

CLD 497-001.

Seminar Capstone Practicum in Community & Leadership Development

Spring 2018

Instructors

Dr. Keiko Tanaka

Office Address: 704 Garrigus Building

Office Hours: Mondays & Wednesdays 1:00-2:00pm or by appointment

Office Phone: (859) 257-7574

Cell Phone: (859) 351-9252

E-mail: ktanaka@uky.edu

Grace Gorrell

Office Hours: By appointment only

Cell Phone: (859) 619-7211

E-mail: ggorrell@uky.edu

Course Description

This is a cooperative educational program between the Community and Leadership Development (CLD) 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.

Between January 10 and April 25, 2018, you must complete the minimum of 150 hours service (approximately 10 hours per week) at the practicum site of your choice. You are also required to attend the following class events and meetings: 1/10, 1/24, 2/22, 3/21, 4/18, and 5/3.

Pre-requisite

Major standing in CLD, or senior standing. Prior to the start of your practicum, you must submit the signed contract.

Co-requisite

CLD 490

Learning Outcomes

By the end of this course, students will be able to:

- Employ the processes of intellectual inquiry by using the skills for analytical reasoning, information literacy, inquiry within and across disciplines, ethical inquiry, and problem-solving;
- Explain the complexities of citizenship and the process for making informed choices as engaged citizens in a diverse, multilingual world by using the skills for cross-cultural competency, sensitivity to diversity and social justice, ethical decision-making, critical thinking; and
- Demonstrate competency in written, oral and visual communication skills both as producers and consumers of information

Graduation Composition & Communication Requirement (GCCR)

This course satisfies the communication requirement of the GCCR.

Required Materials

Reading materials will be available on Canvas.

Course Grading

Grade	<u>Scale</u> Points	%
A	≥ 450	≥ 90
B	400 - 449	80 - 89
C	350 – 399	70 - 79
D	300 – 349	60 - 69
E	< 300	< 60

Assessment Criteria

- A** Exceptional work, beyond expectation, which demonstrate one’s ability to effectively integrate all the required course materials and additional materials into an assignment. Written work requires little or no editorial revision.
- B** Very good work that demonstrates one’s competence in integrating all the required course materials into an assignment. Written work requires minor revisions.
- C** Acceptable work that uses most of the required course materials. Written work needs major revisions for better integration of the course materials.
- D** Poor work that uses some of the required course materials. Written work needs major revisions.
- E** Unacceptable as an assignment.

Final Exam Information

There will not be a final examination. Take-home Exam will be distributed

Mid-term Grade

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/registrar/calendar>).

Attendance Policy

You are expected to attend the class on the following dates and time:

Date	Time	Activity	Location
1/10	5:00-7:00pm	Orientation	Hillary J. Boone Center
1/24	9:00-10:30am or 5:30-7:00pm	Workshop 1	TBD
2/22	9:00-10:30am or 5:30-7:00pm	Workshop 2	TBD
3/21	9:00-10:30am or 5:30-7:00pm	Workshop 3	TBD
4/18	9:00-10:30am or 5:30-7:00pm	Presentation Practice	TBD
5/3	5:00-7:00pm	Presentations	The Signature Club

On the classes on 1/24, 2/22, 3/21, and 4/18, you need to attend only **either** the morning (9:00-10:30am) **or** evening session (5:30-7:00pm). For some reasons, if you must miss the class, please contact me via e-mail or text message (859-351-9252). Points will be deducted from your grade for absences.

Penalty	
Number of Absences	Points Deducted
1	15
2	50
3	100
4	150
5	200
6	250

Excused Absences

Students need to notify the professor of absences prior to class when possible. Senate Rules 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, (e) job interviews and interviews for graduate program admission, and (f) other circumstances found to fit “reasonable cause for nonattendance” by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Two weeks prior to the absence is reasonable, but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud (859-257-3737, http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused) per University policy.

Per Senate Rule 5.2.4.2, students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required); and for making up the missed work. The professor must give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.

Verification of Absences

Students may be asked to verify their absences in order for them to be considered excused. *Senate Rule 5.2.4.2* states that faculty have the right to request “appropriate verification” when students claim an excused absence because of illness, or death in the family. Appropriate notification of absences due to University-related trips is required prior to the absence when feasible and in no case more than one week after the absence.

Academic Integrity

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Senate Rules 6.3.1 (see <http://www.uky.edu/Faculty/Senate/> for the current set of *Senate Rules*) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also

includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Special Accommodations

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>.

Non-Discrimination Statement and Title IX Information

The University of Kentucky faculty are committed to supporting students and upholding the University's non-discrimination policy. Discrimination is prohibited at UK. If you experience an incident of discrimination we encourage you to report it to Institutional Equity & Equal Opportunity (IEEO) Office, 13 Main Building, (859) 257-8927.

If you experience an incident of sex- or gender-based discrimination or interpersonal violence, we encourage you to report it. While you may talk to a faculty member or TA/RA/GA, understand that as a "Responsible Employee" of the University these individuals MUST report any acts of violence (including verbal bullying and sexual harassment) to the University's Title IX Coordinator in the IEEO Office. If you would like to speak with someone who may be able to afford you confidentiality, the Violence Intervention and Prevention (VIP) program (Frazee Hall – Lower Level; <http://www.uky.edu/StudentAffairs/VIPCenter/>), the Counseling Center (106 Frazee Hall, <http://www.uky.edu/StudentAffairs/Counseling/>), and the University Health Services (<http://ukhealthcare.uky.edu/uhs/student-health/>) are confidential resources on campus.

