

**ACED 4310**  
**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**

NONE

**COURSE DESCRIPTION**

Analysis and synthesis of the workplace skills needed in area of specialization or career of the student. Emphasis is on human skills which include communication skills, career planning, and responsibilities of a successful employee.

### **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.
- II. **KNOWLEDGE OF STUDENTS AND THEIR LEARNING:** Educators support the intellectual, social, physical, and personal development of all students.
- III. **LEARNING ENVIRONMENTS:** Educators create learning environments that encourage positive social interaction, active engagement in learning, and self-motivation.
- IV. **ASSESSMENT:** Educators understand and use a range of formal and informal assessment strategies to evaluate and ensure the continuous development of all learners.
- V. **PLANNING AND INSTRUCTION:** Educators design and create instructional experiences based on their knowledge of content and curriculum, students, learning environments, and assessment.
- 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):**

Upon successful completion of this course earner will be able to:

- 1. describe the desired skills required in student area of expertise
- 2. recognize positive relationship strategies that are being used in the contemporary workplace;
- 3. utilize the principles of team building for workplace performance improvement;
- 4. apply effective interpersonal communications skills in work environment;

5. describe the basic management principles and practices in the contemporary workplace;
6. describe the processes of change in individuals within an organization;
7. describe how change is managed in the workplace.

## **COURSE ACTIVITIES/ASSIGNMENTS/REQUIREMENTS**

**Instruction:** Word process all papers, double spaced with 12 point font. Papers should have a cover sheet indicating: (a) your student ID (no name please), (b) title of paper, (c) date, (d) and course title. The reference list should be on separate paper. The page count does not include the cover page nor reference list. All papers should be completed by the assigned due dates. For each day of late submission after the due date, a penalty 15 % from the total point of the particular assignment will be imposed.

**I. Practicum Objectives:** Students develop practicum objective that will enhance their work performance. These objectives **MUST** be approved by their immediate supervisor. (100 points) (III, IV)

**II. Practicum Journal:** Students write short summary of the tasks or responsibilities they performed during the practicum. (350 points each) (I, II, VI)

**III. Practicum Report:** Students report the accomplishments and achievements of the practicum objectives. Also important, the report should include synthesis the experience earned in the practicum for future career advancement. This assignment will lead to a better understanding of students' chosen career field and the right course of actions for career advancement. (200 points) (I, II, VI)

**IV. Research Paper:** The research paper addresses the necessary competencies and skills in a specific job/position in order to be successful in the current career or for career advancement. (350 points each) (I, II, III, VI)

## **COURSE EVALUATION**

Student performance will be formally assessed through the aforementioned assignments and examinations. The following is the course assessment criteria:

Practicum Objectives	100 points	(CO 1, 2, 4, 6, 7)
Practicum Log Book	350 points	(CO 3, 4, 6, 7)
Practicum Report	200 points	(CO 1, 4)
Research Paper	350 points	(CO 1, 5)
<b>Total</b>	<b><u>1000 points</u></b>	

Evaluation of student earning gain will then be based on the following grading scale:

Satisfactory = 900 -1000 points

Unsatisfactory and Extension = 800 - 899 points  
Unsatisfactory and Redo = 700 - 799 points  
Unsatisfactory and fail = 699 points and below

## **ATTENDANCE POLICY**

**Attendance in all sessions is mandatory.** The instructor MUST be notified as soon as possible in a situation where you are unable to attend any of the practicum session. Any student missing practicum time in excess of 20% will be withdrawn from the course by the instructor (refer to VSU Course Catalog, 2012-2013).

## **PROFESSIONALISM**

All practicum students MUST do the followings:

1. Follow the rules and policies that apply to all employees in the participating organization
2. Perform assigned tasks in a responsible manner.
3. Demonstrate honesty, punctuality, cooperation, courtesy, and a willingness to learn.
4. Maintain regular attendance at the practicum site.
5. Avoid unsafe acts and be alert to unsafe conditions.
6. Notify appropriate participating organization personnel or Coordinator of BAS-TS of any significant difficulties experienced at the practicum site.
7. Provide records and reports required by VSU and participating organization.
8. Facilitate obtaining a completed evaluation form from site supervisor.

## **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](mailto: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**

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Office Hours: Monday 1:00pm – 4:00pm; Wednesday 10:00am – 12:00pm & 1:00pm – 6:00pm

Website: None