

PRACTICUM MANUAL

for

Students and Site Supervisors

in the

Higher Education Program

at

Washington State University

HIGHER EDUCATION (Ed Ad 565) – Masters Practicum

(Insert semester and year; meeting day and time; location)

Professor of Record for the Semester:

Insert Name

Office Number

Office Hours

Telephone

E-mail Address

Course Overview and Objectives/Goals:

The Masters Practicum (Ed Ad 565) is offered to provide practical experiences for students interested in expanding their understanding of higher education. The practicum provides students with opportunities to expand breadth of experience and to gain working knowledge of programs and services in area colleges and universities.

Objectives of Ed Ad 565:

1. To assist students in developing a philosophy of practice in higher education through observation, involvement, and practical experience under the supervision of professional staff members.
2. To assist students in the development of his/her ability to perform duties and functions common in higher education.
3. To provide an opportunity for interaction with professional staff members.
4. To provide a forum in which students can discuss and learn both from their own practicum experiences as well as those of their classmates.

The practicum student and the practicum site supervisor are expected to develop a contract that identifies goals and objectives that will be met throughout the semester. It is important that students have the opportunity to develop professional skills, particularly outside their previous training and experience. Practica may be used by students to gain exposure to fields of work never considered or that may be of interest during the next years of professional life. It is important that each practicum take into account the experience and knowledge of the student when initially establishing the criteria for the practicum.

Expectations:

Generally, all students are expected to:

- Arrive on time (for practicum sites and class)
- Be prepared to participate (but not dominate) in class discussions
- Be actively engaged in class
- Have an active e-mail account
- Type all class assignments
- Hand in assignments on time and in person (no attachments accepted)

Late assignments will not be accepted. In case of an extreme emergency please contact one of the instructors as soon as possible.

Course Schedule

Date/Class

Insert Class Date

- Introductions
- Review syllabus and requirements
- Placement discussion

Insert Class Date

- Placement discussions
- Getting started in the field
- Principles of good practice (please read NASPA's principles of good practice available online at <http://www.naspa.org/resources/principles.cfm>)

Due: Philosophy statement/paper

Insert Class Date

- Ethics and ethical decision making
- Case studies
- Read: ACPA's Statement of Ethical Principles and Standards available online at <http://www.myacpa.org/au/EthicsStatement.html>
- Connecting theory to practice and making your log meaningful

Due: Practicum contract

Insert Class Date

- Individual meetings

Insert Class Date

- Individual meetings

Insert Class Date

- Organizational analysis
- Bring: Organizational chart of practicum site, mission statement, overview of services provided (i.e., pertinent artifacts to explain role of office in larger WSU arena)
- Be prepared to discuss role and mission of office on campus
- Institutional type
- **Read: Overview of institutional type categories available online at <http://carnegiefoundation.org/Classification/index.htm>**
- Academic affairs and student affairs
- **Read: Handout**

Due: Log #1

Insert Class Date

- Professional associations
- Identify professional associations pertinent to practicum site
- Review table of contents of related journals (look at no fewer than 6 tables of contents over the past three years)
- Develop interview questions

Due: One page handout listing professional associations and the key issues facing the field

Insert Class Date

- Individual meetings

Insert Class Date

- Insights from the field
- Report on interviews with new professionals

Due: Log #2 & Interview write up

Insert Class Date

- Budget and finance
- Dealing with fiscal stress
- Budget simulation
- Bring: Office budget (if available) and/or information on source of allocation/revenue
- Review case study/final paper assignment

Due: Résumé

Insert Class Date

- Individual meetings

Insert Class Date

- Individual meetings

Insert Class Date – Final Class

Due: Log #3

Due: Final paper

All Practicum paperwork due Friday, April 30 at 5:00 p.m.

Required Readings:

As indicated on the syllabus.

Assignments and Grading:

1. Philosophy/Professional Interests Paper – 10 points

Describe your philosophy of practice in higher education and explain which areas of campus are most interesting to you. If asked in a job interview to describe your philosophy on working with students what would you say? What do you see as your role in student development? What is the role of students on campus? Be thoughtful. Maximum 2 pages.

