

New Course Proposal

Submit completed form electronically

1. **Course prefix and course number:** UGS 409
2. **Course title:** Interdisciplinary Major Practicum
3. **Abbreviated title for class schedule** (30 characters or less): INTD Practicum
4. **Credit hours:** 1-14
(note: if credits are variable, list range of credits (e.g. 1-8 credits))
5. **Catalog description:** 1 to 14 credits
Couples structured involvement in area of emphasis and related fields with observation and analysis of organization structure and mission, ethical considerations inherent in the work, and the exercise of professional-level writing skills. 30 supervised work hours required for each academic credit, 14 credits maximum. Prerequisite(s): Interdisciplinary majors only. *Graded (A-F) only*
6. **Prerequisites (to add each additional prerequisite, start a new line):**
(See attached Note for samples)

A. (course prefix, (space) and number)	or	or	or	or
B. (course prefix, (space) and number)	or	or	or	or
C. (course prefix, (space) and number)	or	or	or	or
7. **Co-requisites (including labs, if any):**

A. (course prefix, (space) and number)	or	or	or	or
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8. **Major/Class restrictions:** Please indicate any class or major restrictions:
Junior Standing or above.
9. **Is course repeatable?** Yes x No If Yes, list maximum credits: 14
10. **Labs requirements:** If course includes a lab: # of hours lecture: ; # of hours lab:
11. **Fees:** List any course fees:
12. **Grade Mode:** Graded only: x Pass/No Pass only: Option:
13. **CIP Code:** Six-digit CIP code (check with your Division Director): 309999

14. Special qualifications; Is course proposed for (yes/no):

A. University Studies? If yes, list Strand(s)

B. Honors?

15. Cross-listing: List any cross-listing: and and and and

16. Strategic justification for proposed course:

A. **Rationale:** What is the overall strategic rationale for offering this course?

This course will fill a void for INTD students seeking a practicum opportunity within their interdisciplinary major. Some areas cannot accommodate students who are not actual majors.

B. **Alignment:**

1. How does this course align with the unit's mission plan? Specific to INTD

2. How does the course fit into the rest of the unit's curriculum? This course is a companion and a way for learners to apply knowledge from the classroom setting to experience in the workplace.

C. **Enrollment:** What is the new course's estimated enrollment each time it is offered over a three-year period? Year 1 ; Year 2 ; Year 3

This course will be offered as irregular registration only (need basis).

D. **Resource evaluation:** What resources – faculty, equipment, lab space, etc. -- will be needed to offer this course and how will those resources be obtained?

1. *Faculty:*

a. Who will teach the course?

Director of UGS will oversee Practicum for INTD students who cannot participate in an emphasis prefix practicum experience.

b. Evaluate unit's faculty availability and/or needs and the impact on other teaching obligations. None

c. If additional faculty members are needed, how will that need be met? If the Division Director of UGS is not able to complete the practicum oversight for a student, the Division Director for the area of emphasis will be consulted for best solutions.

2. *Facilities:* Cite any additional need for classrooms, equipment or lab space; explain how that need(s) will be met. Individual need, not a regular class.

Irregular Registration agreement.

3. *Other:*

- a. Are Hannon Library resources sufficient to meet the needs of this course?
Consulted with Dale Vidmar. He confirmed as presented, library meets the requirements.
- b. Are any other resources needed to support this course? No
If so, please explain how they will be obtained.

E. **External impact:**

- 1. What is the expected effect of this course on existing programs elsewhere in the university?

None. It is difficult for some students to find a practicum outside of a major, so the INTD is proposing this pathway as a solution. Currently, this is being met through irregular registration UGS 399 open numbered course.

NOTE: Please document your contact with other academic programs which may be affected by this new course and the response you received.

- 2. Will any of your prerequisites affect other academic programs? No

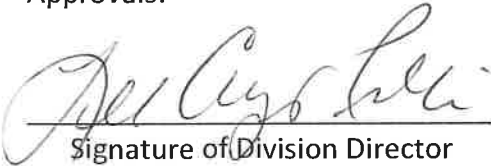
NOTE: Please document your contact with other academic programs which may be affected by this new course and the response you received.

