**ADED 7910 – Practicum in Adult Education**

**Summer, 2021**

**College of Education**

**Educational Foundations, Leadership, and Technology**

**Dr. Jane B. Teel**

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**Office Hours: Tuesday – 1:00pm-4:00pm**

 **Most days and times by appointment** *(please email for an appointment)*

**Course Title:** Practicum in Adult Education

**Credit:** 1-3 semester hours

**Prerequisites:** Departmental approval

**Text**: Textbook and/or other resources (journals, research monographs unpublished research, etc.) selected as appropriate to the individual practicum topic.

**Course Description**

Provides experiences relating theory and practice, usually carried on simultaneously. The practicum is designed to provide students with cooperatively selected activities/written projects 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 applications with regard to their current and future professional goals.

The approved written project/product/or 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.
2. 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. Select a topical area of study.
2. Write a proposal to guide completion of the study.
3. Submit evidence of study/project completion, such as a finished product or paper.

**Course Content**

1. The course content is developed based upon the individual student's approved practicum proposal. (See 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 involvement for each hour of credit. Some learning experiences will require more hours than others, depending upon the activity to be accomplished.

**Course Requirements**

1. In consultation with the professor in person, via Zoom or by phone meeting, 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, goals, objectives, activity management to be used in completing the study or project and resources.
3. Topic and proposal must be submitted and approved prior to continuing with practicum. **If the topic and proposal are not submitted on time or no more than 7 days after the due dates, the student will automatically receive an unsatisfactory (U) for ADED 7910.** See late submission policy.
4. Submit a minimum of two (2) summaries of your progress. Each summary should be submitted via Canvas as a document.
5. Submit evidence of study/project completion, such as a finished product or paper.

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

Project Topic Approval (must be approved to continue practicum) 5 points

Proposal (must be approved to continue practicum) 25 points

Summary of Progress #1 10 points

Summary of Progress #2 15 points

Final comprehensive project or paper 45 points

**Total 100 points**

**Satisfactory (S) = 100-80 points**

**Unsatisfactory (U) = 79.9-0 points**

**Class Policy Statements**

1. **Assignment Submission:** All assignments should be submitted via **Canvas** by the posted due date and time. The following rules apply to submission of late assignments:
2. **Late submission of assignments for excused absences:** Late assignments will be accepted if you provide written documentation for your absence within one week (7 days) of the due date and the course instructor determines that the absence is excused based on Auburn University policy. Once the excuse is submitted and approved, a new due date will be determined. The explanation must be on original letterhead, contain the original signature of the attesting official (physician, judge, social worker), and provide the name and phone number of a contact person (nurse, assistant, etc.) Please refer to the Auburn University Student Policy guidelines on "Academic Regulations" [Student Policy eHandbook](http://www.auburn.edu/student_info/student_policies) .
3. **Late submission of assignments for unexcused absences:** Late assignments will be accepted within one week (7 days) of due date for unexcused absences; however, 25% of the possible points will be deducted prior to grading.

1. **Academic Honesty:** 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 [Academic Regulations](http://www.auburn.edu/studentpolicies). You are responsible for knowing and adhering to those guidelines. Also, please refer to the following guidelines:

[Student Policy eHandbook](http://www.auburn.edu/student_info/student_policies) .

1. **First Time Submission of Work:** 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.

1. **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:
2. Engage in responsible and ethical professional practices
3. Contribute to collaborative learning communities
4. Demonstrate a commitment to diversity
5. Model and nurture intellectual vitality
6. **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 [Accommodations](https://fp.auburn.edu/disability/), 1228 Haley Center, 334-844-2096 (voice/TDD).

**Summer, 2021 - ADED 7910 - Tentative Schedule**

Project Topic Approval January 22

I am available to discuss your topic from January 11-15. Please schedule a phone meeting or Zoom meeting via email at teeljan@auburn.edu (unless your topic has been previously approved.)

 **Project Topic Approval May 26**

 **Proposal June 4**

 **Summary of Progress #1 June 28**

 **Summary of Progress #2 July 12**

 **Final Comprehensive Project July 30**

The two Summaries of Progress should be submitted on the due date or no more than 3 days early. Because the Summary of Progress is a very brief update on the progress you are making, submitting the summary weeks early does not fit the purpose of the summary.

All assignments are due at 11:59pm.

**ADED 7910 Practicum Proposal Outline**

The Practicum Proposal should summarize what the practicum is intended to accomplish, how you plan to go about this and what you will hope to gain as a result of completing the project/experience. Your practicum project should help you gain a competency in your degree concentration or career. A practicum proposal should have the following components:

**Title**

A practicum has a title that tells your reader about your project. It is not a sentence or statement. Use APA standard for titles: Centered, bold, first letter capitalized. Below are a couple of examples:

* ADED 7910 Practicum in Program Evaluation
* ADED 7910 Practicum in Online Course Design
* ADED 7910 Practicum in Writing a Literature Review
* ADED 7910 Practicum in Curriculum Design

**Background Project Description**

The Practicum Proposal should contain a Background section, which will address the “what, why, who, when, and where”.

* Describe the Practicum project and the service you will be providing. Some projects may only help you gain a skill. If so, then state which skills.
* Identify the Practicum Organization’s problem, question, or issue and identify the importance of the problem, question, or issue to the Practicum organization/individual.
* Discuss how the Practicum relates to your degree or your future career, educational goals.
* Describe the methods, sources, or measures you will use to complete the Practicum.

**Goals & Objectives**

The Practicum Proposal should state the goal(s) for the Practicum and the associated objectives. Your goal(s) and objectives will be the basis for evaluating your performance during the Practicum. You can have just one goal per project, but never just one objective.

Goals: are broad, generalized statements about what you want to achieve.

Ex. My goal is to work in higher education upon graduating from AU.

Objectives are the steps you take to reach your goal(s).

Objectives should be SMART: specific, measurable, attainable, relevant, and time-limited.

Ex. The objectives for this project are:

To learn how to use the AU Library research engines to conduct educational research for a literature review/thesis, dissertation.

To……

To……

**Activity Management**

Set up a timeframe for completion of your project. The date/timeframe should coincide with the Summary dates. Indicate by each summary date what you intend to have completed.

**Resources**

Outline the resources needed to complete activities and objectives and explain how they are to be used.