Advanced Practicum In
Supervision and Curriculum

HIED 650

Department of Educational Leadership
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Introduction

For the purposes of this course, a practicum student is an advanced student who is gaining practical experience related to a professional role in supervision and curriculum. In addition to being practical, the experience should lead the student to a greater understanding of his/her field of study and the interrelationships in that field between theory and practice.

This course guide is designed to give direction to persons interested in completing a practicum in the Department of Educational Leadership (HIED 650). The purpose of the guide is to establish a framework for the practicum while not limiting possibilities for meaningful field experiences.

Rationale

The practicum is an effective way for the learner to gain first-hand knowledge about a variety of roles in educational leadership. A practicum can help the student develop a realistic perspective of the demands, needs, and problems that face instructional and curriculum officers in the public school, colleges, and business and industry.

The practicum should be flexible and tailored to the needs of the student and be designed so that the student is given the opportunity to narrow the gap between theory and practice. Furthermore, the practicum is an opportunity to apply and synthesize knowledge for problem solving in the field and to participate at a higher level of decision-making.

A well designed practicum in educational leadership and/or curriculum can be beneficial to the student as he/she incorporates practical experiences to round out and balance his/her professional training. In addition, an advanced practicum allows the student to test his/her knowledge, ability, and skills as an instructional leader. Field experiences should lead to a better prepared professional who will be able to assume the role of instructional leader with a minimum of problems.
Purpose of the Practicum

The purpose of the advanced practicum in supervision and curriculum is to increase the effectiveness of the student as instructional leader. Specifically, the goals are as follows:

1. To provide the student with opportunities to participate in actual problem solving and decision making while planning, implementing, and evaluating policies in a variety of settings.
2. To provide the student with experiences that will broaden his/her understanding of the role of instructional leader.
3. To provide the student with the opportunity to relate classroom learning to practical field experiences.
4. To provide the student with the opportunity to develop and assess his/her knowledge, skills, and abilities in relation to job responsibilities of the instructional leader.
5. To bring together the resources of the university and the profession in order to support the preparation of the student during the field experience.
6. To individualize the practicum thus maximizing the effectiveness of the field experience for each student.

Program Requirements for the Practicum

Educational Leadership has established a basic framework for the Advanced Practicum in Supervision and Curriculum. This structure includes basic course requirements and guidelines to be followed by the student, A&M-Commerce supervisor, and field supervisor from the host institution as appropriate.

1. Before enrolling in HIED 650, the student should contact the course instructor for advisement and then begin the following procedure:
2. To identify a host organization for the proposed practicum and to assign university and field supervisors for the practicum student, if a field supervisor and host organization are required.
3. To identify and describe in writing the proposed field experience in terms of the project(s) and purposes for each. (See Responsibilities of the Practicum Student)
4. To secure an agreement (if appropriate) between the student, university supervisor, and the field supervisor as to what will constitute the practicum experience, including evaluation criteria for the student’s performance in HIED 650.

5. To identify university and other resources which will be necessary to complete the practicum.

6. For each three hours of credit, the student will be expected to spend a minimum of 120 hours in activities related to the practicum.

7. Evaluation of the student will be the responsibility of the university supervisor.

8. A final report will be required.

**Suggested Practicum Activities and Projects**

Listed below are ideas which might be used by the student to formulate his/her proposed practicum experience in cooperation with the university supervisor and the field supervisor, if a field supervisor is required.

**Curriculum**

1. To survey the attitudes of faculty on a curriculum issue of some concern and report the findings to the field supervisor.
2. To develop goals, objectives, and classroom activities within a content area for a course(s).
3. To study the feasibility of implementation of computer-assisted instruction, learning-resource centers, or a cohort program.
4. To survey student attitudes and desires regarding curriculum offerings.
5. To work closely with established curriculum committees to scope and sequence courses and/or objectives and exit competencies in a discipline (social studies, mathematics, reading, language arts, and English).
6. To develop an evaluation model for courses of study, including the development of test items that correlate directly with established course objectives.
7. To survey and analyze a discipline’s curriculum in relation to state and/or accrediting body regulations and requirements.
**Instruction**

1. To study the location, maintenance, and use of technological equipment and to propose a program to increase its use and instructional effectiveness.
2. To study the possibility of instituting a peer mentoring program with faculty.
3. To design and implement a classroom assessment model to improve instruction among faculty.
4. To study the use of computer-assisted instruction as a method for individualizing instruction within a classroom.
5. To study and recommend to the supervising administrator a position on the use of team teaching.
6. To survey the use of library resources by faculty for instructional purposes.
7. To analyze and possibly revise the faculty evaluation process, including its philosophy, purposes, and instruments.

**Student Services**

1. To study and recommend possible changes (up-dating) for student handbooks.
2. To analyze institutional regulations that govern student elections and other school-sponsored student activities.
3. To survey student attitudes toward the needs for student services, including such things as advisement for career opportunities and attending college, initiating new student organizations, and projects for the student government.

**Institutional Leadership**

1. To devise a faculty governance structure for a campus.
2. To develop a schedule of classes and room assignment for the next school year in conjunction with the campus principal(s).
3. To assist in preparation of a college budget.
4. To conduct action research on a special project that needs a base for decision-making by the administration.
5. To observe and assist in the employment of personnel.
6. To participate in the accreditation evaluation process.
7. To assist in the operation of a standing campus committee.
8. To analyze the public relations program for a district, institution, or agency.

