

ACED 4300 B
Practicum In Adult and Career Education
3 SEMESTER HOURS

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Dewar College of Education
Valdosta State University
Department of Adult and Career Education
Conceptual Framework: Guiding Principles (DEPOSITS)
(adapted from the Georgia Systemic Teacher Education Program Accomplished Teacher Framework)

Dispositions Principle: Productive dispositions positively affect learners, professional growth, and the learning environment.

Equity Principle: All learners deserve high expectations and support.

Process Principle: Learning is a lifelong process of development and growth.

Ownership Principle: Professionals are committed to and assume responsibility for the future of their disciplines.

Support Principle: Successful engagement in the process of learning requires collaboration among multiple partners.

Impact Principle: Effective practice yields evidence of learning.

Technology Principle: Technology facilitates teaching, learning, community-building, and resource acquisition.

Standards Principle: Evidence-based standards systematically guide professional preparation and development.

REQUIRED TEXTBOOKS

There is no required text for this course.

COURSE DESCRIPTION

This is a three credit-hour internship course wherein students will be placed in a field-based, supervised position which is directly related to their major field of study.

Prerequisite: OAT major, Senior standing, completion of required coursework.
Permission of the advisor must be obtained before registration.

COLLEGE OF EDUCATION CONCEPTUAL FRAMEWORK STANDARDS (CFS)

(identify those that apply to the course)

- I. **CONTENT AND CURRICULUM:** Educators demonstrate a strong content knowledge of content area(s) that is appropriate for their certification levels.

- III. **LEARNING ENVIRONMENTS:** Educators create learning environments that encourage positive social interaction, active engagement in learning, and self-motivation.

- VI. **PROFESSIONALISM:** Educators recognize, participate in, and contribute to teaching and learning as a profession.

LEARNING OUTCOMES FOR VSU'S CORE CURRICULUM

All learning outcomes in the major continue to build upon those in VSU's Core Curriculum listed at <http://www.valdosta.edu/gec/ProposedNewLearningOutcomes.shtml>.

COURSE OBJECTIVES (CO):

1. To assist the student in developing the ability to relate classroom instruction to job performance in a business or industrial setting based on a part-time or full-time work environment.
2. To further assist the student in developing his/her decision-making ability and to promote acceptable standards for communication, interpersonal relations, and workplace attire.
3. To evaluate student's workplace personal and professional competencies.
4. To assist the student in comprehending the importance of essential workplace skills.
5. To assist the student in developing competence in their area of specialization.
6. To assist the student in understanding employee responsibility and accountability in the workplace.
7. To enable the student to demonstrate "learning" and develop his/her ability to function as a team member in the workplace.

COURSE ACTIVITIES/ASSIGNMENTS/REQUIREMENTS

COURSE EVALUATION

Students enrolling in the ACED 4300B internship will earn a grade of “S” or “U”.

ACTIVITY	DESIRED GRADE	EARNED GRADE
1. Goals	Satisfactory	S OR U
2. Weekly Log	Satisfactory	S OR U
3. Written Report	Satisfactory	S OR U
4. Pre-midterm appraisal	Satisfactory	S OR U
5. Mid-term evaluation	Satisfactory	S OR U
6. End-term evaluation	Satisfactory	S OR U

FINAL GRADING SCALE

- Meets all requirements = Satisfactory Does not meet all requirements = Unsatisfactory

ATTENDANCE POLICY

When absent or late, the intern must make up any missed work time. However, any student who is absent or late more than twice without a major medical or emergency reason is subject to being terminated from the internship.

PROFESSIONALISM

It is impossible to list of all situations that are considered illegal or contrary to good business practices and good employee-employer relations for the internship. Therefore, this syllabus is intended only as a guideline.

