NEW COURSE FORM

1. General Information.

a. Submitted by the College of: Agriculture   Today's Date: 9/17/2010

b. Department/Division: Community & Leadership Development

c. Contact person name: Dr. Kris Ricketts   Email: k.ricketts@uky.edu   Phone: 7-3767

d. Requested Effective Date: ☒ Semester following approval   OR   ☐ Specific Term/Year[1] : _____

2. Designation and Description of Proposed Course.

a. Prefix and Number: CLD 497

b. Full Title: Professional Practicum in Community & Leadership Development

c. Transcript Title (if full title is more than 40 characters): Professional Practicum in CLD

d. To be Cross-Listed[2] with (Prefix and Number): _____

e. Courses must be described by <u>at least one</u> of the meeting patterns below. Include number of actual contact hours[3] for each meeting pattern type.

_____ Lecture   _____ Laboratory[1]   _____ Recitation   _____ Discussion   _____ Indep. Study

_____ Clinical   _____ Colloquium   3 Practicum   _____ Research   _____ Residency

_____ Seminar   _____ Studio   _____ Other – Please explain: _____

f. Identify a grading system: ☒ Letter (A, B, C, etc.)   ☐ Pass/Fail

g. Number of credits: 3

h. Is this course repeatable for additional credit?   YES ☒   NO ☐

If YES: Maximum number of credit hours: 6

If YES: Will this course allow multiple registrations during the same semester?   YES ☐   NO ☒

i. Course Description for Bulletin: This is a cooperative educational program between the Community and Leadership Development majors at the University of Kentucky and approved employers who furnish facilities and instruction that help students acquire the skills and knowledge required in their chosen field. Ultimately, this is a dually beneficial relationship; stakeholder relations are improved while students have an opportunity to build relationships/networks that could encourage future career development.

j. Prerequisites, if any: Major standing in CLD; senior standing.

k. Will this course also be offered through Distance Learning?   YES[4] ☐   NO ☒

l. Supplementary teaching component, if any: ☒ Community-Based Experience   ☐ Service Learning   ☐ Both

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[1] Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

[2] The chair of the cross-listing department must sign off on the Signature Routing Log.

[3] In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)

[4] You must *also* submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

Rev 8/09

NEW COURSE FORM

3.   **Will this course be taught off campus?**   YES ☐   NO ☒

4.   **Frequency of Course Offering.**

   a.   Course will be offered (check all that apply):   ☒ Fall   ☒ Spring   ☐ Summer

   b.   Will the course be offered every year?   YES ☒   NO ☐

       If NO, explain: _____

5.   **Are facilities and personnel necessary for the proposed new course available?**   YES ☒   NO ☐

       If NO, explain: ____

6.   **What enrollment (per section per semester) may reasonably be expected?**   35

7.   **Anticipated Student Demand.**

   a.   Will this course serve students primarily within the degree program?   YES ☒   NO ☐

   b.   Will it be of interest to a significant number of students outside the degree pgm?   YES ☐   NO ☒

       If YES, explain: _____

8.   **Check the category most applicable to this course:**

     ☒ Traditional – Offered in Corresponding Departments at Universities Elsewhere

     ☐ Relatively New – Now Being Widely Established

     ☐ Not Yet Found in Many (or Any) Other Universities

9.   **Course Relationship to Program(s).**

   a.   Is this course part of a proposed new program?   YES ☐   NO ☒

       If YES, name the proposed new program: ____

   b.   Will this course be a new requirement[5] for ANY program?   YES ☒   NO ☐

       If YES[5], list affected programs: CLD

10.   **Information to be Placed on Syllabus.**

   a.   Is the course 400G or 500?   YES ☐   NO ☒

       If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in **10.b**. You must include: (i) identification of additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See *SR 3.1.4.*)

   b.   ☒   The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from **10.a** above) are attached.

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[5] In order to change a program, a program change form must also be submitted.

