

**DEPARTMENT OF CURRICULUM & TEACHING  
AUBURN UNIVERSITY  
SYLLABUS  
Fall 2010**

**Course Number:** CTMU 7910 / CTMU 7916  
**Course Title:** Doctoral Practicum in Area of Specialization  
**Credit Hours:** 1-6  
**Prerequisites:** Admission to Graduate School, Departmental Approval  
**Corequisite:** None

**Instructor:** Dr. Kimberly Walls  
Phone 334-844-6892  
FAX (334) 844-4735  
[kim.walls@auburn.edu](mailto:kim.walls@auburn.edu)  
*Class-related email must have the subject line "Practicum Fall 2010" and be sent from your AU email account*

**Texts or Major Resources:**

Textbooks and/or other resources (journals, research monographs, unpublished research, etc.) are selected as appropriate for the individual practicum topics.

**Course Description:** Experience relating theory and practice, usually in a school setting.

This course is designed to provide students with cooperatively selected activities that will assist them in gaining expertise/experience within a selected area of theory and practice. Flexibility allows students to identify meaningful problems/applications with regard to their current and future professional activities.

The approved project/product/research activity effort associated with the practicum must require at least 30 hours of documented work for each one (1) hour of assigned credit.

**Course Objectives:**

Students will:

1. Select a topic of study related to their area of specialization.
2. Write a proposal to include a description of the study, objectives, methodology (including resources), and evaluation
3. Prepare an annotated bibliography.
4. Submit evidence of study/project completion, such as a finished product or paper and initialed/signed checklist

**Course Content and Schedule:**

Week 1: Orientation session Mon Aug 23, 12pm – 3pm, HC 1474  
Weeks 2-4: Individual appointment with professor or seminar meeting  
Weeks 5-7: Seminar meeting Sun Oct 3, 2pm – 5pm, HC 1474  
Weeks 8-10: Individual appointment with professor or seminar meeting  
Weeks 11-12: Individual appointment with professor or seminar meeting  
Weeks 13-14: Individual appointment with professor or seminar meeting  
**Week 15: Seminar meeting Wed Dec 1, 12pm – 3pm; Checklist with dates, initials, and signatures due**  
Finals: No final examination

**Course Requirements/Evaluation:**

1. Attend orientation session with the professor. (*On campus seminar Aug. 23*)
2. Identify a topic and obtain approval from the professor. (*Written proposal due at seminar Aug. 23*)
3. Write a proposal describing the study/project and a detailed plan for completing and evaluating the study/project. Proposal includes checklist with spaces for dates, initials, and final signatures (*submit proposal via email no later than Aug. 30*)

4. Obtain appropriate written permission to work in schools as well as approval from Auburn University's Institutional Review Board to use human subjects (*submit via Tigermail email*)
5. Prepare and expand an annotated bibliography using *Publication Manual of the American Psychological Association (6<sup>th</sup> Ed.)* as work on the practicum progresses (*submit via Tigermail email*)
6. Schedule a minimum of six appointments with the professor or class seminars during the semester. (*arrange schedule at first seminar, attend appointments via Live Classroom or on-campus*)
7. **Submit a checklist to Dr. Walls with date completed and professor/student initials for every item listed in the proposal. Include a statement of grade earned signed by assigned professor.**

Note: Extensive quoting of material is not acceptable. All work in this course should be original work.

Grading System: The professor will determine whether the student has met the criteria established jointly by professor and student and will assign an S (Satisfactory) or U (Unsatisfactory) for the course. Weighted components will be:

Final paper or product and presentation of paper or product	up to 70 points
Proposal	up to 10 points
Meetings with professor/seminars and checkpoints completed	up to 10 points
References (number and type of references, format)	up to 10 points

Satisfactory grades are only assigned to project earning at least 80 points.

### **Class Policy Statements:**

The instructor apologizes for the need to state so many course policies, however, all will have a more pleasant and educational experience if expectations are explained ahead of time. Any questions regarding policies should be directed to the instructor within the first week of class, otherwise, it is assumed that all understand the requirements. If one cannot conform to these expectations, they should drop the course no later than the first week of classes. The tone of these guidelines is not intended to be punitive nor are the guidelines intended to squelch interaction, but are provided for your success and consideration of all participants' efforts and energies.

