**AUBURN UNIVERSITY**

**SYLLABUS**

**Course Number:** CTEE 7910

**Course Title:** Practicum in Area of Specialization

**Credit Hours:** 1-6 semester hours (may be repeated for credit not to exceed 6 hours)

**Prerequisites:** Departmental Approval

**Co-requisites:** None

**Date Syllabus Prepared:** January 2000, Revised January 2007

**Texts:** Textbook and/or other resources (journals, research monographs, unpublished research, etc.) Selected as appropriate to the individual practicum topics.

**Course Description:**

Provides individual students with experiences relating theory and practice, usually in a school setting. 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 30 hours of documented work or involvement for each one (1) hour of assigned credit.

**Course Objectives:**

The course is designed to:

* Provide experience closely relating theory and practice, usually in a school setting.
* Provide various and flexible learning activities to afford the student the opportunity to achieve required or desired experience in an area of specialization.

Students will be able to:

* In consultation with the professor, select a topical area of study related to their areas of specialization.
* 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.
* Prepare an annotated bibliography.
* Submit evidence of study/project completion, such as a finished product or paper.

**Course Content and Schedule:**

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

The length of time expended in the course will depend on the learning experience selected and credit hours awarded for the activity.

The student is expected to spend a minimum of 30 hours of documented work or involvement for each hour of credit. Some learning experiences will required more hours than others, depending upon the activity to be accomplished.

7. **Course Requirements/Evaluation:**

Attend an orientation session with the professor.

Identify a topic and obtain approval from the professor.

Write a proposal describing the study/project and a plan for completing and evaluating the study/project.

If the practicum is to be completed in a school, obtain appropriate written permission to do so. If the practicum involves research using human subjects, obtain the approval of Auburn University’s Institutional Review Board.

Prepare an annotated bibliography using the *Publication Manual of the American Psychological Association* (5th edition). (Begin a list of references while writing the proposal and expand it as work on the practicum progresses.)

Schedule a minimum of six visits with the professor during the semester. (Checkpoints will be established for each meeting.)

Orientation meeting during Week 1

Week 3 or Week 4

Week 6 or Week 7

Week 9 or Week 10

Week 11 or Week 12

Week 13 or Week 14

Submit paper or finished product during Week 15

Evaluation:

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 the following:

Final paper or product and presentation of paper or product up to 70 points

Proposal up to 10 points

Meeting with professor and checkpoints completed up to 10 points

References ( number and type of references, format) up to 10 points

Satisfactory grades will be assigned only to practica that earn at least 80 points.

**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

9. **Justification for Graduate Credit**

This course will allow individual graduate students to pursue in-depth study of advanced topics within their respective areas of specialization, usually in a school setting. 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

Practicum in Area of Specialization

(Prepare two copies: one for the instructor and one for the student)

Cover Page

Heading: CTEE 7910 Practicum in (Area of Specialization).

Professor’s Name

Title of project

Semester and Year

Student Information

a. Name

b. Address

c. Phone number and email address

Date

Contract sign off

(Student) (Date)

(Professor) (Date)

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 rational 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

List 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. Evaluation scheme to

be finalized by the professor.