Practicum  
TDEV 450  
Spring Semester  
2013

Instructor:         Delores Rice, Ph.D. - Assistant Professor  
Office Location:   Virtual  
Office Hours:      Virtual Daily  
Office Phone:      512.900.1913  
Office Fax:       903-886-5507  
University Email Address:  Delores.Rice@tamuc.edu

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:  

No textbook is required for the course!

Course Description:  
This course provides participants the opportunity to gain valuable work-based experience. This course examines strategies for successful articulation into the workplace.

The Practicum is a professional field experience program designed to provide the student with the opportunity to work in a professional environment under the supervision of an experienced faculty member. This opportunity allows students to integrate the theory and knowledge of course content with the application of principles and practices in a work environment.

Student Learning Outcomes:  

The engaged learner will:

- Gain practical experience based on the understanding and application of theoretical knowledge.
- Observe the analysis of and solutions to problems arising in professional work settings.
- Interact with colleagues in a professional work environment.
- Participate in a representative range of professional activities in the work setting.
Develop a professional self-awareness.

COURSE REQUIREMENTS

Course Expectations and Participation:
Active participation in this web-based course is required. It is recommended that you login and participate in the course daily. Participation will vary depending on the task (reading course materials, posting a comment, reflecting on a discussion thread, etc.) required when you login. You have maximum responsibility for your learning and involvement in the class. It is important that you keep up with the course materials and deadlines. You are expected to contribute a high degree of participation and engagement with the course content to positively impact the learning experience for everyone. You are expected to incorporate knowledge gained from the text, personal experiences, peers, and other resources to formulate ideas and your contributions.

Instructional / Methods / Activities Assessments
A wide variety of instructional methods will be utilized to provide meaningful learning experiences, including group problem-solving activities, self-assessments, independent research, and case studies. It is vital that support material is read prior to class and that students actively participate in class discussion, activities, and case studies. Course discussions and reflections, rather than lecture, will be the primary method of instruction for the course. Therefore, it is imperative that you use your voice to share your perspectives, experiences, and concerns.

Web Discussions, Reflections and Web Activities [55%] – Due weekly
A grade will be assigned for participation in the discussion group for each module. You must participate/post in each discussion thread/activity in the module to receive credit for the module. However, only one thread or activity will be selected each week for grading. Full credit will be given according to the following:
Quality of writing – responses are free of grammar, spelling or punctuation errors
Frequency/Timeliness – participates throughout the week on several different days
Initial Posting – response fully addresses all aspects of the question/prompt
Follow-Up Postings – posts reflect upon comments from others and integrate different views to take the discussion deeper
Organization – thoughts are presented in a clear and logical manner, with details connected

Responses are not merely a restatement of information or ideas already presented. You are expected to present new ideas for consideration, pose questions to explore a topic deeper, and/or add to perspectives presented.

Most of the modules are open for at least ten days. For each topic, you are expected to post an initial response by the third day at 11:59pm and respond to at least one additional post in each topic thread/activity by the seventh day at 11:59pm. For example, if the module opens on Monday then you have until
Wednesday at 11:59pm for the initial post and Sunday at 11:59pm for the follow-up post.

**Experiential Learning Event Paper [25%] – Due March 23, 2013**

Attend (virtually or live) at least one event that addresses one of the items discussed in the course thus far and/or a workplace topic focused on professional development. Write a 3-5 page reflection paper on the event. The event can be a lecture, conference, speaker, work event, training, etc. as long as the event focuses on a relevant topic. The paper should include the following:

- Describe the event. What was the purpose of the event? What topics were addressed? In what way(s) were the topics presented? Who was the target audience for the event? Who was in attendance?
- What new knowledge did you gain from attending the event? What knowledge was reinforced or challenged? Was there anything that surprised you? What was your overall reaction to the event? How does this information correlate to this course? What did you learn about workplace development or professional development as a result of attending this event?

The paper may be submitted at anytime during the semester. However, it must be submitted at the due date. You are expected to use course readings, materials and other sources to analyze what you experienced.

