an immediate response and verification, https://epatch.state.pa.us/
   OR
   - By mail with a $10 fee payable only by money order; www.portal.state.pa.us/portal/server.pt/community/background_checks_%28act_114 %29/7493/act_34_background_checks/601379

3. Mandated Reporter Training: “Building a Safe Penn State: Reporting Child Abuse” online training (free). Detailed enrollment instructions are found at the end of this document.

Information adapted for HDFS 395C enrollments (1/6/15)
Note: This training is compliant with PA Act 126 as of January 1, 2015. If your
certification is dated before January 1, you must retake the course in order to meet this
requirement. More information is available here:
http://www.universityethics.psu.edu/UniversityEthics/Training/Child-Abuse.cfm

The following forms or documents are also needed but will be handled in class or directly with
the organization where you are placed:

4. Confidentiality agreements, disclosure statements, and volunteer applications
   associated with various organizations, as appropriate.

5. State College Area School District Volunteers in School authorization form, read the
   policy described in the checklist and then sign the form provided;
   http://www.scasd.org/Page/18801

Process and Timeline for Obtaining Clearances
HDFS 395C will have course controls upon enrollment which will generate information for
students to follow regarding contact with the instructor for scheduling placement hours as well
as this document. The organizations, not course faculty, are responsible for ensuring that
students have completed all clearances.

Storage and Retention of Clearances
Due to concerns about privacy and security of data relating to students, a student’s completed
clearances should be stored at the organization at which he/she is placed. Course faculty should
not store clearances. Students should retain the originals of all clearances – the organizations
should only store copies of them. Student clearances are considered to be facility records, not
student records. All student files pertaining to clearances will be retained by the organizations
for two years (or as community organization policy requires).

Expiration of Clearances
Clearances will be considered valid for one calendar year following the date of record (or exam,
in the case of the health appraisal). Yearly updates in the case of clearances are recommended.

Penn State’s Mandated Reporter Training
The University’s online Mandated Reporter Training must be completed in order to learn how
to recognize child abuse and how to properly report child abuse. This is a 1.5 hour training
session that must be completed yearly before working with youth.

- If you have already completed the online mandated reporter training session in 2015,
  please use your existing certificate of completion of the training session.

Information adapted for HDFS 395C enrollments (1/6/15)
• If you have not completed the online training session in 2015, you must do so before the third week of class. Instructions for completing the training are as follows:

2. Log on with your PSU Access account
3. Choose the “Online Reporting Child Abuse Training” link
4. Choose the “Building a Safe Penn State: Reporting Child Abuse” folder
5. Choose the “Launch” blue triangle and be sure pop-up windows are enabled on your browser
6. Learn the content that is presented
7. Choose ”Compliance Training” on the left menu and then choose and complete the post-test (80% required to pass)
8. Choose “My Progress” on the left menu and go to the “Completed” tab
9. Choose the red ribbon link to view the post-test certificate
10. Save the certificate as a pdf
11. Keep a copy for your records and print one copy to take with you to your placement agencies.

For questions or problems accessing the site, contact the Center for Workplace Learning & Performance at 814-865-8216 or learning@psu.edu.