2. Professional Association/Journals/Activities for Practicum Site – 10 points

Research the professional associations staff members participate in at your practicum site. Review the table of contents for at least two journals and summarize the top key issues covered in the journals. The table of contents should be from no less than six journals over the past three years.

Prepare a handout (enough copies for everyone in the class) for class which includes a list of the professional associations (include websites) and journals used at your practicum site – One page.

3. Interview write up – 20 points

Identify a new professional at your practicum site and using interview questions developed in class as well as others pertinent to your area conduct an interview of 30-60 minutes to learn more about the practicum site as well as individual career trajectories. Length will vary slightly based on length and depth of interviews. Be sure to include an overview of the person's background, their position, and where their positions operate in the hierarchy of the campus. Where appropriate, include direct quotes from the interview. In class on March 8 we will work on interview questions collectively. Papers should be 3-5 pages.

4. Fieldwork Logs - 30 points (10 points each)

In order to keep track of time in the practicum site and to make connections between theory and practice the log will be your tool of communicating participation in the field and analyzing pertinent events. Logs are due once a month (March 1, March 29, and April 26) and weekly entries are required. Each entry should include: (1) dates and times of practicum site participation, (2) activities performed, (3) reflections upon experiences (including questions that arise), and (4) connections to the literature. Each entry should include a minimum of one reference to the higher education literature from your coursework (in this class and others). For example, if you are reporting in your log about a minority student who feels angry about injustice on a predominantly white campus look to literature on minority student development (e.g., Cross; Helms) to help ground your discussion and analysis of the situation. The point is to step back and critique, using the literature, the higher education environment in which you find yourself. Be thoughtful and reflective.

5. Final Paper - 20 points

Develop a case study based on an incident or situations that arose in your practicum site. The case study should include an overview of the office, its actors (anonymously), and other pertinent facts (including relevant background information). The case should tell a compelling story in 3-5 paragraphs. The case should present a problem or dilemma that needs to be addressed and include 3-5 discussion questions. In addition to the case you should include a 1-2 page

discussion/analysis of the case and how it emerged. The discussion/analysis should include theory from the field based on your reading and class discussions. *Please bring enough copies of your case study to share with the class.*

6. Class Participation – 10 points

Involvement and learning through class discussion and reflection are essential in this class. Especially important to the classroom learning environment is being aware of your participation and how it impacts the class as a whole.

7. Practicum Site – 100 points

- Student Contract/Goals (25 points)
- Supervisor Contract (25 points)
- Self-Evaluation (25 points)
- Supervisor's Final Evaluation (25 points)

Evaluation:

1. Philosophy/Professional Interest Paper	10 points
2. Professional Association/Journal Assignment	10 points
3. Interview Paper	20 points
4. Logs	30 points
5. Final paper	20 points
6. Class Participation	10 points
7. Practicum Site Evaluation	<u>100 points</u>
Total	200 points

OVERVIEW

The practicum experience is one component of a comprehensive preparation program for higher education practitioners. It provides an opportunity for master's students to integrate theory, research, and skills gained from courses, workshops, and seminars into their own conceptual framework of higher education while working closely with professionals in the field.

Purpose of Practicum

A semester-long, part-time work experience cannot provide extensive specialized training for any functional area of higher education. What such an experience does provide is an exposure to an area of interest and allows students to apply and test their newly acquired knowledge. Part-time work experience enables individuals to organize, synthesize, and process new information in a manner that combines the cognitive, affective, and physical domains of learning. Many learners require a period of time to practice and modify both knowledge and skills; the practicum serves that purpose.

In addition to gaining insight regarding the operation of a functional area of higher education, practicum students should also gain a view of the interrelationship of associated functional areas. Professionals in higher education must be cognizant of such relationships in order to understand the nature of the institution. Finally, the practicum may serve to generate, develop and refine skills in program development, counseling, administration, research and other aspects of higher education.