Participation: Students are expected to participate in all class activities in a professional manner. It is the student's responsibility to contact the instructor if assignment deadlines are not met. Students are responsible for initiating arrangements for missed work. Students are responsible for all materials posted by the instructor to the WebCT course site. (Five points will be deducted from the final grade for each failure to participate in class discussions and activities.) Discussion participation will be evaluated on frequency, professionalism, and scholarly content.

Attendance/Absences: Students are expected to participate in all seminar and on-line discussions and participate in all exercises. Students who anticipate missing more than one on-campus seminar should register for the course as a distance education student (MUSI 7916).

Unannounced quizzes: There will be no unannounced quizzes.

Final exam: There is no final exam.

Due dates and Formats: Homework and course requirements must be submitted in the format indicated by the instructor, including all parts listed, to receive credit. All materials should be cited in APA format and extensive quoting of material is not acceptable. The instructor reserves the right to assign a grade of 0 for any suggestion of plagiarism. Late submissions will lose 1 letter grade per 24 hours. (Example: an assignment is 23 hours late, so one letter grade is deducted.)

Incompletes: Final semester grades of Incomplete will not be given except in cases of documented illness. Incompletes must be removed by the third week of the following semester.

Loaned materials: Students must return loaned course materials owned by Auburn University to the instructor by the due date given to receive a grade in this course.

Accommodations: Students who need accommodations are asked to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternative time can be arranged. To set up this meeting, please contact me by e-mail. *Fax or email* a copy of your Accommodation Memo and an Instructor Verification Form to the meeting. If you do not have an Accommodation Memo but need accommodations, make an appointment with the Program for Students with Disabilities at 1244 Haley Center, 844-2096 (V/TT).

Honesty Code: The University Academic Honesty Code and the Tiger Cub Rules and Regulations pertaining to Cheating will apply to this class.

Office Hours and Assistance: The instructor cannot be available 24 hours per day, but will keep weekly office hours as indicated in class. During these periods, the instructor will be available by telephone. If you leave a voice message, state your name clearly and enunciate the callback number clearly and slowly. Students may request additional office appointments. The instructor will generally check email each day, Monday-Friday. If for some reason the instructor is not able to do so, students will be informed ahead of time. Please allow at least 24 hours for a response and do not use multiple message for the same inquiry. (For example, use ONE email message or ONE phone message.) The instructor will not respond to multiple versions of the same inquiry.

Professionalism: Student behavior and participation should adhere to the highest professional standards. Please report any instances of distracting communications from class participants to the instructor. Students should refer to Anti-Harassment & Non-Discrimination for Students, Auburn University Policy on Classroom Behavior, and Policies of the Graduate School, especially those regarding Plagiarism, Academic Progress, and the Graduate School Calendar. Students are also responsible for adhering to university academic deadlines such as those for registration and withdrawal.

The Family Rights and Privacy Act (Public Law 93-380) assures parents that all information concerning their child will be kept confidential. The only person who may access records or information are those who are directly involved with the student's educational program. Educational records cannot be released without the written consent of the parents. In compliance with this federal law, the following guidelines must be followed for students taking this course:

1. All discussion about a student should be conducted with the teacher or university supervisor only.
2. Discussion should be conducted in the privacy of the classroom or the teacher/supervisor's office. (Be aware of listeners in all settings.)
3. You should not discuss students with other parents, agencies, or other students.
4. Limit discussion to those involved with your assignment.
5. When providing reports, class observations, lesson plans for university classes, identify the student by a pseudonym or his/her first name only.
6. Do not violate any of the above guidelines in electronic communications such as e-mail, discussion boards, or stored documents such as word processor files stored in your computer.

Other: Students must satisfy all course objectives in order to pass this course.

#### College of Education Professionalism Policy

As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behaviors as defined in the College's conceptual framework. These professional commitments or disposition are listed below:

- Engage in responsible and ethical professional practices
- Contribute to collaborative learning communities
- Demonstrate a commitment to diversity
- Model and nurture intellectual vitality

Technology: All students are expected to check TigerMail communications regularly. Students are responsible for reading and responding to messages from the instructor in a timely professional manner. Students who send questions in email should provide enough information so that the instructor can understand the questions.