Rev 8/09

NEW COURSE FORM

Signature Routing Log

General Information:

Course Prefix and Number: CLD 497

Proposal Contact Person Name: Dr. Rick Maurer   Phone: 7-7582   Email: richard.maurer@uky.edu

INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
Dept. Faculty	8/20/10	Gary Hansen 7-7586 ghansen@uky.edu	
UCC-COA	10/27/10	Larry Graboy 7-585 Larry.Graboy@uky.edu	11/27/10
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision[6]
Undergraduate Council	2/15/2011	Sharon Gill *Digitally signed by Sharon Gill DN: cn=Sharon Gill, o=Undergraduate Education, ou=Undergraduate Council, email=sgill@uky.edu, c=US Date: 2011.02.16 09:21:07 -05'00'*	
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

[6] Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

Rev 8/09

CLD 497 – Professional Practicum in Community & Leadership Development

Course Instructor
Kristina G. Ricketts, Assistant Professor
Community & Leadership Development
304 Garrigus Building
University of Kentucky
Phone: 859-257-3767
Email: k.ricketts@uky.edu

Class Meetings
TBD

Course Description[1]:

This is a cooperative educational program between the Community and Leadership Development majors at the University of Kentucky and approved employers who furnish facilities and instruction that help students acquire the skills and knowledge required in their chosen field. Ultimately, this is a dually beneficial relationship; stakeholder relations are improved while students have an opportunity to build relationships/networks that could encourage future career development.

Student Learning Outcomes:

Fundamentally, this course is designed to *provide students an off-campus learning experience relevant to their specific interests and professional aspirations*. More specifically, interaction within this course will allow students to:
1. Test career objectives realistically. OR Establish career goals related to their professional aspirations.
2. Develop and polish professional work habits.
3. Improve interpersonal relations.
4. Become acquainted with individuals employed in professional occupations.
5. Prepare for a smooth transition info full-time employment.
6. Identify courses/experiences needed to prepare for their career goals.
7. Gain an understanding of the relationship between classroom theory and practical application.

Meeting Times:

This course is built around individual placement experiences. As a result, the time that students work at their cooperating organization will be different for each individual. However, there are a few meetings required for all interns, and they are outlined below:
*   One group meeting in the beginning (within the first two weeks of the semester)
*   One individual meeting (consultation with instructor) around the mid-point of the semester to check on progress
*   One group meeting at the end (within the final two weeks of the semester)

The initial meeting date/time with be communicated to students via email; the individual consultation meeting and the final group meeting will be determined during the initial group meeting.

NOTE: In order to receive credit for this course, students must complete AT LEAST 75 HOURS working for their cooperating organization throughout the semester.

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[1]The syllabus is a guide for the course, but it is subject to change at the discretion of the instructor. Any changes in assignments and expectations will be announced during class and on Blackboard.

Eligibility:

CLD 497 is limited to students with senior standing. Students are encouraged to take this course prior to enrolling in their last semester before graduating.

Enrollment Procedures:

1. Students seeking practicum experience are to complete a course application form (Appendix A) stating the type of practicum experience desired and their preference for geographic location.

2. No later than two weeks into the semester in which the practicum is to be completed, the student will meet with the practicum supervisor to determine an appropriate cooperating agency. Everyone should be assured that the student's interests and academic preparation will satisfy the demands of the cooperating agency.

3. Upon approval of the agency representative, and with the work description or schedule of anticipated activities, the student will submit the "Practicum Plan" (Appendix B) to the practicum faculty supervisor. When all required signatures have been collected, the practicum agreement will be considered complete.

4. The practicum experience is worth 3 credits (a student could decide to repeat the course in the future, and as a result end up with 6 practicum credits.)

5. The student will proceed with registration for the course following the registration instructions issued by the University each semester.

Required Course Materials:

- Journal
- 1" Binder

Course Policies:

My expectations for you are:

1) *Academic integrity:* Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. The University's Code of Conduct states that all students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others. Academic dishonesty includes, but is not limited to: cheating, plagiarizing, fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Cheating and Plagiarism: Such behavior is intolerable. Students found guilty of these offenses will be punished to the fullest extent, given the penalties outlined in *Student Rights and Responsibilities* §6.4.0.