17. Syllabus (condensed)

*(Attach an accompanying, condensed syllabus, which should include the following items. Schedules and similar details are **not** required.)*

- A. Course description (same as Catalog description, above)
- B. Learning objectives of the course
- C. Required texts
- D. Course format
- E. Other – any other relevant materials needed to explain the goals and teaching methods of this course.

Approvals:



Signature of Division Director



Date

1/10/2019

UGS INTD (proposed 409) PRACTICUM-Internship

Instructor:

Dr. Lee Ayers Preboski, EdD, PhD AyersL@sou.edu

Office hours vary, please confirm appointment through email.

Course Goals:

- use of academic knowledge and application of professional skills in the selected field of study.
- work with professionals who will be your mentors as you grow and learn in the field through personally identified course objectives.
- discovery of strengths (you develop) and weaknesses (that you can correct) in a controlled environment
- evaluation of your career choices and refined additional needs for employment identified.

Course Requirements:

- **Practicum Notebook:** It is highly recommended that you organize all of your practicum materials (training plan, weekly reports, agency analysis, journal, daily log, evaluations, etc.) into a loose leaf binder at the beginning of the term. This will help you to keep organized and as you do reports all the information that you will need will be readily available in one place. At mid-term and finals week, a completed notebook will be required.
- **Practicum Contract:** All students will provide the practicum director with the signed and completed practicum contract. This contract will be kept by the practicum director.
- **Training Plan:** A training plan translates your learning objectives into action. It is one way of assuring that the necessary planning to achieve your learning objectives takes place. It also assists you in determining that you have reached your objectives and in assessing your level of achievement.
- **Daily Log:** For time on-the-job, all students will keep a daily log of activities. The log form will document your hours on the job, briefly describe your activities and will be signed by your site supervisor to verify your accounting.
- **Weekly Reports:** The weekly report is a means of briefly documenting your weekly activities. This will help in your supervision.
- **Daily Journal:** The daily journal is to give a record of your accomplishments, perceptions, reactions, and insights. It will assist in analyzing your experience and aid in summarizing for your final report. What work did you perform? What experiences did you have? What knowledge and insights did you gain? What questions arose in your mind? Include observations and feelings regarding events that puzzle, surprise, frustrate, cause anxiety, and delight you. Integrate readings with your journal entries. Your journal should demonstrate insight, critical thinking, theoretical integration, application, and critical appraisal.

- **Staff/Board Meeting:** Attending staff and advisory council/board meetings is a responsibility of most professional persons. Your report should deal with the purposes of the group, content of the meeting, and an analysis and evaluation of it both in content and process (how the meeting was conducted). This is *two pages* word processed, double-spaced, summary of the meeting.
- **Agency/Site Analysis:** This report is to help you learn about and analyze the organization for which you are working so that you can function more effectively in the work environment. Try to obtain the information with minimal help from your co-workers and supervisors. This assignment is 3 – 5 pages in length.

The **Agency Analysis report** should be concise. It *should* include the following:

- Brief history of the agency or practicum location.
- Operational data: Philosophy/mission statement and goals; services, programs; clients; geographic area served; operating fund source(s).
- Staff development opportunities & qualifications for entry level professional position.
- **Final Report:** The Final Report summarizes the total experience, its value, and significance for you. It will be due the Monday of finals week. The paper should be a narrative of *10- 15 pages* (double-spaced) in which you evaluate the outcome of your total experience. See attached for details on format and headings for this assignment.

Course Grading:

Your course grade will be dependent on the following:

- Handing in all work on time
- Quality of final report
- Quality of completed notebook submitted
- Evaluation and assessment of your participation by your site supervisor

While your journal and daily log will be in your handwriting, all other reports, etc. are expected to be typed, double-spaced. Pay close attention to spelling, grammar, and punctuation---keep it professional!

Practicum/Training PLAN

There are five (5) components to your training plan.

- **Learning objectives.** They should be clear, specific, and measurable so that you will know when you have accomplished them. It may be helpful to place these in the order in which you plan to work on them. If planning the implementation reveals weaknesses or problems with your objectives they can be renegotiated with your on-site supervisor.
- **Indicators of achievement** specify the means by which you and your on-site supervisor will know that you met the objectives.
- **Actions planned** are the specific activities, steps, and processes necessary to achieve your objectives, listed in the order they should take place. What will you need to do in order to meet

your goals? What resources will you need? Will you be working with others? You should include only major methods and steps now; as you proceed, you may wish to develop more details.

