PRACTICUM SYLLABUS
FOR COLLEGE STUDENT PERSONNEL SERVICES
(PART 1)

Higher Education & Policy Studies Program

EDH 6947

3 Credit Hours
This information serves as a template for the syllabus of this class. Each instructor will change it according to his/her professional opinion, if necessary.
Instructor
TBA

Seminar meeting times
Dates and Times: TBA

Office Hours
Dates and Times: TBA

Course Rationale and Description
The practicum provides an opportunity for observation of student personnel administration and also supervised learning experiences. The practicum should be taken after the student’s first term of enrollment and requires prior approval by the student’s advisor. The format of our meetings will be the seminar and we will meet approximately every three weeks. A seminar generally, brings together a small group of students who will focus their energy on the discussion of some particular subject, in which everyone present is requested to actively participate. You will be expected to bring into the seminar your observations on the ‘way things are done’ in your office for examination and discussion with your peers within a commitment to confidentiality, teachability and integrity. We will strive to create a community of learners who are committed to excellence in professional conduct. Therefore, the seminar will move back and forth between independent adult learning principles, experiential learning, and self-directed evaluation. As a faculty member I am aware that the seminar structure can be difficult for students with limited professional experience and coursework. However, I am also convinced that one of the powers of the seminar is the peer-to-peer teaching and learning regarding the many ambiguous observations at the practicum site.

Required Texts

Course Objectives

a. becoming familiar with the mission, goals, procedures and functions of services and/or programs;
b. extending knowledge to the services assigned and other services through readings, lectures, and discussions;
c. becoming familiar with professional associations and literature affiliated with the services assigned; and,
d. becoming socialized into the profession of student personnel administration.

Course Requirements

1. Practicum Manual. You are expected to read and comply with the Manual.

2. Final Paper and Time Log. The requirements for this paper are:
   • A brief introduction (1-2 pages) providing descriptive information of the area, department or office where the practicum was completed.
   • Reflections (3-6 pages) on the work the student did in the practicum and perceptions of what has been learned from the experience.
   • A conclusion (1-2 pages) in which the student analyzes the contributions of this experience to her/his career goals and to their understandings of the field.
   • A time log should be attached to the paper (date, times, activity/ies) showing how the 100 hours were spent.
Reasonable accommodation policy

Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact me as soon as possible so we can discuss accommodations necessary to ensure full participation and facilitate the educational experience.

Student Code

Make sure that you understand that the Student Code is applicable at the graduate level. Issues of academic integrity and honor must guide your studies. For a copy of the Code please see the UCF web page.

Grades

Course grades will be derived as follows:
On-site experience: 60 Points
Seminar participation, written reports: 40 Points

Class material is subject to change depending upon the availability of guest speakers and time spent on certain topics and needs of class members. Changes may occur to the current syllabus and will therefore be announced in class and are binding to everyone whether you are in class or not.
Course Schedule

Session 1  Course introduction and overview

Session 2  NO face-to-face meeting
  Practicum application due

Session 3  Seminar: Five unwritten laws of your office

  Task: Based on your observations, jot down five informal or unwritten rules in your office. Even though these rules do not appear written in any manual or policy book, every single member seems to understand what these are. These rules are followed as if they were ‘constitutional laws.’

  Assigned reading: Chapters 1-7

Session 4  NO face-to-face meeting
  Midterm Supervisor evaluation due
  Midterm Student evaluation due

Session 5  Seminar: Five unanticipated fortunes of your office

  Task: Based on your observations, jot down five informal unanticipated fortunes in your office. ‘Fortunes’ are wonderful or awesome things that you observe. These fortunate events (dynamics or interactions) have not been dictated by anyone. Fortunate events exist ‘just because.’

  Assigned reading: Chapters 8-14
Session 6

Seminar: Five inevitable calamities of your office

Task: Based on your observations, jot down five calamities in your office. ‘Calamities’ are terrible or ugly things that you observe. These calamities (events, dynamics or interactions) have not been dictated by anyone. Members of the office are very well aware of these calamities but no one talks openly about these awful things. Nor is anyone going to do anything about these circumstances.

Assigned reading: Chapters 15-21

Final paper and time log due

Final Supervisor Evaluation due

Final Student Evaluation due