The Graduate School of Education
University of Massachusetts Lowell

SYLLABUS

Practicum I & II: Higher Education Option
SPRING 2014
Course Number: 08.671

Faculty: Mitchell Shuldman, MLS, Ed.D.

Faculty Office Hours for Spring 2014: O’Leary Room 220 (x4561)  (TBA)

Faculty e-mail: Mitchell_Shuldman@uml.edu

Course Meeting Time (when On Campus meetings are scheduled – see calendar):

- Wednesdays, 4:00-6:20p.m.

COURSE FORMAT: Blended (see tentative schedule for online check-ins and assignments).

COURSE DESCRIPTION:

The Practicum is a two semester culminating requirement for students striving to earn the M.Ed. in Education Administration: Higher Education Option. In consultation with the GSE faculty advisor and their current supervisor, students will develop, implement and assess a project of substantial depth with direct relevance and application to higher education. This project will demonstrate the practical application of the students’ knowledge and skills in real-life higher education leadership activities and responsibilities and reflect the student’s sophisticated understanding of the subject matter. The Practicum experience is designed to give students the opportunity to apply what they have learned in prior coursework in ways that directly benefit the units they currently work in. The focus and scope of the project should be tailored to students’ area of interest in the Higher Education Option and to their current work responsibilities. Both semesters will involve significant academic and leadership work in partnership with a supervisor/mentor in an appropriate higher education site. Students who are not employed in higher education during the time they take the Practicum courses will want to consider a UMass Lowell-based Internship (please contact Dr. James Kohl for more information). Students are responsible for setting up their own arrangements.

The Graduate School of Education faculty member will partner with students’ current supervisors to oversee and evaluate the project. Students will be required to identify their supervisors and set up the first meeting between the Faculty Supervisor and the Work Supervisor.

This course is open only to students in the M.Ed. Education Administration: Higher Education Option. Candidates must take this course at the end of their program and in conjunction with a maximum of one other course during the same semester.

COURSE PREREQUISITES:
Matriculation into the program and completion of at least 18 graduate credits toward the M.Ed. Education Administration: Higher Education Option.
LEARNING OUTCOMES:

- Demonstrate the application of knowledge from the courses taken in the program.
- Demonstrate leadership skills in a higher education area of their choice (interest).
- Reflect upon their philosophy of leadership in higher education and relate their Practicum Project experiences to that philosophy.
- Effectively and accurately communicate the scope of their work each semester in a professional presentation at the Graduate School of Education for their GSE Faculty, their supervisor and invited guests.
- Identify, network and become involved in a professional organization that represents their area of focus/interest.
- Effectively communicate and network with those in upper level roles of higher education administration and/or leadership.

REQUIRED TEXTS:

- APA latest edition for writing assignments. Students must demonstrate effective and sustained use of the latest APA format guide on assignments when required.

SCOPE OF WORK PRODUCTS FOR PRACTICUM I

- Establish a collaborative triad/team (student/supervisor/faculty).
- Write a proposal for project with benchmarks timeline for completion
  - Identify problem or opportunity you see in your area
  - Literature Review – what does the literature say about your issue
  - Implementation plan with timeline
- Maintain regular check-ins with faculty member (via email, face-to-face, Go To Meeting).
- Membership/involvement in a Professional Organization outside of UMass Lowell.
- Annotated bibliography on topic of proposal.
- Interview higher education leader who has a role at least at the level of Dean/Vice President/Faculty Chair/Department Head.
- Reflection Essay I
- Final Presentation.
- Portfolio of documents to include: proposal, interview transcription/notes, reflection essay, final presentation

SCOPE OF WORK PRODUCTS FOR PRACTICUM II

- Revisit Practicum I Proposal and Reflection essay.
- Implement and evaluate project.
  - Update timeline for the semester.
  - Assessment plans, criteria, program evaluation plan.
- Reflection Essay II
- Regular check-ins with faculty member (via email, face-to-face, Go To Meeting)
- Portfolio of documents: Add to portfolio: assessment documents, reflection essay II, final paper and presentation
- Final Paper and Presentation
  - Paper: Project Overview, Literature Review, Implementation, Assessment/Evaluation, Findings (particularly how do your finding relate to or fin into the literature, Future questions/concerns (addressing how the project will be sustained).
# COURSE MEETINGS AND ASSIGNMENTS

This is a tentative calendar (depending upon the projects chosen and supervisor involved). Exact schedule is subject to change as the semester progresses.

