


DVST 731 - Practicum in Developmental Education-NC/DE-2018-11-28

- The workflow icon is no longer available. Please click on the Page Status after the orange circle icon near the page title. *

Form Information

 The page you originally access is the global template version. To access the template document that progresses through the workflow, please complete the following steps:

First Step: **ONLY** change the text in the [brackets] so it looks like this: **CRIM 101 Intro to Criminology-CrsRvs-2015-08-10**

- IF DUAL LISTED list BOTH courses in the page title***

Second Step: Click “**SAVE**” on bottom right

- DO NOT TYPE ANYTHING INTO THE FIRST PAGE OTHER THAN THE TEXT IN BRACKETS***
- Please be sure to remove the Brackets while renaming the page***

Third Step: Make sure the word ***DRAFT*** is in yellow at the top of the proposal

Fourth Step: Click on “**EDIT CONTENTS**” (*not EDIT*) and start completing the template. When exiting or when done, click “**SAVE**” (*not Save Draft*) on bottom right

When ready to submit click on the workflow icon and hit approve. It will then move to the chair as the next step in the workflow.

**Indicates a required field*

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Contact Person*	Meghan Erwin, Kristen Lawson, and Melvin Jenkins	Contact Email*	merwin@iup.edu, klawson@iup.edu, and mjenkins@iup.edu
Proposing Department /Unit*	Developmental Studies	Contact Phone*	724-357-2729

(A) Course Prefix*	DVST
(B) Course Number*	<i>See the Registrar's List of Unavailable Course Numbers at http://www.iup.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=129323</i> 731
(C) Course Title*	Practicum in Developmental Education
(D) Course Level*	graduate-level

<p>(E) Cross Listed*</p> <p>Dual Listed courses must use the</p> <p>Dual Listed form</p> <p>Note: both courses to be dual-listed</p> <p>must be approved through Senate</p> <p>PRIOR to requesting Dual Listing</p> <p><i>Dual Listed = Courses listed at two levels, such as undergraduate and graduate, masters and doctoral, etc.</i></p>	<p><i>Cross Listed = Course has more than one prefix such as GEOG/RGPL 233</i></p> <p>NO</p> <p>If YES, with:</p>
<p>(F) Variable Credit*</p>	<p>NO</p> <p>If YES, enter the number of credits:</p>
<p>(G) Variable Title*</p>	<p>NO</p> <p>If YES, enter the title(s):</p>
<p>(H) Number of Credits*</p>	<p>Class Hours per Week:3</p> <p>Lab Hours:</p> <p>Credits:3</p>
<p>(I) Repeatable Course*</p> <p>This is for courses that can be</p> <p>Repeated multiple times e. g. Internship</p>	<p>NO</p> <p>If YES, please complete the following:</p> <p style="text-align: center;">Number of Credits that May be Repeated:</p> <p style="text-align: center;">Maximum Number of Credits Allowed to be Repeated:</p>
<p>(J) Prerequisite(s)</p>	
<p>(K) Co-requisite(s)</p>	<p><i>This means that another course must be taken in the same semester as the proposed course</i></p>

<p>(L) Additional Information</p>	<p><i>Check all that apply. Note: Additional documentation will be required</i></p> <p><i>* Teacher Education: Please complete the Teacher Education section of this form (below)</i></p> <p><i>* Liberal Studies: Please complete the Liberal Studies section of this form (below)</i></p> <p><i>* Distance Education: Please complete the Distance Education section of this form (below)</i></p> <p>distance-education</p>												
<p>(M) Recommended Class Size</p>	<p>YES</p> <p>Number (Enter Zero if No):15</p> <p>If YES: (Check one of the following reasons and provide a narrative explanation)</p> <p>Pedagogical</p> <p>Explain (required):</p> <p>This class should be large enough to enhance class discussions and activities, but no so large that the classroom environment loses its student engagement and interaction.</p>												
<p>(N) Catalog Description*</p>	<p><i>Guidelines: Do not include pre/co-requisite information here. The registrar prefers a concise description of course content, beginning with an active verb.</i></p> <p>Provides the opportunity to immerse oneself into the field of developmental education. Reinforces skills and knowledge acquired through coursework and provides students an opportunity to apply theory to practice. Receives mentoring and guidance from professionals in the field of developmental education.</p>												
<p>(O) Student Learning Outcomes* (SLO)</p> <p>For Each Outcome Describe</p> <p>How the Outcome Will Be Measured</p>	<p><i>These should be measurable, appropriate to the course level, and phrased in terms of <u>student achievement</u>, not instructional or content outcomes</i></p> <p><i>If dual listed, indicate additional learning objectives for the higher level course. Hit Tab to add additional lines</i></p> <p>Note that the text box in the table expands</p> <table border="1" data-bbox="326 1108 1485 1392"> <thead> <tr> <th>SLO #</th> <th>Outcome</th> <th>How outcome is assessed</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Apply theory and practice to the practicum experience</td> <td>individualized meetings, reflective writing assignments, and discussions</td> </tr> <tr> <td>2</td> <td>Analyze the similarities and differences between philosophical approaches versus practicum experience</td> <td>Reflective writing and discussions</td> </tr> <tr> <td>3</td> <td>Evaluate preferences for professional experience, institutional type, and job responsibilities</td> <td>culminating project</td> </tr> </tbody> </table>	SLO #	Outcome	How outcome is assessed	1	Apply theory and practice to the practicum experience	individualized meetings, reflective writing assignments, and discussions	2	Analyze the similarities and differences between philosophical approaches versus practicum experience	Reflective writing and discussions	3	Evaluate preferences for professional experience, institutional type, and job responsibilities	culminating project
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<p>(P) Brief Course Outline*</p>	<p><i>Give an outline of sufficient detail to communicate the course content to faculty across campus. It is not necessary to include specific readings, calendar, or assignments</i></p> <p><i>As outlined by the federal definition of a "credit hour", the following should be a consideration regarding student work - For every one hour of classroom or</i></p> <p><i>direct faculty instruction, there should be a minimum of two hours of out of class student work.</i></p> <p>COURSE OUTLINE</p> <ul style="list-style-type: none"> • Practicum Expectations and Goals • Describing the Practicum Experience, Desired Outcomes, and Focus Area • Meetings with Practicum Instructor • The Practicum Experience (Activity log and developing products from the experience) • Guidelines for Culminating Report • Evaluate activity log and practicum progress • Evaluation of Practicum Experience and the Student 												