- A **completion date** will guide your activities over the term and help you plan the time so that you can accomplish what you wish in the field experience.
- Your **level of achievement** is your own rating of how well you achieved each objective. If the objective was not achieved, why not?

As you develop your training plan, discuss it with your on-site supervisor. Collaborating on this task is the best way to achieve measurable objectives. You get to customize your experience in this course. It may not seem like an easy task, but it is important to the total success of the field experience! You can feel reassured to know that the process is often difficult, and sometimes plans are not as workable as you anticipated. Your agreement and training plan are based on what you thought would or could happen. Seldom do we predict with complete accuracy. Adjusting doesn't necessarily indicate a weak plan, but is part of the controlling the plan in action.

Please note one objective for each credit hour you've enrolled in (i.e.3 credits 3-objectives).

TRAINING PLAN

Learning Objectives (What do you want to accomplish?)	Indicators of Achievement (How will you accomplish this?)	Methods to Achieve/ Actions Planned	Completion Date	Levels of Achievement
Objective 1:				
Objective 2:				
Objective 3:				

Add additional rows and columns if necessary.

HOW TO WRITE A JOURNAL

Journal writing as a part of your practicum experience is a method of self-reflection. It can also be used to keep track of the experience you are acquiring as a result of your time at the practicum site. Be sure to protect the *confidentiality* of all clients; use initials or a code to communicate about the people with whom you work. The following parts should be included in your journal writing regarding your practicum experience:

- **Record what took place during your shift:** Discuss what took place during your shift. Give details about what activities you took part in on that day. Think of this process of writing as a so--what concept. **So** you went into your practicum site today and **what** happen, **what** did you do, **what** did you think about it?
- **Reflect on experiences you encountered during your shift:** This part of the journal is the key to the learning experience resulting from a practicum setting. It helps a great deal in better understanding yourself, your emotions, the clients, and the practicum setting. It is a form of self-supervision. Discuss your observations about clients and the experiences you endured during a particular shift. How did this observation or experience make you feel both emotionally and physically? This phase of the journal does not need to be highly professional or abstract; rather it is your personal response to your work. Note major events that took place during the shift you are discussing and elaborate on the emotional aspect of the experience. This is not a self-evaluation of your performance, but more of a flowing of your honest feelings toward the events that occurred.
- **Note ideas, inspirations, and questions that arise during a shift:** By noting these instances, they can be distinctly dealt with later by discussing them with your supervisor or practicum director. For example, it may be helpful to note questions concerning specific agency procedures or the behavior of a particular client or co-worker.
- **Integration:** Connecting ideas, principles, facts, and concepts to your work. This can be done by applying the assigned readings to your particular situation and build from there.
- **Creative-production application:** Come up with some new ideas, based on what you've read or heard and on how you have integrated that material.
- **Evaluative analysis:** Employ some kind of criteria or yardstick to evaluate either what you have read or heard, or your own "integration" or "application" to see where the strengths and weaknesses are. How has the SOU prepared you for this experience?

Evaluation may vary from the inarticulate, "intuitive," extremely subjective level (e.g., "I don't like that, but I don't know why"), to a detailed critique point-by-point of a program or plan, citing the criteria used, justification for criteria, etc., as well as the pros and cons regarding a particular point according to the criteria used. Evaluation ideally uses and builds your capacity for critical appraisal -- what is being done right and why -- by the agency, your supervisor, yourself. How would you change things and why? Informed critiques, being able to cite research, theory or other practitioners, is a further refinement that strengthens your appraisal. While some of these ideas may be changes you can implement in your current setting, others might become seeds for future work or study. At all levels, your journal is a communication and learning tool.

PRACTICUM-INTERNSHIP FINAL REPORT

Your Final Report should be divided into four parts. It must include a discussion of following points:

A. **A synopsis of your involvement in the practicum.** This should include a description of your position, the agency, and the nature of the work environment. This includes the number of hours spent there, how many days a week you went to the site to work, who your clients were, and estimate the percentage of time you spent directly with your clients and how much time you spent on support activities (i.e., paperwork), how frequently you met with your supervisor, and any other information you feel would give insight into the nature of your involvement in your internship.