Additional Information related to policies for excused absences, cheating, plagiarism, withdrawal, incompletes, exams, and grading can be found in *Student Rights and Responsibilities*

2) Submit assignments as indicated by instructor. Failure to turn in required assignments may lead to failure of the course.

Note to students with disabilities
The University of Kentucky welcomes students with disabilities into the University's educational programs. Early in the semester, students with disabilities should provide the instructor with a letter from the UK Disability Resource Center that certifies the need for exam or classroom accommodations. It is the student's responsibility to register with the DRC who will verify the disability and need for accommodations. For additional information, contact the DRC at http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/.

Statement of Nondiscrimination
The University of Kentucky is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state of federal authorities. The University of Kentucky does not discriminate against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status.

Attendance Policy
Consistent attendance will be expected with the cooperating agency and will be addressed if below standards.

Grade:
The final grade is calculated by using the following criteria:

> 20% Internship plan
> 20% Mid-semester report
> 20% Final report
> 40% Employer evaluation

These grades will be added and reported as a letter grade, based on the following scale: A = 100% - 94%; B = 93% - 85%; C = 84% - 75%; D = 74% - 65%; E = Below 65%.

NOTE: Major components/projects worked upon during this practicum will be included in the student's e-portfolio. Exactly what projects/deliverables will be included will be determined through consultation between student and instructor.

List of Cooperating Agencies:
A list of cooperating agencies can be found on our department website: http://www.uky.edu/Ag/CLD/ . It is possible for the student to choose an agency/location not included upon the list, through consultation with the instructor.

Appendix A

Application for CLD 497
Professional Practicum

College of Agriculture
Department of Community & Leadership Development
Professional Practicum
CLD 497

Course Application

Name_____   Student ID Number _____

Local Address_____

_____

Local Phone Number_____   Home Phone Number_____

Advisor_____   Semester Standing_____

When will you be available for practicum? _____ to _____

Will you have access to a motor vehicle? _____Yes _____No

What kind of professional experience are you seeking? (List in order of preference)

1. _____

2. _____

3. _____

Please list an internship site location in order of preference.

1. _____

2. _____

3. _____

This information may be made available to prospective internship supervisors.

_____   _____   _____   _____
Signature of Advisor   Date   Signature of Student   Date

Appendix B

Practicum Plan

College of Agriculture
Department of Community & Leadership Development
Professional Practicum
CLD 497

<u>Program Planning Documents</u>

Name_____   Student ID Number _____

Local Address_____

_____

Local Phone Number_____   Home Phone Number_____

Advisor_____   Semester Standing _____

Supervising Agency Address _____

_____

Type of Enterprise _____

Internship Supervisor _____   Title _____

Phone _____   E-mail _____

Dates and Duration of Internship _____

Semester _____   Year _____

_____   _____   _____   _____
Advisor (signature)   Date   Student (signature)   Date

_____   _____   _____   _____
Cooperating Agency (signature) Date   CLD 497 Supervisor (signature)   Date

(This form is to be completed by the student, signed by the student, the student's advisor,
a cooperating agency representative, and the CLD 497 supervisor.)

The Eight Components of a Practicum Plan

1. Cover Page

2. Preparation for the Internship: Your Résumé

   a. List of relevant education and educational experiences
   b. Work experience, including job title and a description of your responsibilities

3. Learning Objectives (measurable)

4. Responsibilities: Provide a detailed outline of tasks to be performed at the internship site (determine by consulting with your cooperating agency representative).

