

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*

Proposer*	Meghan Erwin	Proposer Email*	merwin@iup.edu
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="padding-left: 40px;">Number of Credits that May be Repeated:</p> <p style="padding-left: 40px;">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)	

<p>How is/are the instructor(s) qualified in the Distance Education delivery method as well as the discipline?</p>	<p>I have taught courses online both at IUP and other colleges. Further, I have attended D2L training sessions to enhance my methodology on teaching an online course.</p> <p>Kristen Lawson: My qualifications to teach this course includes my personal experiences teaching developmental education for almost 20 years and being an administrator for five years. I attended Kellogg Institute to become a Developmental Education Specialist in 2011. I am active member of three professional organizations that focus on developmental education: National Organization for Student Success (NOSS), College Reading and Learning Association (CRLA), and Teaching Academic Survival and Success(TASS). Further, I am a proposal review board member for both CRLA and TASS national conferences for the past two years. Last year I received permission to teach graduate-level courses at IUP.</p> <p>Meghan Erwin: I have taught IUP courses using learning management systems such as D2L. I have also received D2L training to enhance delivery of instruction in an online class. My qualifications include teaching developmental coursework for 10 years and serving as a faculty advisor to undergraduate students. I am an active member of professional organizations including the National Organization for Student Success (NOSS), Pennsylvania Association of Developmental Education (PADE), National Academic Advising Association (NACADA), and Teaching Academic Survival and Success(TASS). I am also a doctoral student at Sam Houston State University currently working on the dissertation. My sought degree is in Developmental Education Administration. Lastly, I completed all my coursework for my doctoral program online.</p>								
<p>For each outcome in the course, describe how the outcome will be achieved using Distance Education technologies.</p>	<table border="1" data-bbox="306 705 1417 894"> <thead> <tr> <th>Course SLO #</th> <th>How outcome is assessed using Distance Education Technologies</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Apply theory and practice to the practicum experience</td> </tr> <tr> <td>2</td> <td>Analyze the similarities and differences between philosophical approaches versus practicum experience</td> </tr> <tr> <td>3</td> <td>Evaluate preferences for professional experience, institutional type, and job responsibilities</td> </tr> </tbody> </table> <p>These student learning outcomes will be assessed by using an online learning management system.</p> <p>Outcomes 1-2, students will be assessed by posting to the discussion board based on assigned topic. In addition, they will respond to another classmates' posts. Students will upload reflective writing assignments via a learning management system along with a plagiarism software. Rubrics will be provided prior to turning in writing assignments. Lastly, for outcome 1, students will create a presentation that describes theoretical approaches used and practiced throughout the practicum experience.</p> <p>Outcome 3, students will submit a culminating final project and share it with classmates. A rubric will be provided prior to turning in the project.</p> <p>Lastly, individualized meetings will be scheduled via video conference throughout the semester.</p>	Course SLO #	How outcome is assessed using Distance Education Technologies	1	Apply theory and practice to the practicum experience	2	Analyze the similarities and differences between philosophical approaches versus practicum experience	3	Evaluate preferences for professional experience, institutional type, and job responsibilities
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<p>How will the instructor-student and student-student interaction take place? (if applicable)</p>	<p>A learning management system along with a plagiarism software will be utilized. Materials will be posted weekly along with resources and announcements. Students will communicate in the Discussion forum with each other as well as the instructor based on the assignment. Video conferencing will be used during interactive sessions and presentations. A telecommunications software may be used for conferences with students and the instructor during the semester. This will allow for individualized feedback. The course is designed so that students can meet virtually and create connections.</p>								
<p>How will student achievement be evaluated?</p>	<p>Student achievement will be evaluated through written work and presentations. Rubrics for each of the assignments will be provided to the students. In addition, the culminating project will have a rubric. Students will also be evaluated on their Discussion Posts.</p>								

<p>How will academic honesty for tests and assignments be addressed?</p>	<p>Academic Integrity Policy and Procedures: IUP is committed to the fundamental values of academic integrity. Academic integrity means honesty and responsibility in scholarly endeavors and behaviors; it means that all academic work should be the result of an individual's own effort. Academic assignments help students learn and allow them to exhibit this learning. Grades are an assessment of the extent to which learning has been demonstrated in assignments. Therefore, academic work and grades should be the result of a student's own understanding and effort. All members of the IUP community - including students, faculty, and staff - are responsible for maintaining academic integrity, which includes knowing what IUP's academic integrity policies are and being able to identify academic misconduct. Academic misconduct includes any action which improperly impacts the assessment or representation of a student's academic achievement. Academic misconduct may result in disciplinary action, including expulsion from the University.</p> <p>All written work will be submitted through a plagiarism software to assess for plagiarism.</p>
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Liberal Studies Section

