

Learning Contract Instructions for OLP 4465, CTE 4467, & OLP 6635 Practicum

The OLP 4465 and 6635 practicum are elective courses offered in both the undergraduate and graduate OLP programs. The CTE 4467 practicum is specifically for BS WTL-CTE students. The CTE 4467 practicum is a degree requirement for all students planning on graduating with the CTE concentration in the BS WTL program.

This 3-credit Practicum requires you to perform a minimum of 120 clock hours of activity: preparing, observing, conducting teaching/training, and/or functioning in each of these activities at an administrative level. The practicum should be performed *after* completion of the core classes or with the approval of your OLP Advisor.

** The following arrangements for a practicum project should be completed **PRIOR** to the start of the semester in which the practicum is to be conducted.

Definitions:

OLP Advisor: Each student is assigned a major advisor within an OLP program. Your undergraduate or graduate advisor must approve your practicum proposal before you submit your proposal to the OLP Practicum Coordinator.

OLP Practicum Coordinator: Usually your advisor, but some semesters there may be a professor assigned as practicum coordinator to oversee all OLP practicum projects for the semester. When this is the case, the Practicum Coordinator creates and maintains a master list of ALL practicum projects for the semester, provides registration overrides for the practicum students, maintains the Moodle site for the semester, assigns grades to all practicum students, and deals with any issues or concerns that may arise between the practicum supervisor and the student.

Practicum Supervisor: Students must make arrangements for their own practicum experience. The practicum supervisor is the person with whom the student arranges the project. Practicum supervisors are responsible for approving the project, for verifying its purpose, for overseeing that the student has fulfilled the contract deliverables, and for providing an evaluation of the student's work at the end of the practicum project.

The practicum proposal requires approval signatures from the student's OLP Advisor, the OLP Practicum Coordinator, and the Practicum Supervisor.

Please follow the steps below in order:

1. Select a Project

- a. Identify a practicum topic and the need for your proposed project.
- b. Discuss your idea with your OLP Advisor. Practicum ideas may include:
 - i. Projects made available to students at their current place of employment (additional project opportunities outside of their current roles and responsibilities).

- ii. Projects requested from organizations to the OLP department searching for students looking for practical project opportunities.
- iii. Projects within the OLP department to assist with department projects and classes.

2. Create a Proposal

- a. Complete the *Practicum Proposal* form (attached or available from the OLP Department website under the “Program Forms” link).
- b. Email the *Practicum Proposal* to your OLP Advisor for his or her approval. Your advisor will work with you to confirm the details of your project regarding learning objectives, activities, deliverables, and timelines.

3. Obtain Required Signatures

- a. Once your advisor has agreed to all of the details of your proposal, email the final revised proposal to your advisor for his or her signature. Your advisor will provide you with an electronic signature on the *Practicum Proposal* and will email the signed proposal back to you.
- b. Add your signature to the proposal.

4. Submit the Signed Proposal

- a. Email your *Practicum Proposal* (electronically signed by you, your *Practicum Supervisor*, AND your OLP Advisor) to your advisor.

5. Convert the Proposal to a Learning Contract

- a. With signatures of both the student and the OLP Advisor, the proposal is now a learning contract. The OLP Advisor will place a copy of this signed learning contract in your student file.

6. Register for the Course - Students must receive a “Registration Override” from their OLP Advisor before they can register for the course.

- a. Once the OLP Advisor has received the signed Learning Contract, he or she will submit a registration override to the registrar’s office, providing permission for the student to register online for the course.
- b. The OLP Advisor will email the student to inform him or her that the registration override has been submitted and to invite the student to register online for the course.
- c. The student completes the registration process by registering online for the appropriate Practicum course number and section. Note: when the OLP Advisor provides a registration override, the student has permission to register. It **DOES NOT** automatically register the student in the course. Students **MUST** complete the online registration process themselves.

7. Moodle Requirements

- a. At the beginning of each semester, registered students may be automatically entered into the Moodle course that corresponds with the Practicum course (this is at the discretion of the Advisor overseeing the Practicum). The Practicum course will be on the list of Moodle courses for each registered student when they log on to their Moodle page. Watch for student access into the course at the beginning of each semester.
- b. Students are to click on the appropriate Practicum course and submit assignments throughout the semester as required. Note: although the

learning contract has been submitted to the OLP Advisor during the planning stages of the project, the signed learning contract **MUST** also be submitted into Moodle to receive a grade for the contract.

COMPLETING THE PRACTICUM PROPOSAL

Be specific about each component. As this is to be a learning experience, highlight the benefits of the proposed learning experience.