- A. Internship Site Approval - Students who wish to locate their own internship site must have a copy of their signed and approved TRAINING PLAN on file with the VSU practicum supervisor **BEFORE** the **Internship Seminar**. If a pre-approved Training Plan is not on file, the student will be placed at an internship site at the discretion of the practicum supervisor.
- B. Career Services Seminar - Students must attend a Successful Interviewing and Dress seminar offered by the Office of Career Services during the semester prior to the internship. The Career Services Office publishes a schedule of seminar dates and times at the beginning of each semester. These seminars are not offered during the summer.
- C. Internship Seminar - Students must attend an internship seminar during the semester prior to the internship at a time to be announced by the University Internship Supervisor. (This seminar is scheduled after the pre-registration period closes.) You are required to wear business casual attire to this seminar.
- D. Fall and Spring Semester interns must work a minimum of 15 hours per week for 15 weeks (to meet the requirement of 220 hours). Summer Semester interns must work approximately

28-29 hours per week for 8 weeks (to meet the requirement of 220 hours).

- E. Once the internship work schedule is determined, students are expected to work those set hours (unless there is an emergency or an unavoidable circumstance.)
- F. It is the student's responsibility to be sure that he/she will be able to complete the required number of hours during the **summer semester**. The internship is not complete until the required number of hours has been accrued.
- G. If the semester ends before the required number of hours has been accrued, the student will receive a grade of "U" (unsatisfactory).
- H. Email the following to Dr. Willis (mwillis@valdosta.edu) by the end of the 2nd week of the semester:
 - ✓ A list of five (5) desired, measureable goals to be accomplished during the practicum (**in numbered outline format**). This list should be reflective of an impending college graduate (spelling and grammar checked and correctly punctuated).
 - ✓ Your training station supervisor's name, phone number, and email address.
 - ✓ The exact work schedule which you will observe during the internship.

I prefer that you type the required information *directly into the body of the email* rather than as a separate attachment. When you email me, always use the Subject line: **ACED 4300B – Your Name**

- I. Students must provide their training station supervisors with a printed copy of this information and goals after the goals have been approved by Dr. Willis.
- J. E-mail correspondence to your university internship supervisor and your training station supervisor should be typed in correct format. Do not use e-mail jargon and abbreviations. Again, you are expected to use correct spelling, grammar, formatting, and punctuation at all times.
- K. The intern must call training station supervisor as far in advance as possible if he/she anticipates a problem in reporting to work.
- L. If possible, please keep samples of documents you create during your internship. Be sure to ask your training station supervisor if it is ok to retain a copy of any work-related document. Confidential documents should not be included in your work sample.
- M. The intern must complete the weekly work log which details employment activities. There should be a separate log for each week worked. (The entries in the log may be handwritten.) **YOUR WORK LOG MUST REMAIN AT YOUR INTERNSHIP SITE AT ALL TIMES.**
- N. **YOUR LOG MUST BE SIGNED (VERIFIED) WEEKLY BY YOUR TRAINING STATION SUPERVISOR OR ANOTHER PERMANENT EMPLOYEE.**

- O. It is the responsibility of the intern to remind the site supervisor to complete the midterm and end-of-term performance evaluations. Evaluations should be mailed or brought to your university internship supervisor.
- P. Interns must submit a 3-5 page summative evaluation in the appropriate format during final exams week. (Submit an emailed copy in MS Word and bring a hard copy to the exit interview.)

DEWAR COLLEGE OF EDUCATION POLICY STATEMENT ON PLAGIARISM

Below is information directly quoted from the Academic Honesty Policies and Procedures:

Academic integrity is the responsibility of all VSU faculty and students. Faculty members should promote academic integrity by including clear instruction on the components of academic integrity and clearly defining the penalties for cheating and plagiarism in their course syllabi. Students are responsible for knowing and abiding by the Academic Integrity Policy as set forth in the Student Code of Conduct and the faculty members' syllabi. All students are expected to do their own work and to uphold a high standard of academic ethics.

The full text of Academic Honesty Policies and Procedures is available on the Academic Affairs website (<http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml>).

The consequences for acts of academic dishonesty in the Dewar College of Education are:

FIRST OFFENSE:

1. The faculty member will administer an academic response (e.g. resubmit / retake assignment, failure of the assignment, failure of the course).
2. The faculty member will complete a Dewar College of Education Concern Form (<http://www.valdosta.edu/coe/studentsinfo.shtml>).
3. The faculty member will complete a Valdosta State University Report of Academic Dishonesty (<http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml>).