- Complete this section only for a new Liberal Studies course or Liberal Studies course revision

<p>If Completing this Section, Check the Box to the Right:</p>	<p>NOTE: you must check this box if the Course/Program has previously been approved for Liberal Studies</p>
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Liberal Studies Course Designations (Check all that apply)															
Section 1															
Learning Skills:															
Knowledge Area:															
Liberal Studies Elective	<i>Please mark the competencies(s) that apply - must meet at least one</i>														
How does this course fit into the designation you indicated above?															
Expected Undergraduate Student Learning Outcomes (EUSLOs) Map the Course Outcome to the EUSLO's	<p><i>Map each course outcome to the appropriate EUSLO's that apply. Fill in the course outcome number. See https://www.iup.edu/liberal/faculty-and-staff/euslos/ for additional information regarding mapping EUSLOs</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Informed Learners demonstrate:</th> <th style="width: 20%;">Course SLO #</th> </tr> </thead> <tbody> <tr> <td>• the ways of modeling the natural, social and technical worlds</td> <td></td> </tr> <tr> <td>• The aesthetic facets of human experience</td> <td></td> </tr> <tr> <td>• the past and present from historical, philosophical and social perspectives</td> <td></td> </tr> <tr> <td>• the human imagination, expression and traditions of many cultures</td> <td></td> </tr> <tr> <td>• the interrelationships within and across cultures & global communiites</td> <td></td> </tr> <tr> <td>• the interrelationships within and across disciplines</td> <td></td> </tr> </tbody> </table>	Informed Learners demonstrate:	Course SLO #	• the ways of modeling the natural, social and technical worlds		• The aesthetic facets of human experience		• the past and present from historical, philosophical and social perspectives		• the human imagination, expression and traditions of many cultures		• the interrelationships within and across cultures & global communiites		• the interrelationships within and across disciplines	
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	Empowered Learners demonstrate:		Course SLO #
	• effective oral and written communication abilities		
	• ease with textual, visual and electronically-mediated literacies		
	• problem solving skills using a variety of methods and tools		
	• information literacy skills including the ability to access, evaluate, interpret and use informatoin from a variety of sources		
	• the ability to transform information into knowledge and knowledge into judgement and action		
	• the ability to work within complex systems and with diverse groups		
	• critical thinking skills including analysis, application and evaluation		
	• reflective thinking and the ability to synthesize information and ideas		
	Responsible Learners demonstrate:		Course SLO #
	• intellectual honesty		
	• concern for social justice		
	• civic engagement		
	• an understanding of the ethical and behavioral consequences of decisions and actions on themselves, on society, and on the physical world		
	• an understanding of themselves and a respect for the identities, histories and cultures of others		
How will each outcome be measured (note should mirror (O) Student Learning Outcomes* (SLO) from the course proposal)	Course SLO #	Assessment Tool to be used to measure the outcome	
	1		
	2		
	3		
All Liberal Studies courses are required to include perspectives on cultures and have a supplemental reading. Please answer the following questions.			

<p>Liberal Studies courses must include the perspectives and contributions of ethnic and racial minorities and of women whenever appropriate to the subject matter. Please explain how this course will meet this criterion.</p>	
<p>Liberal Studies courses require the reading and use by students of at least one non-textbook work of fiction or non-fiction or a collection of related articles. Please describe how your course will meet this criterion.</p>	

Teacher Education Section

- Complete this section only for a new Teacher Education course or Teacher Education course revision

<p>If Completing this Section, Check the Box to the Right:</p>	<p>NOTE: you must check this box if the Course/Program has previously been approved for Teacher Education related items</p>
<p>Course Designations:</p>	
<p>Key Assessments</p>	
	<p>For both new and revised courses, please attach (see the program education coordinator):</p> <ul style="list-style-type: none"> • The Overall Program Assessment Matrix • The Key Assessment Guidelines • The Key Assessment Rubric <p style="text-align: center;">File Modified</p> <hr style="width: 20%; margin-left: 0;"/> <p>No files shared here yet.</p> <ul style="list-style-type: none"> • Drag and drop to upload or browse for files 
<p>Narrative Description of the Required Content</p>	<p><i>How the proposal relates to the Education Major</i></p>

Please scroll to the top and click the Page Status if you are ready to take action on the workflow. Please submit an ihelp if you have any questions <http://ihelp.iup.edu>