B. **A brief description of the overall philosophical approach or mission statement of your site.** If physical aspects of your internship site are important, these should also be included. Of particular interest is your assessment of how well your internship site fulfills its overall mission statement.

C. **Address your specific learning objectives.** Include the degree to which you feel each was achieved and what you learned in relation to each of your objectives. Your journal should be especially helpful with this section. If you feel you “overstated” or “understated” your objectives when you were setting up your field study, spend some time discussing how you might modify your objectives, given what you now know about the possibilities available to you through this practicum site. Discuss any unanticipated learning’s.

D. **This section gives you the opportunity to relate your field experience to your degree program and/or career goals.** This section should stress the integration of this practicum experience with prior learning. You have a wide range of discretion here, since you can approach the integration of your practicum experience from many different angles.

Although you are not limited to the suggestions listed below, you might approach this section of your final paper by:

- relating things you learned in this experience to various theories you may have been exposed to in your academic program (i.e., In what ways does your practical experience support a given theory? Or, in what ways does your practical experience differ from a given theory?).
- comparing this practicum experience with a previous one on several specific variables that you think are important.
- critiquing this practicum site, and discussing a number of substantive alternatives that could improve the quality of services provided to the internship site’s clients.
- taking several of your most important learning objectives for the experience and expanding on them. You might discuss how achieving these select objectives (or not achieving them) fits into your decision to pursue a particular career direction.

PRACTICUM-INTERNSHIP WEEKLY REPORT

Name _____

Week of _____

Number of hours completed this week _____

Please answer questions as completely as possible using the back of this page, if necessary.

1. Major activities of the week.
2. New knowledge and experiences gained this week.
3. Your evaluation of this week's activities, and of progress in your training plan.
4. Any problems and/or questions?
5. Comments

DAILY ACTIVITIES DOCUMENTATION LOG

Name _____

Site _____

Supervisor_____

[illegible]

PRACTICUM- INTERNSHIP PROGRAM EVALUATION

I do/do not (circle one) wish to review this personal evaluation contained in my practicum file.

Student Signature _____ Date _____

TERM EVALUATION FORM

Student Name _____ Date _____

This student was placed at your agency: _____. Your candid appraisal of the student is desired so that we can determine the suitability of the placement experience. Requirements may vary from setting to setting or among different placement situations within a single agency or program, but all placements require intellectual competence, ability to relate comfortably and effectively to clients and staff, and interest and effectiveness in working with people.

Person making evaluation: _____ Title: _____

Under what circumstances have you known the student?

How many hours did this student spend at your agency this term? _____

How well do you know the student? Slightly _____ Moderately well _____ Very well _____

Rate the student on the following qualifications according to the legend below. 1,2,3 = below average; 4,5,6 = average; 7,8 = superior; 9,10 = exceptional. Please circle rating.

	Below Average					Average			Superior		Exceptional	
Unknown												
Socially Mature	1	2	3	4	5	6	7	8	9	10	N/A	
Self reliant	1	2	3	4	5	6	7	8	9	10	N/A	
Emotionally stable	1	2	3	4	5	6	7	8	9	10	N/A	
Adaptable/flexible	1	2	3	4	5	6	7	8	9	10	N/A	
Cooperative	1	2	3	4	5	6	7	8	9	10	N/A	
Open to learning	1	2	3	4	5	6	7	8	9	10	N/A	
Intellectually curious	1	2	3	4	5	6	7	8	9	10	N/A	
Dependable	1	2	3	4	5	6	7	8	9	10	N/A	
Initiative	1	2	3	4	5	6	7	8	9	10	N/A	
Oral	1	2	3	4	5	6	7	8	9	10	N/A	

Communication skills												
Written communication skills	1	2	3	4	5	6	7	8	9	10		N/A
Ethical	1	2	3	4	5	6	7	8	9	10		N/A
Planning and Preparation	1	2	3	4	5	6	7	8	9	10		N/A
Knowledge of Field	1	2	3	4	5	6	7	8	9	10		N/A
Judgment	1	2	3	4	5	6	7	8	9	10		N/A

