



Course Syllabus: Graduate Practicum in Professional Studies

West College of Education

EDUC 6823 Section X10

Fall 2024, Aug 26-Dec 6

Contact Information

Instructor: Stephanie Zamora Robles

Office: Bridwell Hall 212

Instructor: Dr. Stephanie Zamora Robles

Office: Bridwell Hall 212

Office Hours:

Tuesday: 3:30 -4:30 pm

Wednesday: 11:00 am -1:30 pm

Thursday: 12:30 – 2:00pm

Note: By appointment for all online learners

Office phone: 940-397-8984

E-mail: stephanie.robles@msutexas.edu

Instructor Response Policy

The best way to contact me is through email. I usually respond quickly. You can expect a response within 24 hours, however, it could be a little longer on weekends or holidays.

Textbook & Instructional Materials

No textbook required.

Course Description

This course allows the student to integrate skills and knowledge learned in the classroom with his/her experience to research and report on a specific professional area of interest. Students will demonstrate their learned skills in communication, leadership, critical inquiry, and ethics, as well as speak in some manner to the student's professional development aspirations. Must be taken during the student's last semester of degree work.

Course Objectives/Learning Outcomes/Course Competencies

1. Student will demonstrate ethical decision making in relation to practicum project
2. Student will practice critical inquiry in completion of practicum project
3. Student will identify leadership and communication skills in relation to practicum project

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, use of AI passed off as original writing, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individuals to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

Grading/Assessment

Course Grade

Assignments	Points
Practicum Placement Documentation	50
Placement Description	150
Practicum Project	400
Practicum Reflection	200
Practicum Log	200
Total Points	1000

Table 2: Total points for final grade.

Grade	Points
A	900
B	800 to 899
C	700 to 799
D	600 to 699
F	Less than 600

Assignments

All assignments will be turned in via D2L. Student must complete 100 practicum hours in the semester. There will be 5 assignments in the practicum and two zoom sessions with the instructor.

Practicum Placement Documentation

Student will upload signed practicum placement documentation in D2L.

Placement Description Assignment

Student will complete a description of the practicum placement site/department and the reason for choosing this site.

Practicum Project

Student will complete a practicum project at practicum placement site. Project will be chosen in conjunction with the placement mentor. Requirements for practicum project are found on the practicum project assignment document in D2L.

Practicum Reflection

Student will complete a written reflection of learning during the practicum and contribution to the practicum site using provided reflective questions.

Practicum Log

Student will keep a log of 100 practicum hours completed at the practicum site. Log will be completed on practicum log template and be signed by practicum mentor.

Extra Credit

No extra credit will be considered in this course.

Late Work

Work should be turned in on time. Any issues that impact your timeliness should be discussed with the instructor.

Important Dates

Last day for term schedule changes: Aug 29, 2024

Deadline to file for graduation: December graduation Sept 23, 2024

Last Day to drop with a grade of "W": Nov 25, 2024

Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. For help, log into [D2L](#).

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the [Schedule of Classes](#) each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU TEXAS. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Safety / Emergency Procedures](#). Students are encouraged to watch the video entitled "*Run. Hide. Fight.*" which may be electronically accessed via the University police department's webpage "[Run. Hide. Fight.](#)"

Obligation to Report Sex Discrimination under State and Federal Law

Midwestern State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. State and federal law require University employees to report sex discrimination and sexual misconduct to the University's Office of Title IX. As a faculty member, I am required to report to the Title IX Coordinator any allegations, personally observed behavior, or other direct or indirect knowledge of conduct that reasonably may constitute sex discrimination or sexual misconduct, which includes sexual assault, sexual harassment, dating violence, or stalking, involving a student or employee. After a report is made, the office of Title IX will reach out to the affected student or employee in an effort to connect such person(s) with resources and options in addressing the allegations

made in the report. You are also encouraged to report any incidents to the office of Title IX. You may do so by contacting:

Laura Hetrick
Title IX Coordinator
Sunwatcher Village Clubhouse
940-397-4213

laura.hetrick@msutexas.edu

You may also file an online report 24/7 at [Online Reporting Form](#)

Should you wish to visit with someone about your experience in confidence, you may contact the MSU Counseling Center at 940-397-4618. For more information on the University's policy on Title IX or sexual misconduct, please visit [Title IX Website](#)

Grade Appeal Process

Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Course Schedule

Week or Module	Activities/Assignments/Exams	Due Date
Week 1 Aug 26-31	Zoom with Instructor to establish placement	August 30
Week 2 Sep 1-7	Practicum Placement Documentation Practicum Hours	Due September 7
Week 3 Sep 8-14	Practicum Description	Due Sept 14
Week 4 Sep 15-21	Practicum Hours	Due Sept 21
Week 5 Sep 22-28	Practicum Hours	
Week 6 Sep 29-Oct 5	Zoom with Instructor to discuss progress Practicum Hours	Due October 4
Week 7 Oct 6-12	Practicum Hours	
Week 8 Oct 13-19	Practicum Hours	
Week 9 Oct 20-26	Practicum Hours	Due Oct 26
Week 10 Oct 27-Nov 2	Practicum Hours	
Week 11 Nov 3-9	Practicum Hours	
Week 12 Nov 10-16	Practicum Project	Due November 16
Week 13 Nov 17-23	Practicum Reflection	Due November 23
Week 14 Nov 24-30	Practicum Log	
Week 15 Dec 1-7	Practicum Log	Due Dec 6