Rationale for Proposal	
(Q) Why is this Course Being Proposed?*	DVST 731 is being proposed as the practicum course for a graduate-level certificate in Academic Advising and a MEd in Developmental Education. This practicum course will provide the opportunity to apply the concepts and techniques to a developmental education setting.
(R) University Senate Summary of Rationale	<p><i>Please enter a single paragraph summary/rationale of changes or proposal for University Senate.</i></p> <p>DVST 731 is being proposed as the practicum course for a graduate-level certificate in Academic Advising and a MEd in Developmental Education. This practicum course will provide the opportunity to apply the concepts and techniques to a developmental education setting. This course will be an option for graduate students enrolled in the SAHE program for a Graduate Certificate in Academic Advising. This course will be a requirement for students in the MEd in Developmental Education.</p>
(S) How Does it Fit into the Departmental Curriculum?*	<p><i>Check all that apply</i></p> <p>Core Requirement Free Elective</p> <p>If Other, please explain:</p>
(T) Is a Similar Class Offered in Other Departments? *	<p>NO</p> <p>Please Provide Comment:</p>
(U) Does it Serve the College /University Above and Beyond the Role it Serves in the Department?*	<p>YES</p> <p>Please Provide Comment:</p> <p>This course will serve as an option for SAHE graduate students who are interested in adding a Graduate Certificate in Academic Advising.</p>
(V) Who is the Target Audience for the Course?*	<p>Other</p> <p>If Other, please explain:</p> <p>Students in the SAHE master's program and students in the MEd in Developmental Education program.</p>
(W) Implications for Other Departments*	<p>A. What are the implications for other departments? (For Example: overlap of content with other disciplines, requirements for other programs)</p> <p>This course is one of two options for the Graduate Certificate in Academic Advising. SAHE students can take this course or SAHE 731: Practicum in Student Affairs.</p> <p>B. How have you addressed this with other department(s) involved? What was the outcome of that attempt?</p> <ol style="list-style-type: none"> 1. Meetings occurred with Jennifer Gossett, the online master's coordinator in the graduate school; 2. Meetings occurred with the College of Education and Communications (COEC) including faculty in the Counseling Department and Professional Studies; 3. Meetings also occurred with Dr. John Lowery, the chair and coordinator of the SAHE program. <p>Further, we concluded the best fit for the graduate certificate would be to collaborate with the SAHE program. Future goals include adding to other programs in the COEC.</p>

(X) Attach Supporting Documents for Implications, if Necessary	<p style="text-align: center;">File Modified</p> <hr/>
(Y) Are the Resources Adequate?*	<p><i>(i.e. faculty, space, equipment, laboratory supplies, library materials, travel funds, etc.)</i></p> <p>YES</p> <p>Please Provide Comment:</p> <p>The course proposed is online, so an online learning platform will be utilized. For any interactive components for the class, video conferencing will be used. In addition, a telecommunications software can be used for conferences with the student and professor.</p>

Distance Education Section

- Complete this section only if adding Distance Education to a New or Existing Course

If Completing this Section, Check the Box to the Right:	<p>NOTE: you must check this box if the Course has previously been approved for Distance Education</p> <p>distance-education</p>
Course Prefix /Number	<p>DVST</p>
Course Title	<p>731</p>
Type of Proposal	<p><i>See CBA, Art. 42.D.1 for Definition</i></p> <p>online</p>
Brief Course Outline	<p><i>Give an outline of sufficient detail to communicate the course content to faculty across campus. It is not necessary to include specific readings, calendar or assignments</i></p> <p><i>As outlined by the federal definition of a "credit hour", the following should be a consideration regarding student work - For every one hour of classroom or direct faculty instruction, there should be a minimum of two hours of out of class student work.</i></p> <p>COURSE OUTLINE</p> <ul style="list-style-type: none"> • Practicum Expectations and Goals • Describing the Practicum Experience, Desired Outcomes, and Focus Area • Meetings with Practicum Instructor • The Practicum Experience (Activity log and developing products from the experience) • Guidelines for Culminating Report • Evaluate activity log and practicum progress • Evaluation of Practicum Experience and the Student
Rationale for Proposal (Required Questions from CBA)	

How is/are the instructor(s) qualified

in the Distance Education delivery

method as well as the discipline?

I have taught courses online both at IUP and other colleges. Further, I have attended D2L training sessions to enhance my met6 h 8s