Selecting a Practicum

The selection of an appropriate practicum site is important. Care should be exercised to insure the "fit" between student and practicum site. The prospective practicum student should be aware of expected duties and responsibilities of the position as well as opportunities for education and growth.

The Contract

Although practica may be similar in their basic objectives and goals for the experience itself, the methods of accomplishing the associated tasks will vary. Thus, an integral aspect of the practicum is the generation of the contract. This is a statement comprising the following two elements: (a) an agreement upon the duties and obligations of both student and practicum site; (b) the set of tasks and experiences the student will undertake in order to meet the basic objectives. The contract provides guidelines which serve as the criteria for evaluating the practicum experience, subject to approval by the student, the site supervisor, and the department practicum coordinator.

STANDARDS FOR PRACTICA

All practica should adhere to these standards:

1. A practicum should offer the opportunity to observe or participate in all those activities and responsibilities that are considered to be the major function of the office in which the practicum is located.
2. The site supervisor should provide at least 5 hours per week of meaningful work experience.
3. The site supervisor should intermittently provide the practicum student with feedback as well as insight into the office and practicum site function.
4. A student should have the opportunity to undertake at least one major independent project which will be of benefit to the site as well as learning experience for the student.
5. A practicum should offer the opportunity for development of skills in one or more of the following areas deemed important for functioning in higher education:
 - Administration: completing administrative tasks such as budgeting, resource utilization planning, long-range planning for the unit, personnel management.
 - Assessment and Evaluation: determining the needs of particular populations; determining the effectiveness of programs, policies, or personnel.
 - Consultation: working with groups or individuals to improve the functioning of their organizations.
 - Counseling/Advising: working with students on a one-to-one or group basis to enable them to overcome current problems, to prevent possible problems in the future, or to facilitate their development in specific areas.
 - Diversity: working with a variety of students and/or faculty and staff from diverse backgrounds (for example, race, gender, religion, etc.).
 - Environmental Redesign: assessing the characteristics of a particular environment and/or the “fit” between student and environment in order to modify the environment to better meet the needs of students.
 - Instruction: presenting material in a formal or informal teaching role.
 - Program Development: developing or modifying programs to meet the needs of a particular population and to facilitate student and/or staff development.
 - Staff Development: selecting and/or training new staff, planning on-going staff development programs.
6. Students should be encouraged to learn how various philosophical and theoretical perspectives apply to the functional area in which they are working.
7. Students should be encouraged to develop their own philosophical perspective and to reflect on the activities in which they are engaged.
8. Students should be encouraged to determine their particular strengths and weaknesses as well as likes and dislikes related to the particular area in which they are working.

ESTABLISHING A PRACTICUM

Many offices on campus have traditionally offered practica for students in the Higher Education and Student Affairs program. The program is quite flexible regarding selection of practicum sites. We are most interested in establishing practicum sites that will provide good learning experiences for students in line with their interests and future career goals.

Procedure for Selecting a Practicum

Students should arrange appointments with the site supervisors of the practicum sites where they are most interested in working. The purpose of these interviews is to obtain further information about the sites and the opportunities for practica within these offices. The interview also provides the site supervisors with the opportunity to become acquainted with the student and to determine whether a mutually beneficial practicum can be arranged. Students can share this informational packet with site supervisors to increase their awareness of the practicum.

Following these interviews, students should determine an order of preference for offices in which they would like to work. This selection can be done independently or following further discussion with the practicum coordinators. Once a preferred practicum site has been decided upon, the student should re-contact the site supervisor and ascertain whether he/she is willing to accept the student. Once a practicum student has been accepted by a site supervisor, the two should meet to establish the specific objectives and activities of the practicum and to complete the Practicum Learning Contract.