Give your opinion as to the performance of this student in this practicum situation:

Not acceptable ____ Marginal ____ Acceptable ____ Superior ____ Outstanding ____
(continued on back)

Additional Comments:

Supervisor's Title

Date

Supervisor's Signature

Phone

*Thank you for taking the time and offering sincerity in appraising this student. Please return this form to:
**Lee Ayers, Division Director, Undergraduate Studies, Southern Oregon University, 1250 Siskiyou Blvd.,
Ashland, Oregon 97520. Office 541-552-6505***

STUDENT SITE EVALUATION

DIRECTIONS: Complete this form at the end of your practicum placement. Your responses may be given to the site supervisor for feedback once your practicum is completed.

Name: _____ Date _____

Dates of Placement: _____

Are you willing to have this information shared with the practicum site? YES _____ NO _____

Do you want your name removed from this form? YES _____ NO _____

Site: _____ Site Supervisor: _____

Rate the following questions about your site and experiences: (n/a = not applicable, 1 = very unsatisfactory, 2 = moderately unsatisfactory, 3 = neutral, 4 = moderately satisfactory, 5 = very satisfactory)

	n/ a	1	2	3	4	5
Amount of on-site supervision						
Quality & usefulness of on-site supervision						
Relevance of experience to career goals						
Exposure to and communication of agency goals						
Exposure to and communication of agency procedures						
Exposure to professional roles & functions within agency						
Exposure to information about community resources						

Comments: (Include any suggestions for improvements in the experiences you have rated moderately or very unsatisfactory.)

How well did you meet your training plan's goals and objectives?

Recommendations to other practicum students doing the same work?

STUDENT EVALUATION OF SITE SUPERVISOR

DIRECTIONS: Complete this form at the end of your practicum placement. Your responses may be given to the site supervisor for feedback once your practicum is completed.

Name: _____ Date _____

Dates of Placement: _____

Are you willing to have this information shared with the practicum site?

YES _____ NO _____

Do you want your name removed from this form? YES _____ NO _____

Site: _____

Site Supervisor: _____

Rate site supervisor as follows: (n/a = not applicable,

1 = very unsatisfactory, 2 = moderately unsatisfactory, 3 = neutral, 4 = moderately satisfactory, 5 = very satisfactory)

	n/a	1	2	3	4	5
Gives time & energy in observing, processing, guiding						
Accepts & respects me as a person						
Recognizes & encourages further development of my capabilities						
Gives me useful feedback when I do something well						
Provides me freedom to develop flexible & effective styles						
Encourages & listens to my ideas for developing my skills						
Provides suggestions for developing my skills						
Helps me understand the implications of what I do						
Encourages me to use new & different techniques when appropriate						
Is spontaneous & flexible in supervisory sessions						
Helps me define & achieve specific concrete goals during practicum						
Gives me useful feedback when I do something wrong						
Allows me to discuss problems I encounter in my practicum setting						
Helps me define & maintain ethical behavior						
Encourages me to engage in professional behavior						
Maintains confidentiality in material discussed in supervision						
Offers resource information when I request or need it						
Allows and encourages me to evaluate myself						
Explains his/her criteria for evaluation clearly & specifically						
Applies his/her criteria fairly in evaluation my performance						
	n/a	1	2	3	4	5

Comments: (Include any suggestions for improvements in the experiences you have rated moderately or very unsatisfactory.)

Practicum Course

Name_____

Site:_____

Components

Evaluation

SOU Waiver Form must be on file before hours will count towards credits.

1. Agency Contract Form (due before hours are counted)	_____
3. Training Plan/Revised Training Plan	_____
4. Daily Logs – completed hours/credit	_____
5. Journal	_____
6. Weekly Reports	_____
7. Agency Analysis	_____
8. Staff Meeting Report	_____
9. Student – site evaluation	_____
10. Evaluation by site supervisor	_____
11. Final Practicum Report	_____
A. Writing/mechanics	_____
B. Proofing, editing, grammar	_____
C. Components	_____
I. synopsis	_____
II. analysis	_____
III. description of agency approach	_____
IV. learning objectives	_____
V. relate field experience	_____