- **Learning Objectives** [of The Practicum] refer to what **you** hope to accomplish or gain through your practicum experience (e.g., skills, proficiency, practice). Write learner-centered objectives for yourself. Again, these are not the objectives of the project. These are objectives of what you intend to learn during your Practicum project.
- **Activities** [of The Practicum] refer to specific tasks you will do to accomplish your learning objectives. Talk with your advisor about the focus that is right for you. Activities might also include experiences such as attending workshops or conducting independent readings.
- **Final Report** refers to all of the deliverables due at the conclusion of the semester. Please list the documents that will be included for grading in your Final Report. For example, if your Practicum involves teaching and/or training, then you will contract to deliver at least one lesson plan and evaluation of the lesson delivery. For all Practicum projects, a time log documenting a minimum of 40 clock hours per credit, 3 interim progress reports (1-page), and a 500-word (2-page) reflective report on the entire learning experience are all required deliverables. (See below for specifics.)
- **Time Schedule** refers to the periodic reporting dates for your progress reports and your time logs. Specify the dates on which you will submit your interim and final reports.

Submit the following assignments for grading to your OLP Advisor through Moodle during the semester:

1. The learning contract complete with required signatures.
2. Three progress reports. These reports are due on/about the 4th, 8th, and 12th week of the semester. Reports should address the activities to date, including challenges and how they are resolved. Progress Reports should be approximately 1 page in length and should include a time log reporting the time spent to date on specific activities.
3. A final time log of your time spent on the Practicum project. ISU policy requires that you perform a minimum of 40 clock hours of activity per credit. Your time-log should include a detailed listing of the activity, date and location performed, and number of hours. Use MS Excel or similar computer software as your reporting format (your Advisor may have a specific form they want you to use). Provide interim time logs as attachments with each of your 3 progress reports and your final report. (Note. The time begins after your contract is approved.)
4. A copy of a lesson plan from your presentations.*

5. A completed evaluation of your teaching/training, completed by your lesson participants and a colleague or supervisor who has observed you conducting the training covered in the above lesson plan (See attached evaluation form).*
6. A final report that includes a 500-word (2-page, double spaced) summary of your project activities. Include your reflections on the challenges you overcame, principles and practices you integrated from OLP Program, and the benefits to your career goals from your learning experience. Also include any copies of materials developed during your Practicum project.

*** Note: Items 4 and 5 refer to a project emphasizing teaching/training. For an administrative project, Items 4 and 5 will be arranged with your advisor as befitting your specific project.**

The Project Final Report, including the above items, must be submitted to the OLP Dept. by the Friday of the last week “Dead Week” in the semester, so that they can be evaluated and a grade submitted.

Practicum Proposal Form

Name _____ Student # _____

Course No. _____ Credits _____ Semester _____

Minimum Total Hours _____ (Each credit requires 40 clock hours of activity)

1. Project Title and Description:

2. Learning Objectives:

3. Activities:

4. Final Products: (e.g., course outline, lesson plans, evaluation, progress reports).
List ALL components that you will submit for grading.

5. Time Schedule: (List proposed dates for three progress reports and a final report).

Report	Date
1 st Interim	by Sunday of Week 4
2 nd Interim	by Sunday of Week 8
3 rd Interim	by Sunday of Week 12
Final	by Sunday of Week 14

Student Signature **Email** **Phone**

Workplace Supervisor Signature **Email** **Phone**

Advisor Signature **Email** **Phone**

Faculty Coordinator Signature **Email** **Phone**

Evaluation Form for the OLP Practicum (4465, 4467, 6635)
Department of Organizational Learning and Performance
(To be completed for the training portion of practicum, if applicable)

Please rate the person being evaluated, using the Likert Scale form below, with a "1" being Well Below Expectations, "2" being Below Expectations, "3" being Average, "4" being Above Expectations, and "5" being Well Above Expectations. You are welcome to add comments at the bottom of the form. Thanks for your cooperation.

Name of person being evaluated _____ Date _____

Name of evaluator (Practicum Supervisor) _____

Likert Scale Items

	Well Below	Below	Average	Above	Well Above
Evidence of preparation to teach	1	2	3	4	5
Organization of the lesson plan	1	2	3	4	5
Stating of the lesson objective(s)	1	2	3	4	5
Introduction of the subject(s)	1	2	3	4	5
Knowledge of subject being taught	1	2	3	4	5
Use of visual aids	1	2	3	4	5
Use of handouts	1	2	3	4	5
Giving of directions	1	2	3	4	5
Clarity and volume of voice	1	2	3	4	5
Use of the English language	1	2	3	4	5
Answering of student questions	1	2	3	4	5
Eye contact with learners (trainees)	1	2	3	4	5
Overall enthusiasm	1	2	3	4	5

General Comments