

**AUBURN UNIVERSITY
SYLLABUS**

1. **Course Number:** ADED 7910
 Course Title: Practicum in Adult Education
 Credit Hours: 3 semester hours
 Prerequisites: Departmental approval

2. **Date Syllabus Prepared: May 2014**

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 **Texts:** Textbook and/or other resources (journals, research monographs, unpublished research, etc.)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 experiences 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 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. Submit evidence of study/project completion, such as a finished product or paper.

6. **Course Content:**

- A. The course content is developed based upon the individual student's approved practicum proposal. (See attached guidelines for submitting practicum proposals.)
- 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 of documented involvement for each hour of credit. Some learning experiences will required more hours than others, depending upon the activity to be accomplished.

- 7a. **Course Requirements (Fall and Spring semesters):**

- A. In consultation with the professor (telephonic or electronic [email]), 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. Submit evidence of study/project completion, such as a finished product or paper.
- D. Schedule a minimum of six (email or telephonic) visits with the professor during the semester. Following initial orientation and instructor approval of the practicum project, project status will be presented based on the

schedule below:

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: Week 15

7b. Course Requirements (Summer semester)

- A. In consultation with the professor (telephonic or electronic [email]), 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. Submit evidence of study/project completion, such as a finished product or paper.
- D. Schedule a minimum of six (email or telephonic) visits with the professor during the semester. Following initial orientation and instructor approval of the practicum project, project status will be presented based on the schedule below:
- Orientation meeting during week 1
Week 2 or week 3
Week 6 or week 7
Week 9
Submit paper or finished product: One week before the date classes end

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

Final comprehensive paper or product	70 percent
Proposal	10 percent
Contact with professor and checkpoints completed	<u>20 percent</u>
Total	100 percent

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

8. Class Policy Statements:

Students are expected to attend all scheduled meetings and be prepared for one-on-one discussion with the instructor. It is the student's responsibility to contact the instructor if assignment deadlines are not met. Student are responsible for initiating arrangements for missed work.

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 email. 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, please make an appointment with the Program for Students with Disabilities at 1244 Haley Center, (334) 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

PROPOSAL GUIDELINES
for
Practicum in Adult Education
(Print final proposal, sign, scan/send back to Instructor)

A. Cover page

1. ADED 7910, Practicum in Adult Education
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)
_____	_____	_____
(instructor)		(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. 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.
4. Activity Management
Indicate in chronological order the events and the time frame for their completion.
5. Resources
Outline the resources needed to complete activities and objectives and explain how they are to be used.
6. 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 your professor.