Responsibilities of the Practicum Student

Because the Advanced Practicum in Supervision and Curriculum is designed to meet individual needs and is tailored to the student’s academic program, it is very important that the student discuss with the university supervisor his/her professional plans and aspirations. Such discussions are helpful in identifying a focus for the practicum experience. The practicum experience should direct the student toward practical applications of theory in the field with his/her professional interests and academic development as major guides. The needs of the host institution (when appropriate) should also be given prime consideration as the practicum experience takes form.

The student is responsible for:

1. Securing approval to enroll in HIED 650 by establishing contact with the course instructor and/or university supervisor and his/her field supervisor (when appropriate) to begin the process of formulating a proposed field experience within the guidelines described earlier. This should be completed prior to enrolling in HIED 650.
2. Formulating a practicum experience through discussions with the university supervisor and field supervisor. This experience should be documented and include the following for each field project:
   a. Title
   b. Description of project
   c. Purpose and importance (need)
   d. Description of the role of the practicum student
   e. Objective(s) for the project (results/outcomes)
3. Keeping the university and field supervisors informed of progress on each project throughout the semester. Good communication among all concerned parties will tend to increase the value of the field experience for the student. This responsibility includes
contacting both supervisors at regular intervals throughout the semester as deemed necessary.
4. Completing the tasks and projects agreed upon as the practicum experience.
5. Writing a report which summarizes the field experience including documentation of completed projects (e.g., survey findings, curriculum changes, or revised student handbooks).

**Responsibilities of the University Supervisor/Course Instructor**

The relationship between the student and the university supervisor should be achieved through a spirit of openness, cooperation, and communication. These factors will determine the foundation of the practicum and will dictate the success of the field experience.

The university supervisor should work closely with the student to ensure a meaningful experience. To accomplish this, the university supervisor has the following responsibilities:
1. To clarify the potential student’s need for the practicum experience by discussing and explaining the requirements and objectives of HIED 650.
2. To facilitate the formulation of a proposed field experience and the approval of a field supervisor to guide the student on site.
3. To secure an agreement among all participants as to what will constitute the practicum.
4. To meet as regularly as necessary with the student.
5. To contact field supervisor for progress reports, if a field supervisor is involved in the practicum.
6. To make available the appropriate and necessary university resources and services.
7. To evaluate the student’s performance in HIED 650 for a course grade.

**Responsibilities of the Field Supervisor**

Because of the practical nature of HIED 650, it is important that when the student is assigned to a field supervisor, he/she will work closely with the student on a regular basis. This type of relationship will ensure: that the student receives guidance when it is needed; that the student’s activities are authorized by the host organization through its representative, the field
supervisor; that the host organization’s needs and regulations are being considered; and that relevant expertise and instructional resources are readily available to the intern.

The field supervisor’s responsibilities are as follows:

1. To formulate and actualize the field experience with the student.
2. To clarify through a written agreement with the student and university supervisor the objectives to be achieved by the student.
3. To ensure that the necessary services and resources are available to the student.
4. To meet with the student as needed for direction.
5. To contact the university supervisor when necessary throughout the semester.
6. To provide the university supervisor with an evaluation of the practicum student’s performance at the end of the semester.

**Summary**

The successful practicum will be a helpful experience for the student who aspires to a supervisory role. The experience should be flexible enough to meet the student’s and when appropriate the host institution’s needs. The student’s academic and professional development should be the single most important guide for planning the field experience.

The student should have the opportunity to experience a variety of supervisory and administrative functions. It is through such a process that the student can apply concepts and ideas studied in the university classroom.

Good communication among all concerned is absolutely essential if a successful practicum experience is to be realized. The practicum team is responsible for planning individually tailored experiences for the student. The student should keep the supervisor(s) informed of his/her progress and problems. The supervisor(s) are responsible for guiding and evaluating the student. However, the final course grade is the responsibility of the university supervisor.

**NOTE:** This syllabus was originally developed by Dr. Robert Windham and modified by Dr. Jon Travis and Dr. Madeline Justice.
IF YOU CHOOSE TO DO A LITERATURE REVIEW, PLEASE FOLLOW THE GUIDELINES BELOW.

Guideline for Student Writing A Literature Review

1. Contact your major professor and discuss your topic for your dissertation proposal.
2. Contact Dr. Justice and notify her of the topic by sending #2 pg.7 – Responsibilities of the Practicum Student from the HIED 650 syllabus.
3. Use APA format.
4. Keep all of the articles that you compile.
5. The minimum pages for the literature should be 30 pages. The review should be an exhaustive one. Make sure that you look at some of the HIED dissertations online or come by the office and check out one to see what a literature review encompasses.
6. Make sure that is typed and follows the format of a dissertation.
7. The manuscript should be error free (no “you or I” and watch grammar).
8. The margins for each page shall be as follows: left side, 1 1/2” (one and one half inches); all other margins, 1” (one inch).
9. Include a Title page and Table of Contents – samples of these pages can be found in the Doctoral Student Handbook at the Graduate School website. You can download the handbook on your computer
10. The literature review must be turned in the first week in December. Call and make an appointment to talk to Dr. Justice about the work you have done.
11. If you have any questions, please feel free to call or email Dr. Justice at Madeline_Justice@tamu-commerce.edu OR 903-886-5582 (M-F) between 10:00 – 4:00.
Resources


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