**UVU Family Science Practicum Exemption**

Utah Valley University is a CFLE-certified program through the National Council on Family Relations. It qualifies every student who completes a 3-credit, 120-hour internship (8-10 hours/week) to apply for a CFLE-P designation upon graduation.

A practicum is our Family Science program capstone project, the most important part of a student’s degree where they put all their learning into practice. It’s an exceptional opportunity to get real-life experience, a big boost to a resume, and a letter of recommendation or graduate school reference from the agency supervisor.

However, some students have exigent, extenuating circumstances that are a barrier or hardship to completing a practicum. It is a very involved and intense project that students must have full attention and ability to complete. While we trust students to plan with their advisor the best semester to complete a full, 15-week practicum, there may be situations where a student cannot ever complete one reasonably and it doesn’t align with their career goals.

If you feel that is your case, you can appeal to have the practicum removed and substitute a comparable academic course for three credits. The appeals process involves these steps:

1. Meet with your academic advisor and/or Noelle Halasima, the Family Science internship advisor. Discuss your situation. If they encourage you to appeal, go to step 2.
2. Write a full one-page, double-spaced paper to appeal an exemption from the practicum. In this paper, please write details you feel comfortable sharing about *why you are unable to do the practicum* and *why it will not benefit you*. Remember that many students are working and in school full time so there must be more a unique hardship to qualify. Email the paper to Noelle Halasima (N.Halasima@uvu.edu), and to the Family Science faculty member over internships (Julie.Nelson@uvu.edu). **Exception appeals must be received via email no later than 2 weeks prior to the first day of the semester you plan to substitute the class, or they will be denied.**
3. If you get permission to substitute a class for the internship, meet again with your advisor to find out which classes qualify:

April Kirk (April.Kirk@uvu.edu for Last Names A-K)

Natalie Boone (Natalie.Boone@uvu.edu for Last Names L-A).

If you don’t complete an internship but still want to apply for a CFLE-P designation, talk to Julie Nelson about that possibility.