

**AUBURN UNIVERSITY
SYLLABUS**

1. **Course Number:** CTSE 4910
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
Corequisites: None
2. **Date Syllabus Prepared:** December 1999, Revised January 2012
3. **Texts:** Textbook and/or other resources (journals, research monographs, unpublished research, etc.)
Selected as appropriate to the individual practicum topics.

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 on (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.

Students will be able to:

- A. In consultation with the professor, select a topical area of study related to their areas of specialization.
- 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.)
- 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.

7. Course Requirements/Evaluation:

- A. Attend an 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* (6th edition). (Begin list of references while writing the proposal and expand as work on the study/project progresses.)
- E. Schedule a minimum of six visits with the professor during the semester: (Checkpoints will be established for each meeting.)

	Signatures
1) Orientation meeting during Week 1	_____
2) Week 3 or Week 4	_____
3) Week 6 or Week 7	_____
4) Week 9 or Week 10	_____
5) Week 11 or Week 12	_____
6) Week 13 or Week 14	_____
- F. Submit paper or finished product: Week 15

Evaluation

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

Final paper or product and presentation of paper or product	70%
Proposal	10%
Meeting with professor and checkpoints completed	10%
References (number and type of references, format)	10%

8. Field Based Project/Study Areas of Choice – Any proposed project must be planned in concert with your classroom teacher and have his/her permission in writing on school letterhead to do so
 - A. **Curriculum Development** – You will propose to develop a small area of curriculum to meet a targeted need or learning goal in the topic area of interest or specialization in the secondary classroom. Curriculum development, even on the small scale, goes through a research and development (R & D) process or cycle where new curriculum is developed based on research on best practice, tested with students in real classrooms, and then modified for greater success in the next round of testing before being packaged for widespread use. The goal in this process is both pedagogical ease of use and maximum student learning. You will be required to complete one round of the R&D cycle with your curriculum. **Curriculum can be the development of a unit (series of lessons and assessment) that meets a learning need.** This project may be designed with knowledge of curriculum and teaching developed in the core disciplinary courses, CTSE 7530/7540/4090/4100. **You must obtain your teacher's approval in writing before testing any new curriculum elements in the classroom.**
 - B. **Teaching Practice** – You will propose to implement a teaching method that can be used to help students learn in the topic area of interest or specialization in the secondary classroom. Numerous teaching methodologies exist that are supported by research in helping students learn better under specified contexts. Examples include peer tutoring, cooperative learning, and immediate feedback, to name a few. You must devise an assessment plan to determine the effectiveness of your implemented method within your teacher's existing curriculum. This project may be designed with knowledge of teaching practice developed in the core disciplinary courses, CTSE4090/4100. **You must obtain your teacher's approval in writing before testing any new teaching approaches in the classroom.**
 - C. **Assessment Development** – You will propose to research and develop appropriate authentic assessments (formative and/or summative) that better gauge what students 'know and can do' in the topic area of interest or specialization in the secondary classroom. Many new, reform-based, standards-based curricula exists that need stronger means of assessing students in authentic situations. Devised assessments must meet learning goals as well as give the classroom teacher feedback on student learning before end-of-unit testing. New assessments

must be ‘tested’ on students in appropriate settings at low risk in order to obtain needed data for refinement and future use. **You must obtain your teacher’s approval in writing before testing any new assessments in the classroom.**

D. Differentiated Instruction Plan – You will propose to research and develop a systemic plan to meet the learning needs of diverse learners in the topic area of interest or specialization in the secondary classroom. Diverse learners may include, but not limited to, English language learners, inclusion students, students from different cultures, to name a few. Many general educational approaches do not take into account meeting the needs of these students. Meeting the needs of these learners is important for ALL students to achieve at high levels. You will implement your plan and must assess its effectiveness on student learning. **You must obtain your teacher’s approval in writing before implementing any new approach to meeting the needs of your targeted population in the classroom.** Proposals involving special education students who have IEPs may require the approval of their IEP committees before changing intervention strategies.

9. 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

Evaluation

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

Final paper or product and presentation of paper or product	70%
Proposal	10%
Meeting with professor and checkpoints completed	10%
References (number and type of references, format APA 6 th edition)	10%

Field Based Project/Study Areas of Choice – Any proposed project must be planned in concert with your classroom teacher and have his/her permission in writing to do so. Signature of the mentor teacher on the cover sheet from the proposal is required. Students must provide information to teacher no later than January 26 as to the topic of choice and contact the instructor of the course by this due date as well with the topic of choice.

