**ADED 7916 – Practicum in Adult Education**

**Spring, 2017**

**College of Education**

**Educational Foundations, Leadership, and Technology**

**Dr. Jane B. Teel**

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**Office Hours:** 10:00-12:00 Monday/Wednesday

 Most other days by appointment

**1. Course Title:** Practicum in Adult Education

**2. Credit:** 3 semester hours

 Prerequisites: Departmental approval

**3. Text**: Textbook and/or other resources (journals, research monographs unpublished research, etc.)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:

1. In consultation with the professor, select a topical area of study.
2. 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.
3. 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 require more hours than others, depending upon the activity to be accomplished.

**7. Course Requirements**

A. In consultation with the professor by in person or phone meeting, 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. Submit a minimum of four summaries of your progress. Each summary should be submitted via Canvas as a document or as a substitute for a summary you may schedule an appointment with instructor to discuss your progress. Following initial orientation and instructor approval of the practicum project, project status will be presented based on the schedule below:

 **February 1 Proposal due**

 **February 22 Summary of Progress #1**

 **March 8 Summary of Progress #2**

 **March 29 Summary of Progress #3**

 **April 19 Summary of Progress #4**

 **May 2 Final paper or product due**

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 summaries completed 20 percent

 Total 100 percent

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

**8. Class Policy Statements:**

A. 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.

B. All work is expected to be original and creative. Plagiarism and other forms of dishonesty will not be tolerated. The Department of Educational Foundations, Leadership, and Technology follow the guidelines for "Academic Regulations" as described in the [Student Policy eHandbook](http://www.auburn.edu/student_info/student_policies/) found at [www.auburn.edu/studentpolicies](http://www.auburn.edu/studentpolicies). You are responsible for knowing and adhering to those guidelines. Also, please refer to the following guidelines:

<http://www.auburn.edu/academic/provost/academicHonestyStudents.html>

C. Papers, presentations, projects, or any other assignments previously submitted for credit in another course will not be accepted in this course. If previously submitted work is submitted, a grade of zero will be awarded to the assignment. I encourage continuing research in specialized areas of student interest. However, if you plan to continue research begun in a previous course, you must submit the original project to me for my review prior to continuing with that topic in this class.

D. 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

 E. All due dates for assignments are posted at the beginning of the semester. Makeup of missed work will be allowed with no point deductions for university approved excuses. Written documentation is required for a late submission to be excused. Please refer to the Auburn University Student Policy eHandbook for guidelines designating what constitutes an excused absence. <http://www.auburn.edu/student_info/student_policies>

Make-up of missed work must be scheduled within one week of due date. Students are responsible for initiating arrangements for missed work due to excused absences.

**If a serious situation arises and you anticipate you will not be able to meet a deadline, it should be discussed with the instructor before the due date. If the instructor has not been contacted prior to the due date and special consideration has not been granted, late assignments without university approved documentation will be accepted within 7 days but will have a 25% deduction before grading begins.**

**9. Disability** **Accommodations:** Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to make an individual appointment with me during the first week of classes. You will not be able to use your accommodations until you meet with me.

If you have any questions about accommodations, please contact the Office of Accessibility (<https://fp.auburn.edu/disability/>), 1228 Haley Center, 334-844-2096 (voice/TDD).

**Proposal Guidelines for Practicum in Adult Education – ADED 7910**

**A. Cover Page**

ADED 7916, Practicum in Adult Education

Professor's name

Student Information – Name, email address

Title of project

Semester and Year

**B. Body of Proposal (1-2 pages)**

***1. Description and Significance of the Problem, Activity, or Concern***

Discuss the educational problem(s) involved in the specific area of the proposed practicum. Relate theory to practice. Describe the features and major dimensions of the proposed problem, activity, area of study, or concern. Why are you interested in this project/study and why is it needed?

***2. Activity Objectives and Design***

Describe the operational plan and indicate why the plan is appropriate for achieving the stated objectives. Describe how you envision the final product/project 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.

This proposal should be submitted on Canvas by due date.