5. Means of Evaluation

6. Means of keeping contact with your faculty instructor (i.e. email, telephone, letter, face-2-face).

7. Name, title, address, telephone number and email address of the internship supervisor.

8. Obtain signatures as noted.

Scheduling Form for a Practicum Plan

CLD 497

Student _____   ID _____

Address_____

_____

Phone _____   Email _____

Course: ___497___   Credits: _____   Faculty Supervisor _____

Agency Supervisor _____   Phone _____

Practicum Location _____

ABSTRACT

Objectives: _____

_____

_____

_____

_____

Responsibilities: _____

_____

_____

_____

_____

Means of Evaluation: _____

_____

_____

_____

_____

Approved by:

Academic Advisor _____ Date _____

Practicum Supervisor _____ Date _____

Note: A completed form (p. 11-12) must be given to Ruth Durham, 510 Garrigus Building to schedule this course. Prior to the first day of classes, a completed proposal must be submitted to your practicum (faculty) supervisor.

Professional Practicum
Signatory Page

I agree to prepare a mid-semester report and a detailed written final report explaining my internship activities. The final report is to include suggestions for improvement of the internship experiences. Reports are to be submitted to the course instructor. I will submit my mid-semester report by _____ and a final report by _____.

_____	_____
Signature of Student	Date

I have reviewed this *Practicum Plan* and find it consistent with the student's educational objectives.

_____	_____
Advisor	Date

The cooperating agency agrees to provide the student an opportunity to obtain actual experience in the areas outlined above. The student's supervisor will be _____ who agrees to evaluate the efforts of the student and forward an evaluation to the faculty supervisor upon completion of the experience.

_____	_____
Cooperating Agency Representative	Date

I have reviewed this *Practicum Plan* and find it to be consistent with the student's educational objectives and the educational objectives of the departments program. I agree to maintain regular contact with the student and his/her agency supervisor in determining the nature of the work and in evaluating the student's progress. Penn State University, through the College of Agricultural Sciences, agrees to grant _____ credits for AAE 495 to the student upon satisfactory completions of this internship opportunity.

_____	_____
CLD 497 Faculty Supervisor	Date

Note: Internship plan must be approved and submitted to the instructor <u>before</u> beginning the course.

Appendix C

Guidelines for Mid-Semester & Final Reports

Guidelines for Mid-Semester and Final Reports

A professional practicum experience is much more than a job. It is a valuable portion of your educational program and preparation for a professional career. In order to better evaluate your progress and the outcome of your practicum program, two reports are required that describe what you have achieved during the experience. The preparation of these reports will also help you evaluate your professional development leading to your career goals.

Mid-Semester Report

Midway through the semester, the student must submit (during the consultation with the faculty supervisor) a report (5 – 7 pages, double-spaced) describing the practicum experience to that date. This report should include:

1. A record of the significant day-to-day activities (see the daily log).

2. A written discussion of how your preplanned objectives were implemented and the outcome of each.

3. A detailed description of the activities associated with your area of responsibility. Evaluate them in relation to your interests and educational background.

4. An appraisal of this practicum experience relative to your interests and career goals.

5. A description of the problems encountered and how you resolved them.

Final Report

A detailed written final report (10 – 12 pages, double spaced) is required upon completion of the experience. This report should not repeat the information presented in the mid-semester report. It should reflect an evaluation of the complete internship experience. The final report should include:

1. A record of the significant day-to-day activities (daily log) since the mid-semester report.

2. A description of the organizational structures and function of the cooperating agency sponsoring your practicum. Describe the responsibility of your colleagues and show where your assignment fit within the organizational structure.

3. A discussion of how your preplanned objectives were implemented and the outcomes of each.

4. A detailed description of the activities associated with your area of responsibility evaluated in their relation to your interests and educational background.

5. An appraisal of this practicum experience relative to your interests and career goals.

6. Your suggestions and recommendations to another student who may want to pursue an practicum with your cooperating agency.

7. Feel free to include additional aspects encountered but not listed above. Your agency supervisor *should be given* the opportunity to review your reports before submission to avoid any controversial or restricted information from your employer's point-of-view.

Daily Log for Recording Practicum Experiences

Month _____

Date:	Task Description:

Appendix D

Agency Supervisor Evaluation Form

Agency Supervisor Evaluation

Student's Name: _____

We would appreciate your cooperation in providing a performance rating for _____ while interning with your agency. Your responses will be used both to assign a letter grade for the experience and to help identify potential areas requiring attention in the student's continuing professional development. Thank you for participating in this worthwhile endeavor.

