



Practicum Guidelines

Overview

MEDU 5781 Practicum – Educational Administration

This course is designed to provide intensive study and field experience in activities/problems relating to a specific leadership role at campus or district level. It is required for certification for principals. (1 credit, taken 4 times) *Prerequisite: MEDU5573*

Practicum Requirements:

MEDU 5781 is a seven-week course that the student will enroll in four times. The student may enroll in multiple sections of *MEDU 5781* concurrently, take one section of this course as a standalone course, or concurrently with other courses in the degree program.

Students begin the Practicum process by enrolling in *MEDU 5781 Practicum - Educational Administration*. Field experiences will be developed around the specific leadership goals of the student, and done in cooperation with the district in which the student is currently employed. Students complete the experience under the joint supervision of an online instructor and a practicing school administrator or designated supervisor. A student usually completes these projects within the constraints of their current position, coordinating with the campus and district administrator for approval and/or assistance.

This Practicum may be scheduled anytime **after** students have completed *MEDU 5573 Leadership at the Campus Level*. Students may elect to complete the internship concurrently, with program coursework, or they may wait until after completing the final course in their program.

The total practicum experience (4 credit hours) consists of 160 hours of documented relevant activities. The instructor and student will work to establish a balance between field experience and research activities. Students will report progress each week through the Discussion Board posting process and will conclude the project with the submission of a formative project report. A summative project submission will be created when all four courses have been completed.

Practicum Project Design

The project design for the Practicum experience will be divided into assignments/projects and based on the following standards:

1. Learner-Centered Values and Ethics of Leadership

Possible Activities:

- *Create a faculty presentation that details the Texas Educator Code of Ethics*
- *Participate in a conference between an administrator and student that addresses a student behavior problem*

2. Learner-Centered Leadership and Campus Culture

Possible Activities:

- *Participate in a site-based decision-making committee meeting*
- *Plan and participate in a school-sponsored student activity*

3. Learner-Centered Human Resources Leadership and Management

Sample Activities:

- *Be a part of an interview team for a prospective faculty or campus staff member*
- *Observe a classroom teacher and provide feedback to the instructor in an informal setting*
- *Observe and/or participate in a PDAS evaluation of a classroom teacher*

4. Learner-Centered Communications and Community Relations

Sample Activities:

- *Review the process for obtaining community input for the campus/school district*
- *Design a campus/district communication piece that could be used to familiarize a new member of the community with the district.*

5. Learner-Centered Organizational Leadership and Management

Sample Activities:

- *Provide administrative supervision for a campus/district event*
- *Attend a campus/district budget planning session*

6. Learner-Centered Curriculum Planning and Development.

Sample Activities:

- *Participate in a vertical/horizontal curriculum team planning meeting*
- *Develop and administer a faculty survey of professional development needs*
- *Attend a campus/district administrators team meeting to discuss TAKS results*

7. Learner-Centered Instructional Leadership and Management

Sample Activities:

- *Conduct a faculty meeting*
- *Lead a student assembly*

Project Proposals

The proposal format is at the student's discretion; however, it should contain the following components:

- a. Cover sheet
- b. Overview of the practicum project/s including estimated hours for completion
- c. Demonstration of how the practicum project addresses the seven leadership principles
- d. Copy of the signed practicum application

The proposal should be designed in cooperation with a school administrator and approved by the course instructor.

Role of the Campus/District Administrator

- Assist the student in obtaining campus/district permission to complete the required field experience within the district

- Meet regularly with the student to discuss progress toward the completion of the practicum goals
- Communicate with the LeTourneau University course instructor on practicum concerns or issues throughout the experience
- Complete a summative evaluation of the practicum placement

Role of the University Course Instructor

- Review and approve the Practicum Project Proposal
- Collect submitted practicum documents
- Be available for consultation for the student or campus/district administrator during the practicum experience
- Complete a formal evaluation for the practicum course, including an evaluation of the practicum project.
- Complete a formal summative evaluation for the practicum experience if the student is completing the required 4th course of practicum

Formative Project Submission

At the conclusion of each Practicum course (7 weeks), a formative Practicum project report will be submitted to the online instructor and the supervising administrator. The format is at the Intern's discretion; however, it should contain the following components:

- a. Cover sheet
- b. Review of the practicum project/s
- c. Demonstration of how the practicum project/s addressed which of the seven leadership principles
- e. Log of hours
- f. Any practicum documents that are products of the project/s

Summative Project Submission

The final summative Practicum project submission format is also at the Intern's discretion; however, it should contain the following components:

- a. Cover sheet
- b. Overview of the practicum project/s
- c. Demonstration of how the practicum project/s addressed each of the seven leadership principles
- d. Summary of the value of the practicum experience
- e. Copies of all logs and other practicum documents