Procedures for Completing the Ed Ad 565 Contract

For the student:

1. Identify practica in which you are interested: what areas in higher education would you like to learn more about or gain some practical experience?
2. Complete the student portion of the Ed Ad 565 contract.
3. Once you have identified your goals for the practicum, check the practica to see which, if any, can meet your goals.
4. Make an appointment and meet with each possible practicum supervisor. Discuss your goals for the practicum and learn what types of tasks would be available to help meet those goals. A three credit practicum requires no fewer than 5 contact hours per week in the term in which the practicum is taken.
5. Once you have identified the environment in which to meet your goals, meet with the supervisor to determine specific objectives which will provide the experiences to obtain your goals.
6. Completed contracts should not be signed until both the student and the supervisor agree to the objectives and grading method.
7. Completed contracts for established and arranged practica should be submitted to the class instructors by the third week of class in the semester for which the student is enrolled.
8. At midterm, the student and supervisor should review the contract to affirm that the objectives are obtainable.
9. A final evaluation will need to be submitted for the practicum experience.

Educational Administration 565 Contract

To be completed by the student:

Name _____ Telephone (H) _____ (O) _____

Address _____

_____ E-mail _____

Department _____

Practicum Semester _____ Credit hours _____

Previous practica or related work experience (position, location, year):

List coursework that can relate to the practicum experience:

List skills you have that can be utilized in the practica:

Practicum goals:

For the supervisor:

1. If you accept a practicum student, the specific goals, objectives and tasks must be typed/written on the contract by the student.
2. During your meeting with the student seeking the practicum in your office, assist the student in identifying those objectives which can be met in your area which will aid him/her in obtaining the listed goals. **Complete the supervisor portion of the form with the student.**
3. Clarify with the student the philosophy, skill development, time requirements of the objectives, grading process and evaluation method prior to the signing of the contract.
4. Completed contracts should not be signed until both the student and the supervisor agree to the objectives and grading method.
5. Completed contracts for practica should be submitted to the instructors by the third class in the semester for which the student is enrolled.
6. At midterm the student and supervisor should review the contract to affirm that the objectives are obtainable.
7. A final evaluation will need to be submitted for the student's practicum experience along with the recommended grade.

Educational Administration 565 Contract

To be completed by the supervisor:

Supervisor Name _____ Phone _____

Office Address _____ E-mail _____

Practicum Prerequisites:

Practicum Objectives:

What skills can the student develop which will help him/her perform duties and functions of higher education?

Practicum evaluation method:

Student Signature

Student I.D. Number (student)

Supervisor Signature

Date Signed

Supervisor Final Evaluation Form for Ed Ad 565

Student Name _____

Semester of Practicum _____

Recommended Grade _____

	Excellent	Good	Fair	Unacceptable
1. Willingness to learn	_____	_____	_____	_____
2. Completion of assignments	_____	_____	_____	_____
3. Punctuality	_____	_____	_____	_____
4. Individual growth	_____	_____	_____	_____
5. Professional promise	_____	_____	_____	_____
6. Initiative	_____	_____	_____	_____
7. Communication	_____	_____	_____	_____
8. Understanding of ethics	_____	_____	_____	_____
9. Professional interaction	_____	_____	_____	_____

10. To what degree was the practicum student involved in the actual practice of the procedures, duties, routines, etc. of your area?

- _____ Fully involved, was able to perform under little or no supervision.
- _____ Involved, but staff member was always required to be present.
- _____ Observed staff member at work.
- _____ Met, talked with staff (singly or in groups) but no observation or actual performance undertaken or attempted.

11. Do you feel the student increased his/her awareness of theory and practice in higher education?

Reporting Supervisor's Signature: _____

Supervisor's Name: _____

Address: _____

ED AD 565

SELF EVALUATION

Please refer to the syllabus (specifically the objectives and goals for the class) in responding to the questions below.

1. What three key things have you learned at your practicum site? Provide an explanation of each item.
2. What three key things have you learned from class? Provide an explanation of each item.
3. Did you fulfill your practicum contract? Please explain how you met the goals and include the number of points you feel you should receive (total 25 points).
4. Evaluate your engagement and participation in class. Indicate the number of points you should receive (10 total possible).
5. Please add any other information you would like us to know about your participation and learning in this class.