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<thead>
<tr>
<th>Week</th>
<th>DATE: Wednesdays 4:00-6:20 pm</th>
<th>Meeting Location:</th>
<th>Assignments</th>
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</table>
| 1    | 1/22/14                       | On Campus         | Meeting with GSE course faculty  
 **Introductions**  
 Review syllabus  
 Identify project supervisors  
 Complete profile sheet/contact information |
| 2    | 1/29/14                       | On Campus         | **Practicum II** students present and discuss their project idea from end of first semester with update.  
 Practicum I - General Discussion: Initial ideas for Practicum project |
| 3    | 2/5/14                        | On Campus         | Practicum I students ONLY! Present initial project ideas. Set up meeting with area Supervisor. Supervisor must sign off on the Practicum project.  
 • **Annotated Bibliography**: Choose three articles from scholarly peer reviewed publications on your topic and create a short APA combination annotated bibliography. SEE: http://writing.wisc.edu/Handbook/AnnBib_content.html  
 • **Choose** at least one affiliated professional organization and tell me how you will get involved, e.g., attend and/or present at conference, submit an article to their publication or newsletter, etc. |
| 4    | 2/12/14                       | Online            | Check-in |
| 5    | 2/19/14                       | Online            | **Proposal Due (e-mail)** (Practicum I) |
| 6    | 2/26/14                       | Online            | Check-In |
| 7    | 3/5/14                        | On Campus         | Progress Update |
| 8    | 3/12/14                       | Online            | Check-in |
| 9    | 3/19/14                       | **SPRING BREAK**  |            |
| 10   | 3/26/14                       | Online            | Check-In |
| 11   | 4/2/14                        | On Campus         | Progress Update |
| 12   | 4/9/14                        | Online            | Check-In |
| 13   | 4/16/14                       | Online            | Check-In |
| 14   | 4/23/14                       | Online            | **Reflection Essay** (Practicum I & II)  
 **Interview Transcript** (Practicum I) |
| 15   | 4/30/14                       | On Campus         | Final Presentations (Practicum I & II) Professional presentation to GSE faculty, supervisors and invited guests.  
 **Final Paper** (Practicum II) |

**CLASS ATTENDANCE POLICY:**
• REGULAR communication via email (for online component)
• Scheduled class meetings – possibly Go To Meeting
• Scheduled meetings with supervisor and GSE faculty.

EVIDENCE EXPECTED FOR MEETING COURSE OBJECTIVES:

Work and Assignments: All assignments are to be emailed by the end of the day on the date due.

□ Attend scheduled class meetings and/or scheduled meetings with Supervisor and GSE Faculty.

□ Research and Identify professional organizations. Become involved.

□ Annotated Bibliography: Explore and identify peer-reviewed scholarly sources in your area of focus. Subscribe, contribute, or find a way to stay in touch with the important issues.

□ Written proposal for project.

□ Written record of interview (with transcription) with higher education leader.

□ Reflection essay.

□ Practicum I: Presentation.

□ Practicum II: Presentation and final paper.

GRADING:
Grading for Practicum I and II is Satisfactory- Unsatisfactory.
A grade of S indicates that a student’s performance merits an evaluation of C or better. U indicates a course evaluation of less than C. Although appropriate credits are granted to students when grades of S have been assigned, these credits are not qualitatively weighted and hence do not affect a student’s academic average. A grade of U indicates that attempted course credits have not been granted and is awarded without prejudice to a student’s cumulative average.

AVOIDING ACADEMIC DISHONESTY:
Graduate School Policy: http://www.uml.edu/catalog/graduate/policies/academic_dishonesty.htm

Academic dishonesty includes but is not limited to:

Cheating - use, or attempted use, of trickery, artifice, deception, breach of confidence, fraud, or misrepresentation of one's academic work. Submission of the same work in its entirety for credit in two courses without obtaining the permission of the instructors constitutes cheating. Collaborating with others when not explicitly allowed by the instructor constitutes cheating.

Fabrication - falsification or invention of any information or citation in any academic exercise.

Plagiarism - representing, whether intentionally or unintentionally, the words or ideas, videos or images of another as one's own work in any academic exercise.

Facilitating dishonesty - helping or attempting to help another commit an act of academic dishonesty, including substituting for another in an examination, misrepresenting oneself, or allowing others to represent as their own one's papers, reports, or academic works.