The Classroom Environment

I expect civil and courteous behaviors from students both inside and outside the classroom. This course involves discussions on various ideas and practices surrounding community and leadership development, and often times you will find your beliefs called into question. This is part of the learning process, and we will all have varying opinions on how groups, organizations, institutions, and communities to operate. It is very important to me that we all work together to create a classroom environment where everyone feels comfortable to freely voice his/her opinions. This means that attacks of a personal nature or statements denigrating another will not be accepted. Additionally, please refrain from tobacco use of any kind in the classroom. It is against University policy.

Classroom Use of Laptop & Cell Phone

I permit the use of laptop in the classroom only for taking notes and in-class exercises. Please silence your cell phones in the beginning of our class, and remind your peers to do the same. I also ask that you refrain from texting or using your cell phone to access the internet, check email, etc. If I find you violate this policy, you will be asked to leave the classroom immediately and your attendance will be marked as “unexcused absence.”

Email Contacts

If you are unable to come to see me during office hours, you can receive my consultation through e-mail. However, please remember that email is an official form of communication with your instructor. When you send an e-mail message, please use common courtesies, such as filling out the “Subject” line, using an appropriate salutation that addresses me personally (please don’t just say “Hey”), and please include your name in the message.

Text Contacts

My cell phone number is 859-351-9252. You can send me text messages to notify your absence and schedule an appointment with me. When you send me a text message, please include your name. I will not answer a message which does not identify who is the sender. Please do NOT send me text messages on other purposes unless I initiate a text conversation and request you to respond via texts concerning this course.

Student Learning Assessment

		<u>Distribution</u>	
		Points	%
<i>Project Development Exercises</i>		200	40
	Project Goal Statement	20	
	Briefs (40 pts x 4)	160	
	Poster Peer Review	20	
<i>Poster Presentations</i>		200	40
	Draft Poster	30	
	Final Poster	70	
	Practice Presentation	30	
	Showcase Presentation	70	
<i>Supervisor Evaluation</i>		100	20
Total		500	100

Log of Practicum Hours

You must maintain a log of your practicum hours. Every other week, you must submit your log with your supervisor's signature to Canvas.

Project Development Exercises

During your period of practicum, you must work on a "project", designed with your supervisor. The following assignments will help you to complete the project. All the assignments must be submitted via Canvas.

Project Goal Statement (Due: 1/28 @ 11:59pm EST). Develop 2 single-spaced pages of a narrative that describe your project's goals and its links to your BS-CLD degree and career aspirations. The narrative must address the following aspects about your project: (a) goals/objectives, (b) expected outcomes, (c) relationship to your BS-CLD degree training, and (d) relationship to your career aspirations.

Project Briefs (Dues: 2/11, 3/11, 4/8, & 4/29 @ 11:59pm EST). As a way of communication with us and classmates, you will develop four project briefs to report your progress with the project. Each brief should be no longer than 2 single-spaced pages and should include the following: (a) your achievements, (b) drawbacks/challenges, (c) modifications/adjustments to the project, and (d) reflection.

Poster Peer Review Comments (Dues: 4/22 @ 11:59pm EST). This course satisfies the "communication" component of the Graduation Composition and Graduation Requirement. On 4/18, you will give a practice presentation to peers and receive their feedback. Each of you will be also assigned to review 2 poster drafts submitted by your peers. On Canvas, you must fill out a "Comment" box for each poster with constructive criticism and suggestions for improvements on the poster.

Supervisor Evaluation

During the semester, your supervisor will be contacted to evaluate your performance twice – around the mid-term and the end of the semester.

Skill Development Workshops

Your attendance to these workshops is required. You can attend either the morning session (9:00-10:30am) or the evening session (5:30-7:00pm).

1. Writing an Effective Project Goal Statement & Effective Brief (January 24)
2. Dealing with Ethical Issues in Workplace & Practicing Diversity and Inclusion in Workplace (February 22)
3. Designing an Effective Poster & Presenting Professionally (March 21)

Course Meeting Schedule

Wk	Mondays or Tuesdays			
	Date	Topic	Reading Assignments	Submission Due Dates
1	1/10	Meet & Greet: Course Overview (5:00-7:00pm)		
2	1/17			
3	1/24	Skill Workshop 1. Writing an Effective Project Plan & Informative Project Brief (9:00-10:30am or 5:30-7:00pm)		Goal Statement Due (1/28 @ 11:59pm)
4	1/31			
5	2/8			Brief 1 Due (2/11 @ 11:59pm)
6	2/14			
7	2/22	Skill Workshop 2. Dealing with Ethical Issues at Workplace & Practicing Diversity & Inclusion at Workplace (9:00-10:30am or 5:30-7:00pm)		
8	2/28			Brief 2 Due (3/11 @ 11:59pm)
9	3/7			
10	SPRING BREAK			
11	3/21	Skill Workshop 3. Designing an Effective Poster & Presentation (9:00-10:30am or 5:30-7:00pm)		
12	3/28			Brief 3 Due (4/8 @ 11:59pm)
13	4/4			
14	4/11			Draft Poster (4/15 @ 11:59pm)
15	4/18	Practice Presentations & Peer Reviews (9:00-10:30am or 5:30-7:00pm)		Peer Review Comments (4/22 @ 11:59pm)
16	4/25			Brief 4 Due (4/29 @ 11:59pm)
17	5/3	Academic Showcase: Poster Presentations (5/3)		Final Poster & Presentation (5/3)