

CTMU 7910 / CTMU 7916 Practicum in Area of Specialization  
Syllabus  
Department of Curriculum & Teaching  
Auburn University  
Summer 2011

**Instructor:**

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**Class Meetings:**

- ***Pre-course Learning Module 1 must be completed prior to the required on-line orientation session***
- ***Required On-Line Orientation 6:00 p.m. May 18***
- Office Hours: Fridays, 11:30-12:30 CDST May 20-July 8
- Required Ed.S. Field Project Presentations at Summer Seminar (June 27-28)
- Note that “live” attendance on Fridays is optional, but the May 18 orientation is required.
- Other instructor communication will occur via Blackboard Discussion Tool and Blackboard Email

**Texts or Major Resources:**

- Textbooks and/or other resources (journals, research monographs, unpublished research, etc.) are selected as appropriate for the individual practicum topics.
- American Psychological Association. (2009). *Publication manual of the American psychological association* (6th Ed.) Washington, DC: American Psychological Association. (*books available from Amazon.com Do not purchase the first printing...beware of used books.*)

**Course Description/Objectives:** The focus this semester is developing skills, dispositions, community, and research planning for graduate students, in short, orientation for graduate study at Auburn. Over the semester, you will (a) Select a topic of study related to their area of specialization, (b) Prepare an annotated bibliography, and (c) Write a proposal to include a description of the study, objectives, methodology (including resources), and evaluation

**Course Content and Tentative Schedule:**

- **Required pre-course online activities due before required orientation session (see Blackboard Learning Module 1)**
- **Required Online Orientation 6:00 p.m. May 19, 2009 all students on-line**
- Week 1: Module 1: Orientation
- Week 2: Module 2: Graduate Studies (Purposes and Professional Dispositions for Graduate Study)
- Week 3: Module 3: Degree Programs (Graduate Specializations and Plans of Study)
- Weeks 4-7: Module 4: Developing a Research Proposal (Practicum Topics, Proposals, Plans, and Bibliographies)
- No final examination. Final product will be completed Plan, Proposal, Bibliography, and CITI Training.

**Course Requirements/Evaluation:**

1. Participate in live on-line orientation session May 19.
  2. Complete all Learning Module assignments.
  3. Attend Ed.S. Field Project presentations June 27-28
  4. Identify a topic and obtain approval from the professor.
  5. Complete CITI training to facilitate obtaining appropriate permission as needed to work in schools and study human subjects
  6. Write a proposal describing the study/project and a plan for completing and evaluating the study/project.
  7. Prepare an annotated bibliography using *Publication Manual of the American Psychological Association* (6<sup>th</sup> Ed.)
- At least 70 points are required for a grade of “Satisfactory” A = 100-90, B = 89-80, C = 79-70, D = 69-60, F = 59-0
  - Completion of Module assignments and participation in required orientation and Field Project presentations = 50%
  - CITI training, proposal, and bibliography = 50%

**Class Policy Statements per A.U. Syllabi Guidelines:**

Participation: Students are expected to participate in all class activities in a professional manner. 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. Students are responsible for all materials posted by the instructor to the Blackboard course site.

Attendance: Students are expected to attend all classes, and will be held responsible for any content covered in the event of an absence.

Excused Absences: Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of the student's immediate family, the death of a member of the student's immediate family, trips for student organizations sponsored by an academic unit, trips for university classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request, and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please see the Tiger Cub for more information on excused absences.

Academic Honesty Policy: All portions of the Auburn University student academic honesty code (Title XII) found in the Tiger Cub will apply to university courses. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.

Disability Accommodations: Students who need special accommodations in class, as provided for by the Americans With Disabilities Act, should arrange for a confidential meeting with the instructor during office hours in the first week of classes (or as soon as possible if accommodations are needed immediately). The student must bring a copy of their Accommodation Letter and an Instructor Verification Form to the meeting. If the student does not have these forms, they should make an appointment with the Program for Students with Disabilities, 1288 Haley Center, 844-2096 (V/TT).

Unannounced quizzes: There will be no unannounced quizzes.

Final exam: There is no final exam.

Due Dates: All assignments must be submitted by the due dates indicated and they must be submitted in the required format to receive credit. Late assignments will have points deducted (50%). Incompletes will not be given except in cases of documented illness. Incompletes must be removed by the third week of the following semester. It is up to the student to request the incomplete grade through the proper paperwork.

Professionalism: Student behavior and participation should adhere to the highest professional standards. Please report any instances of distracting communications from class participants to the instructor. Students should refer to Anti-Harassment & Non-Discrimination for Students, Auburn University Policy on Classroom Behavior, and Policies of the Graduate School, especially those regarding Plagiarism, Academic Progress, and the Graduate School Calendar. Students are also responsible for adhering to university academic deadlines such as those for registration and withdrawal.

#### College of Education Professionalism Policy

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 disposition 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

Office Hours: I cannot be available 24 hours per day, but will check Blackboard email. In the summer I check my office phone once or twice a week. Students may request office appointments. Please allow at least 24 hours for a response and do not use multiple message for the same inquiry. (For example, use ONE Blackboard email message OR ONE phone message.) I will not respond to multiple versions of the same inquiry. I may respond to you on Blackboard Discussions if I think everybody needs to hear the answer. Email me questions related to the course content or course requirements. The GTAs can help with technical difficulties. **For technical help (or for course help if I have announced I will be away from the computer) please use Blackboard mail and copy me as well as both GTAs so we can respond in the most timely manner.**

Technology: All students are expected to check TigerMail and Blackboard communications regularly. Students are responsible for reading and responding to messages from the instructor in a timely professional manner. Students who send questions in Blackboard mail or discussion board should provide enough information so that the instructor can understand the questions.

All students will be required to submit assignments to Blackboard, and, are required to know how to do so. Students are responsible for obtaining access to and knowing how to operate standard software such as Microsoft Word and PowerPoint (or Open Office).

All students are responsible for knowing how to access the electronic classroom tools and features and for trouble-shooting and maintaining their own equipment. At least a 5 Mb broadband Internet service is required and computers should be up-to-date with plenty of RAM. Generally, wired connections operate better than wireless.

Students are expected to utilize threaded discussions when appropriate instead of creating new threads. Threaded discussion assignments that are posted under new threads may not receive course credit. Student should also use the "Reply" function utilizing the heading in the received message in Blackboard email.