

**AUBURN UNIVERSITY
COURSE SYLLABUS**

Course Number: CTEC 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
Corequisites: None

Date Syllabus Prepared: January 2000, Revised January 2007 and January 2009

Required Texts:

Ivers, K. (2009). A teacher's guide to using technology in the classroom, 2nd ed. New York: Libraries Unlimited.

Recommended:

Simpson, C. (2005). Copyright for schools: A practical guide, fourth edition. Columbus, OH: Linworth.

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:

- 1) Provide experience closely relating theory and practice, usually in a school setting.
- 2) Provide various and flexible learning activities to afford the student the opportunity to achieve required or desired experience in the ability to use technology in developmentally appropriate ways [TS 2.v].

Students will be able to:

- 1) Develop, implement, and evaluate a classroom management plan that ensures equitable and effective student access to available technology resources [TS 2.iii].
- 2) Model safe, responsible, legal and ethical use of technology and implement school and district acceptable use policies including fair-use and copyright guidelines and Internet user protection policies [TS 2.iv].
- 3) Design, implement, and assess learner-centered lessons and themes that use appropriate and effective practices in teaching and learning with technology [TS 2.v].
- 4) Use technology tools for instruction, student assessment, management, reporting purposes and communication with parents/guardians of students [TS 2.vi].
- 5) Facilitate students' individual and collaborative use of technologies to locate, collect, create, produce, communicate, and present information [TS 2.vii].

- 6) Design, manage, and facilitate learning experiences incorporating technologies that are responsive to diversity of learners, learning styles and special needs of all students [TS 2.viii].
- 7) Evaluate students' technology proficiency and technology-based products in all curricular areas [TS 2.ix].
- 8) Use technology to enhance professional growth [TS 2.x].
- 9) Submit evidence of study/project completion, such as a finished product or paper.

Course Content and Schedule:

- 1) The course content is developed based upon the individual student's approved practicum proposal. (See attached guidelines for submitting practicum proposals.)
- 2) The length of time expended in the course will depend on the learning experience selected and credit hours awarded for the activity.
- 3) The student is expected to spend a minimum of 30 hours of documented work or involvement for each hours of credit. Some learning experiences will require more hours than others, depending upon the activity to be accomplished.

Course Requirements/Evaluation:

- 1) Attend an orientation session with the professor.
- 2) Identify a grade level and obtain approval from the professor.
- 3) Write a proposal describing the technology project and a plan for completing and evaluating all course objectives.
- 4) The practicum must be completed in a public school and the student must 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.
- 5) Prepare an annotated bibliography using the *Publication Manual of the American Psychological Association* (6th edition). Begin a list of references (including texts) while writing the proposal and expand it as work on the practicum progresses.
- 6) Schedule a minimum of six visits with the professor during the semester. (Checkpoints will be established for each meeting.)
 - i. Orientation meeting during Week 1
 - ii. Week 3 or Week 4
 - iii. Week 6 or Week 7
 - iv. Week 9 or Week 10
 - v. Week 11 or Week 12
 - vi. Week 13 or Week 14
- 7) Submit paper or finished product during Week 15

Evaluation:

The professor will determine whether the student has met the objectives 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 50 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
Verification of satisfactory completion of 30 clock hours per credit hour in the practicum setting	up to 20 points

Satisfactory grades will be assigned only to practicum students who earn at least 80 points.

Class Policy Statements:

Participation: Students are expected to participate in all class discussions and participate in all practicum activities. 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 and scheduled practicum session in the public school. If a class or practicum session is missed, the student must provide documentation for University-approved, excused as outlined in the Tiger Cub and make up the class or session.

Arrangement to do the make-up work must be made in advance. Students who miss a class or session because of illness need a doctor's statement for verification of sickness and should clear the absence with the instructor as soon as possible. Other unavoidable absences 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

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
Practicum in Area of Specialization

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

1. Cover Page
 - a. Heading: **CTEC 7910 Practicum in Area of Specialization**
 - b. Professor's Name
 - c. Title of project
 - d. Semester and Year
 - e. Student Information
 - i. Name
 - ii. Address
 - iii. Phone number and email address
 - f. Date
 - g. Contract sign off _____

(Student)

(Date)

(Professor)

(Date)
2. Body of Proposal
 - a) 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.
 - b) 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.
 - c) Supporting evidence

Describe preliminary planning already accomplished, observations made, problems between theory and practice, and review of related literature that provides a rational for the proposed objectives of the practicum.
 - d) 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.
 - e) 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.

- f) Activity Management
 Indicate in chronological order the events and the time frame for their completion.
- g) Resources
 List the resources needed to complete activities and objectives and explain how they are to be used.
- h) Evaluation
 A final product is required. Propose an evaluation scheme for the final product which reflects the unique nature of the practicum. The professor will finalize the evaluation scheme.