Personal Characteristics

Criteria	Excellent	Good	Fair	Unacceptable	Unable to Judge
1. Cooperates with management					
2. Cooperates with other workers					
3. Willingness to work					
4. Dependable					
5. Honest					
6. Ethical behavior					
7. Shows initiative					
8. Accepts supervision					
9. Personality					
10. Motivation					
11. Accepts supervision					
12. Accepts constructive evaluation					
13. Punctuality					
14. Attendance					
15. Professional attitude					

Skills

Criteria	Excellent	Good	Fair	Unacceptable	Unable to Judge
1. Shows leadership ability					
2. Working in teams or groups					
3. Communication skills-speaking					
4. Communication skills-writing					
5. Learns new assignments easily					
6. Self directed learner					
7. Problem solving skills					
8. Adaptable to a variety of jobs					
9. Organizational skills					
10. Use of electronic technology					
11. Overall skills					

Please mark the letter grade that you believe the student should receive for his/her performance.

A	B	C	D	F

_____   _____
Signature of Supervisor   Date

Agency Supervisor Evaluation, Part Two

1. Was the student adequately prepared to work in your program?
   _____Yes   _____No   _____Somewhat

2. What kind of training or orientation did you provide before the student began assuming responsibility?

3. List ways the student showed evidence of possessing skills for working with diverse groups of people.

4. How did the student demonstrate his/her acceptance of responsibility for planning tasks and implementing them?

5. In your opinion, what are the student's areas of greatest strength?

6. In your opinion, what areas do you believe the student needs to improve?

7. Would you employ this student or another student with a similar background?
   _____Yes   _____No   _____Maybe

8. What recommendations do you have for use to include in our academic program to more adequately prepare students for future professional roles?

9. Are you interested in having a similar person for professional practicum in the future?
   _____Yes   _____No

If you answered no, please indicate why.

10. Other comments:

From:	Burnell, Joni M
Sent:	Thursday, May 12, 2011 2:13 PM
To:	Ricketts, Kristina G
Cc:	Brothers, Sheila C
Subject:	RE: New Course Proposal CLD 497

Good afternoon,

Yes, I will be happy to make that change for you, as this e-mail provides the back-up documentation needed for us to complete the edit for you. I will edit that today and so it will at least be off of my desk. ☺

Thank you for your help.

Best Regards,

Joni Burnell
Office of the Senate Council
joni.burnell@uky.edu

From: Ricketts, Kristina G
Sent: Thursday, May 12, 2011 2:10 PM
To: Burnell, Joni M
Subject: RE: New Course Proposal CLD 497

Joni –

It should be a "3" for Question 2e (and not merely an x). Do you have the ability to plug in the 3? We don't have the ability to change a pdf (our secretary is on vacation who has that software on her computer) and we want these proposals to be put into the system as quickly as possible.

Let me know if this isn't possible.

Thanks!

Kris

Kristina G. Ricketts, Ph.D.

Assistant Professor & Leadership Development Specialist
University of Kentucky
Community & Leadership Development
713 Garrigus Building
Lexington, KY 40546-0215
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PH: 859.257.3767
FAX: 859.257.1164

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EXTENSION

From: Burnell, Joni M
Sent: Thursday, May 05, 2011 9:10 AM
To: Ricketts, Kristina G
Cc: Brothers, Sheila C
Subject: New Course Proposal CLD 497

Good morning Kristina,

I am writing regarding the new course proposal for CLD 497 (attached). When we reviewed this course we noticed that the meeting pattern was not identified. (question 2.e.) *Please indicate the number of contact hours for each meeting pattern type.*

Upon timely receipt of the requested information, this course could be placed on a web transmittal for final Senate approval, and a fall 2011 effective date.

Thank you and have a great day.

Joni Burnell
Office of the Senate Council
joni.burnell@uky.edu