**Career Development Plan [20%] – Due April 25, 2013**

Design a career plan for your professional goals. Use the model provided in the lecture to create a plan. Be sure to address each step in the model. You can submit this as a PowerPoint presentation, Prezi, YouTube/Vimeo video, document, or in any manner you prefer.

**Grading**

Your grade will be determined through a weighted average of your grades on the reflection assignments, participation assignments, and required discussion postings. The following scale will be utilized:

- A = 90 to 100
- B = 80 to 89
- C = 70 to 79
- D = 60 to 69
- F = under 60

**The course grade will be determined as follows:**

- **A** - The student has exceptionally participated to develop, prepare, and improve practical step-by-step strategies for mastering his or her chosen occupation.
- **B** - The student has adequately participated to develop, prepare, and improve practical
step-by-step strategies for mastering his or her chosen occupation.

C to F - The student has inadequately participated to develop, prepare, and improve practical step-by-step strategies for mastering his or her chosen occupation.

Grading in this course will be very subjective based upon my interaction with and/or observation of your performance. The final grade in this course will be determined by the course instructor based upon her perception of course involvement. The utilization of student effort in discussions and journal entries is intended to combine with faculty observation and interaction to triangulate upon a fair assessment of student learning.

You will be expected to participate in the development, implementation, and improvement of practical step-by-step strategies for mastering his or her chosen occupation.

TDEV 450 consists of online modules. These modules will be available on the indicated dates. The modules will NOT be accessible BEFORE or AFTER the indicated dates. Each module will include lecture material, presentations, and/or discussions. You will need internet access capable of accessing and viewing the indicated discussions.

TECHNOLOGY REQUIREMENTS

This is an online course and some obvious technological resources will be required. Access to a computer with Internet access (high-speed preferred)

Speakers so you can hear audio enhanced assignments throughout the semester

Microsoft Word

As a student enrolled at Texas A&M University-Commerce, you have access to an email account via myLeo - all my emails sent from eCollege (and all other university emails) will go to this account, so please be sure to check it regularly. Conversely, you are to email me via the eCollege email system or your myLeo email as our spam filters will catch yahoo, hotmail, etc. and I will not check for your email in spam.

ACCESS AND NAVIGATION

eCollege Technical Concerns: Please contact the eCollege HelpDesk, available 24 hours a day, seven days a week. by sending an email directly to helpdesk@online.tamuc.org. You may also reach the HelpDesk by calling (toll-free) 1-866-656-5511, or through the Online Chat by clicking on the "Live Support" tab within your eCollege course.

Course Concerns: If you have questions pertaining to the content of this course (e.g., questions about an exam, about course due dates, etc.), please contact your instructor via email, through the "Virtual Office," or during office hours.

Other Questions/Concerns: Contact the appropriate TAMU-C department relating to your questions/concern. If you are unable to reach the appropriate department with questions regarding your course enrollment, billing, advising, or financial aid, please call 903-886-5511 between the hours of 8:00 a.m.- 5:00 p.m., Monday through Friday.)
COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:
Participation & Communication: I expect each of you to be active and thoughtful participants within the learning environment (eCollege) and your learning community. You are to expect the same of me. This includes completing the extensive readings related to course topics, team and/or individual research proposal topics and participation in proposal revision activities (submission of individual draft sections and evaluation of draft sections from other class members).

1. Email is the best way to reach me as I check it throughout the day. Please do not send me panicked last minute emails with the word HELP!!!!!!! in the subject line. HOWEVER.... in order to avoid duplication of questions and answers I prefer that you post all class related questions in the Virtual Office Course Link. It is likely that your peers will have the same question. Emails of a personal nature should be sent to my email address via eCollege.

2. Or if you want to talk via phone, you may contact me via google voice at 512-900-1913. Please do not contact me before 9 am or after 9 pm.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

A. Class Participation:
Systematic and timely on-line participation is expected. University policy notes that excused absences include (i) participation in an authorized university activity, (ii) illness verified by a physician, (iii) death in the immediate family, and (iv) verifiable official court appearance. Please do not contact me after the funeral and ask me to resurrect the body. Keep in mind that this course has been developed to allow maximum flexibility in regard to your online access. You are not required to logon at specific times on specific dates. You will work with other members of the class on specific tasks; however, this activity is determined by the group.