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Practicum in Area of Specialization

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

Proposal due: March 8 during the meeting scheduled for 5:45pm

10%

1. Cover Page

Heading: CTSE 4910 Practicum in Secondary Science Education.

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)

Proposal

1. The problem, activity or concern and its significance **(1 page maximum)**
Discuss the educational problem(s) involved in the specific area of the proposed practicum. Relate theory to practice. **(2 points)**
2. Description of the problem, activity, or concern **(2 page maximum)**
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. **(2 points)**
3. Supporting evidence **(2 page maximum)**
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. **(2 points)**
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. **(2 points)**
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. **(2 points)**

Final Project and presentation 70%

Due last class meeting date Thursday April 26 (time TBA)

(Prepare two copies: one for the instructor and one for the classroom teacher)

Final project paper and presentation 70 points

Cover Page (2 points)

- A. Heading: CTSE 7910 Practicum in (Area of Specialization).
- B. Professor's Name; Cooperating Teacher's Name
- C. Title of project
- D. Semester and Year
- E. Student Information
 - a. Name
 - b. Address
 - c. Phone number and email address
- F. Date
- G. Contract sign off
 - (Student) (Date)
 - (Professor) (Date)
 - (Cooperating Teacher) (Date)

1. The problem, activity or concern and its significance **(1 page maximum)**
Discuss the educational problem(s) involved in the specific area of the proposed practicum. Relate theory to practice. **(2 points)**
2. Description of the problem, activity, or concern **(2 page maximum)**
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. **(2 points)**
3. Supporting evidence **(2 page maximum)**
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. **(2 points)**
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. **(2 points)**

5. Activity Design (**1 page maximum**)
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. (**2 points**)
6. Activity management Indicate in chronological order the events and the time frame for their completion. (steps and dates) (**3 points**)
7. Project implementation (**40 points**). The project selected will be from the list provided above. Students are to implement the project and provide a timeline for the implementation of project. Students will describe the project and its implementation in detail. (**3-5 page maximum**). More information will be provided.
8. Resources (**2 points**)
List the resources needed to complete activities and objectives and briefly explain how they are to be used. (bulleted list)
9. Evaluation (**3 points**)
Describe how you will assess or evaluate students on the outcomes of your project and the criteria for success or attainment: How will you know if you are successful?; and attach all instruments, forms, check-sheets, questions, tests, etc. that you will use. Evaluation should measure each objective for student outcomes. (Attach)
10. References (**5 points**)- minimum of 3 references; at least one book)
11. Presentation of project implementation. Provide a brief overview in no more than 5 slides of project implementation (**5 points**)

References-Annotated Bibliography due date January 26, 2012

10%

Students will provide 5 citations with a brief paragraph describing the relevance of each article or citation used. The article or reference used must be relevant to the topic that the student selects. Students should have a topic selected no later than February 1 and contact the course instructor with details of the topic they have selected via email. The student can just email a brief description of the topic selected and the category that the topic will fit into based on the categories provided in the syllabus (A-D see above).

CTSE 4910: Time Sheet for Field Hours (30 hours/credit hour total minimum)**Due last date of class Thursday April 26, time TBA**

Name: _____ Cooperating Teacher:

School: _____ Grade: _____ Term:

Students are required to complete a minimum of 30 clock hours/credit hour of field experience as part of the practicum requirement. **Any scheduled lab time missed must be made up in order to complete your required hours.**

Weeks Write in the dates each week	Activities/Instruction/Tasks Completed In Lab Placement Describe/list activities/instruction/tasks you participated in this week.	Total Hours Completed for Week	Sponsor Teacher Signature – to be signed each week
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week			

10			
Week 11			
Week 12			
Week 13			
Week 14			

I verify that the practicum student has spent a minimum of 30 hours in my classroom this term.

Cooperating Teacher's Signature: _____ Date:

Due last date of class Thursday April 26, time TBA

MEETING DATES:

Instructor: ____Russell_____

Office hours: By appointment

Cooperating Teacher: _____ School/Grade: _____

Subject (if applicable): _____ Email: _____

Meeting #1: _____

Materials Due: **Printed and read syllabus**

Meeting #2: _____

Materials Due:

Meeting #3: _____

Materials Due:

Meeting #4: Via email or distance learning _____

Materials Due:

Meeting #5: Via email or distance learning _____

Materials Due:

Meeting #6: _____

Materials Due: