

**AUBURN UNIVERSITY  
SYLLABUS**

1.     **Course Number:**           CTCT 7910/7916  
       **Course Title:**           Graduate Practicum in Area of Specialization  
       **Credit Hours:**           1-3 semester hours. May be repeated for credit not to exceed 3 hours.  
       **Prerequisites:**           Departmental approval  
       **Corequisites:**           None

2.     **Date Syllabus Prepared: Spring 2011**

3.     **Texts:**

Textbook and/or other resources (journals, research monographs, unpublished research, etc.) selected as appropriate to the individual practicum topic.

4.     **Course Description:**

Provides advanced students with experiences closely relating theory and practice, usually carried on simultaneously. The practicum is designed to provide performance-based experience related to the area of specialization. It 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 is allowed to provide input by 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 should entail a minimum of thirty (30) hours of documented work or involvement for each one (1) hour of assigned credit.

5.     **Course Objectives:**

The course is designed to:

- A.    Provide experience closely relating theory and practice, usually carried on simultaneously.
- B.    Provide various and flexible learning activities to afford the student the opportunity to achieve required or desired experience in an area of specialization.

Upon completion of this course, students will be able to:

- A.    In consultation with the professor, select a topical area of study.
- B.    Write a proposal to guide completion of the study. The proposal will include a description of the study, objectives, methodology to be used in completing the study or project (including resources), and evaluation.
- C.    Prepare an annotated bibliography.
- D.    Submit evidence of study/project completion, such as a finished product or paper.

6.     **Course Content and Schedule:**

- A.    The course content is developed based upon the individual student's approved practicum proposal. (See attached guidelines for submitting practicum proposals.)

Samples of appropriate practicum follow. Practicums, however, are not limited to these sample projects:

- 1.    Validation of the technical update experience for Business and Industry Certification in a specific program area.
- 2.    Preparation of revision of course materials/classes/courses of study for new and emerging field within the area of specialization.
- 3.    Developing the teaching skills necessary to work effectively with different age groups; for example, adult evening classes and computer day camps.
- 4.    Revision of current course materials/procedures to meet needs of different age groups, such as adults or younger children.
- 5.    Action research involving teaching techniques, materials, procedures, or evaluation within the area of specialization.

- B. The length of time expended in the course will depend on the learning experience selected and credit hours awarded for the activity.
- C. The student is expected to spend a minimum of 30 hours for each hour of credit. Some learning experiences will require more hours than others, depending upon the activity to be accomplished.

**7. Course Requirements/Evaluation:**

- A. Orientation session with the professor.
- B. Identify a topic and obtain approval from the professor.
- C. Write a proposal describing the study/project and a plan for completing and evaluating the study/project.
- D. Prepare annotated bibliography using the Publication Manual of the American Psychological Association (5<sup>th</sup> ed.). (Begin list of references while writing the proposal and expand as work on the study/project progresses.)
- E. Schedule a minimum of four contacts with the professor during the semester: (Checkpoints will be established for each meeting.)
  - 1) Orientation meeting during week 1
  - 2) Week 4 or week 5
  - 3) Week 7 or week 8
  - 4) Week 11 or week 12
- F. Submit paper or finished product when completed: Week 15

**Evaluation:**

The final grade for the course will be based on the following:

Final comprehensive paper or product	70 percent
Proposal	10 percent
Meeting with professor and checkpoints completed	10 percent
Annotated bibliography	<u>10</u> percent
Total	100 percent

The following grading scale will be used:

90% - 100%	= A
80% - 89.9%	= B
70% - 79.9%	= C
60% - 69.9%	= D
Below 60%	= F

The course will be graded Satisfactory (S) or Unsatisfactory (1). A grade of 80-100 will be deemed satisfactory.

**8. Class Policy Statements:**

Participation: Students are expected to participate in all class discussions and participate in all exercises. 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.

Attendance/Absences: Attendance is required at each class meeting. If an exam is missed, a make-up exam will be given only for University-approved excuses as outlined in the Tiger Cub. Arrangement to take the make-up exam must be made in advance. Students who miss an exam because of illness need a doctor's statement for verification of sickness and should clear the absence with the instructor the day they return to class. Other unavoidable absences from campus must be documented and cleared with the instructor **in advance**.

Unannounced quizzes: There will be no unannounced quizzes.

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. Bring 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.

Professionalism: 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 dispositions 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

Distance Learning Students: Unless specific instructions have been given for a designated course, students in distance education courses shall take all closed resource examinations under the supervision of an approved proctor. Examples of approved proctors include a school superintendent, a principal of a high school, or a dean or department head of a college. Proctors shall be verified and exams shall be sent directly to the proctor who will manage the examination in a secure manner, requiring students to present a picture ID.

## **9. Justification for Graduate Credit:**

This course will allow students to pursue in-depth study of advanced topics within their areas of specialization. Although guided by the professor at periodic checkpoints, the course requires independent work of the student to design, develop, and produce a product for presentation and evaluation.

**PROPOSAL GUIDELINES**  
for  
Graduate Practicum in Area of Specialization  
(Prepare two copies: one for the professor and one for the student)

A. Cover page

1. Heading: CTCT \_\_\_\_\_ Advanced Practicum in (Area of Specialization)
2. Professor's name
3. Title of project
4. Semester and Year
5. Student Information
  - a. Name
  - b. Address
  - c. Phone number and e-mail address
6. Date
7. Contract sign off \_\_\_\_\_

(student)

(date)

(student)

(date)

B. Body of Proposal

1. The problem, activity, or concern and its significance  
Discuss the educational problem(s) involved in the specific area of the proposed practicum. Relate theory to practice.
2. Description of the problem, activity, or concern  
Describe the features and major dimensions of the proposed problem, activity, area of study, or concern. Indicate and describe the variables associated with the proposed practicum.
3. Supporting evidence  
Describe preliminary planning already accomplished, observations made, problems between theory and practice, and review of related literature which provide a rationale for the proposed objectives of the practicum.
4. Objectives  
Write the specific objectives to be achieved by the proposed practicum. Each written objective should represent a variable or combination of variables (described in #2) affecting the evaluation of the practicum. Describe variables and explain how they are to be measured or evaluated.
5. Activity Design  
Describe the operational plan and indicate why the plan is appropriate for achieving the stated objectives. Describe how you envision the final product and its implications and/or possible contributions.
6. Activity Management  
Indicate in chronological order the events and the time frame for their completion.
7. Resources  
Outline the resources needed to complete activities and objectives and explain how they are to be used.
8. Evaluation  
A final paper/product is required. Propose an evaluation scheme for the final product which reflects the unique nature of the practicum.