B. Assignments Submitted by Deadlines:
Assignments are due as stated. Class participants are strongly recommended to participate with other students in completing the discussion forums. Numbers generate strength. Teaming is an essential soft-skill in every academic environment.

C. Courtesy and Respect:
Student Conduct: All students shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (See Student's Guide, Policies and Procedures, Conduct). TDEV 450 is an undergraduate level course. The course will require your best effort. Course demeanor is that which is expected at the university level. PLEASE KEEP IN MIND THAT THE COURSE E-MAIL IS NOT A FORUM FOR COMPLAINT! Several have been embarrassed when discovering that these e-mails come to the instructor.
D. Academic Honesty:

Academic work submitted by you (such as papers, assignments, reports, tests) shall be your work or that of the team and referenced in part or in whole to the correct source. Submission of commercially prepared materials is unacceptable. Moreover, participants shall encourage honesty in others by refraining from providing materials or information with knowledge that these materials or information will be used improperly. Violation of these academic standards may result in removal or failure. Please see the TAMU-C Graduate Catalog and the Publication Manual of the American Psychological Association. Students are expected to use conventions noted in the APA Publication Manual, 5th edition, for citing sources.

Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty, which includes, but is not limited to plagiarism (the appropriation or stealing of ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments) and abuse (destruction, defacing, or removal) of resource material. (Texas A&M University-Commerce, Graduate Catalog).

E. Dropping the Class:

If you need to adjust your schedule by dropping this course, please follow university procedures to officially drop the class. If you fail to officially drop the class, a failing grade shall be assigned at the end of the course. Incompletes: Per university policy is granted only for circumstances beyond student's control which prevented the student from attending classes during Finals Week or the preceding three weeks (Policy A 12.07, 1998). The extension cannot exceed one semester. Failure to fulfill plan requirements within the specified time will result in an F.

F. Course Communication

Course communication will primarily occur through your MyLeo Account. You will need to regularly and systematically review your e-mail on a timely basis.

G. Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library
Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu
TDEV 450 consists of 10 online modules. **These modules will be available on the indicated dates. The modules will NOT be accessible BEFORE or AFTER the indicated dates.**

Each module will include lecture material, presentation, and/or discussions. You will need internet access capable of accessing and viewing the indicated discussions.

Once a module is opened, the module will remain open, then closed as indicated. This is done to help the entire class stay on track. While I realize that some may work ahead, the purpose is to bring the entire class along.

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<tr>
<th>Module</th>
<th>Date Open</th>
<th>Date Close</th>
<th>Topic/Activity</th>
</tr>
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<td>1</td>
<td>January 14, 2013</td>
<td>January 20, 2013</td>
<td>Introduction and Overview</td>
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<tr>
<td>2</td>
<td>January 21, 2013</td>
<td>January 31, 2013</td>
<td>Introduction to Work Based Learning</td>
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<tr>
<td>3</td>
<td>February 1, 2013</td>
<td>February 11, 2013</td>
<td>Personal Leadership Strategy</td>
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<td>4</td>
<td>February 12, 2013</td>
<td>February 22, 2013</td>
<td>Change and the Workplace</td>
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<td>5</td>
<td>February 23, 2013</td>
<td>March 5, 2013</td>
<td>Networking</td>
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<td>6</td>
<td>March 6, 2013</td>
<td>March 23, 2013</td>
<td>Experiential Learning</td>
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<td><strong>Spring Break is March 11-15</strong></td>
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<td>7</td>
<td>March 24, 2013</td>
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<td>Share Your Experience</td>
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<td>8</td>
<td>April 4, 2013</td>
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<td>April 15, 2013</td>
<td>April 25, 2013</td>
<td>Career Development Plan</td>
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**Modules open at 12:01am on the scheduled date and close at 11:59pm on the scheduled date.**

****ATTENTION: This is an undergraduate course created by Dr. Rusty Waller. Special thanks to him for sharing some of the videos and content used in this course.

**Note: Keep in mind that the above schedule is subject to change at the discretion of the instructor**