SECOND OFFENSE:

1. The faculty member will administer an academic response (e.g. resubmit / retake assignment, failure of the assignment, failure of the course).
2. The faculty member will complete a Dewar College of Education Concern form (<http://www.valdosta.edu/coe/studentsinfo.shtml>). The Dewar College of Education Concern Form Policy will be followed.
3. The faculty member will complete a Valdosta State University Report of Academic Dishonesty (<http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml>). According to the Academic Honesty Policies and Procedures document, "after a second (or subsequent) Report of Academic Dishonesty has been submitted to the Student Conduct Office in the Dean of Students Office, official charges will be drawn up and the disciplinary matter will be referred to the Valdosta State University Judicial Committee."

ACCESSIBILITY STATEMENT

Valdosta State University is an equal opportunity educational institution. It is not the intent of the institution to discriminate against any applicant for admission or any student or employee of the institution based on the age, sex, race, religion, color, national origin, disability, or sexual orientation of the individual. It is the intent of the institution to comply with the Civil Rights Act of 1964 and subsequent Executive Orders as well as Title IX, Equal Pay Act of 1963, Vietnam Era Veterans Readjustment Assistance Act of 1974, Age Discrimination in Employment Act of 1967, and the Rehabilitation Act of 1973.

Students with disabilities who are experiencing barriers in this course may contact the Access Office for assistance in determining and implementing reasonable accommodations. The Access Office is located in Farber Hall. The phone numbers are 229-245-2498 (V), 229-375-5871 (VP) and 229-219-1348 (TTY). For more information, please visit <http://www.valdosta.edu/access> or email: access@valdosta.edu.

STUDENT OPINION OF INSTRUCTION

At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available on BANNER. Students will receive an email notification through their VSU email address when the SOI is available (generally at least one week before the end of the term). SOI responses are anonymous, and instructors will be able to view only a summary of all responses two weeks after they have submitted final grades. While instructors will not be able to view individual responses or to access any of the responses until after final grade submission, they will be able to see which students have or have not completed their SOIs, and student compliance may be considered in the determination of the final course grade. These compliance and non-compliance reports will not be available once instructors are able to access the results. Complete information about the SOIs, including how to access the survey and a timetable for this term is available at <http://www.valdosta.edu/academic/OnlineSOIPilotProject.shtml>.

INSTRUCTOR

Instructor: Dr. M. Willis
Office: Room 1121, Education Center
Office Phone: (229) 333-5631 (connected to voice mail after hours)
Secretary: (229) 333-5928
Fax: (229) 219-1354 or 333-7167
E-Mail: mwillis@valdosta.edu

Office hours: TBA

YOUR FINAL PROJECT IS DESCRIBED ON THE NEXT PAGE

ACED 4300b PRACTICUM IN ADULT AND CAREER EDUCATION

FINAL PROJECT

Please submit to Dr. Willis, during the week of final exams, a minimum three-page, typed summary report of your internship experience. **Use 1” all around margins and double spacing. Include a right-aligned header on your report which will list your name on one line and the semester/year of the internship on the following line. Include a centered page number at the bottom of each page except the cover page.** Your summary report should have a **vertically-centered** cover page set up in the following manner:

VALDOSTA STATE UNIVERSITY
PRACTICUM IN ADULT AND CAREER EDUCATION
NAME OF INTERNSHIP PLACEMENT SITE
SEMESTER/YEAR
Your Name
Submitted to: Dr. Mary S. Willis
Department of Adult and Career Education
In partial fulfillment of the requirements for ACED 4300(B)

The title on the first page of the body of your report should be: **INTERNSHIP SUMMARY REPORT**. In the body of your report you will provide:

- (1) A description of the duties you performed (from work log).
- (2) Your perception of the internship experience.
- (3) Any comments (praise or criticism) of the experience.
- (4) Strengths and/or weaknesses of the experience.
- (5) Any new office concepts, software, and techniques you learned about on the job.
- (6) Suggestions for improvement of the internship experience.
- (7) A statement of how the internship experience helped you in fulfilling some of the goals you identified at the outset of the semester and how you believe the internship will benefit you in the future.

Please **email** me your summary report prior to your exit interview, and **bring a printed copy** with you to the exit interview.

Your summary report is a professional document which will be kept on file. It should be in the correct format, error free, grammatically correct, punctuated correctly, and representative of a university graduate in Office Administration and Technology.