

CLD 497-001.

Senior Capstone Practicum in Community & Leadership Development (3 credits)

Spring 2023

Instructor

Dr. Keiko Tanaka

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Office Hours:

- In-person Walk-in. Wednesdays 12:00-12:50pm at 507 Garrigus Building
- Virtual Walk-in. Wednesdays 11:30-12:00pm at <https://uky.zoom.us/j/8592577574>
- By appointment (in-person or virtual). Please text me on my cell phone.

E-mail: ktanaka@uky.edu

Cell Phone: (859) 351-9252

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.

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

Required Materials

Reading materials will be available on Canvas.

Activities Outside of Regular Class Meetings

Between January 9 and April 26, 2023, you must complete **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 (in-person) or 1/11 (virtual), 1/31 (in-person), 2/14 (in-person) or 2/15 (virtual), 3/28 (in-person) or 3/29 (virtual), 4/25 (virtual), and 5/4 (in-person).

Skill & Technology Requirements

This course uses Canvas. For technical/account help, students can contact Information Technology Services by phone 859-218-HELP (4357) and via the [ITS Customer Services](https://www.uky.edu/its/customer-support-student-it-enablement/customer-services) page. (<https://www.uky.edu/its/customer-support-student-it-enablement/customer-services>)

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, ethnical 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 component of the GCCR.

Course Grading

Grade	<u>Scale</u> Points	%
A	≥ 900	≥ 90
B	800 - 899	80 - 89
C	700 – 799	70 - 79
D	600 – 699	60 - 69
E	< 600	< 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

Your presentation at the Academic Showcase on May 4, 2023 is the final examination for this course.

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. Please mark your calendar!! Zoom links are available on Canvas.

Date	Activity	Time (Location)
1/10	Orientation for students	6:00 - 6:50pm (in-person)
1/11	Orientation for students	9:00 - 9:50am (Zoom)
1/31	Meet & Greet Reception	6:00-7:30pm at E.S. Good Barn Gorham Hall
2/14	Workshop 1	6:00 - 7:30pm (in-person)
2/15	Workshop 1	9:00 – 10:30am (Zoom)
3/28	Workshop 2	6:00 – 7:30pm (in-person)
3/29	Workshop 2	9:00 – 10:30am (Zoom)
4/25	Presentation Practice	6:00 – 7:30pm (Zoom)
5/4	Presentations	5:00-7:30pm at Longship Club in Kroger Field

For Student Orientation, Workshop 1, and Workshop 2, you have two choices. You need to attend **either** one of them. For some reasons, if you must miss the class, please contact me via e-mail or text message (859-351-9252). **Without an excused absence, 50 points (or 5% of your grade) will be deducted from your grade for absences.** If you miss 4/25 and 5/4 class periods without an excused absence (see below), you will not be able to satisfy the GCCR requirement, which prevents you from graduating.

Academic Policy Statements

Please review University Senate's Academic Policy Statements at (<http://www.uky.edu/universitysenate/acadpolicy>).

- [Excused Absences and Acceptable Excuses](#)
- [Religious Observances](#)
- [Verification of Absences](#)
- [Make-Up Work](#)
- [Excused Absences for Military Duties](#)
- [Unexcused Absences](#)
- [Prep Week and Reading Days](#)
- [Accommodation Due to Disability](#)
- [Non-Discrimination Statement and Title IX Information](#)

- [Regular and Substantive Interactions](#)

Academic Integrity

Please review the documents concerning *Rules Regarding Academic Offenses*, available at <https://www.uky.edu/universitysenate/ao>.

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

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.

Diversity, Equity, & Inclusion

Our university's and CAFE college's DEI statements can be found at:

- [UKs DEI statement](#)
- [UK-CAFE's DEI statement](#)

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 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.

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.

Emergency

If an emergency arises in this classroom, building or vicinity, your instructor will advise you of actions to follow to enhance your safety. If a situation requires emergency shelter (i.e., during a severe weather event), the nearest shelter location in Agriculture Science Building North are: Northeast Stairwell and Men's Restroom as well as Room 136 B, C, D, E, (Center section of the floor). The nearest shelter location in Thomas Poe Cooper Building are: Stairwells and Room 110. If building evacuation occurs (i.e., fire alarm) in ASN, follow posted evacuation routes and assemble at: (1) the sidewalk north of the bike racks on Hospital Dr. entrance OR (2) grassy circle drive along Nicholasville Rd so the instructor can help ensure their students have evacuated the building safely and they are not hindering emergency personnel access to the building. If building evacuation occurs (i.e., fire alarm) in TPC, follow posted evacuation routes and assemble at on the front lawn of T.P. Cooper Building so the instructor can help ensure their students have evacuated the building safely and they are not hindering emergency personnel access to the building. If you may require assistance during an emergency, notify the instructor at the beginning of the semester. In order to prepare for emergencies while on campus please view the emergency response guidelines at the UK Division of Crisis Management and Emergency Preparedness website: (<http://www.uky.edu/EM/emergency-response-guide.html>). To receive emergency messages, sign up for UK Alert (<http://www.uky.edu/EM/UKAlert>). Always turn cellular phones to silent mode when entering the classroom. If you observe or receive an emergency alert, immediately and calmly inform your instructor."

Student Learning Assessment

<u>Distribution</u>		
	Points	%
<i>Project Development Exercises</i>	250	25
Project Goal Statement	50	
Progress Briefs (50 pts x 2)	100	
Post-Project Reflection	60	
Practicum Hour Logs (5 pts x 8)	40	
<i>Poster: Visual</i>	200	20
Draft Poster	50	
Final Poster	100	
Poster Peer Review	50	
<i>Poster: Presentation</i>	200	20
Practice Presentation	50	
Showcase Presentation	100	
Poster Peer Review	50	
<i>Practicum Hours (Minimum 150 hours)</i>	150	15
<i>Supervisor Evaluation</i>	200	20
Midterm Evaluation	100	
Final Evaluation	100	
Total	1000	100

Project Development Exercises (25% of Grade)

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: 1/27 @ 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: 2/20 & 4/3 @ 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.

Project Reflection Essay (Due: 5/1 @ 11:59pm EST). Develop 3-5 single-spaced pages of a narrative that reflect on your accomplishments, lessons, and experience of the practicum and their relationship to your training in the BS-CLD program. Please review the assignment instructions available on Canvas.

Log of Practicum Hours (Dues: 1/23, 2/6, 2/20, 3/6, 3/20, 4/3, 4/17, & 5/1). You must maintain a log of your practicum hours. Every other week, you must submit your log with your supervisor’s signature to Canvas. To submit your log, you need to download the form available under

“Assignments” or “Files”, fill it out, have your supervisor verify your hours and sign it, and then scan and upload the completed form to Canvas. Without an approval extension, late submission will be penalized (see Late Submission section)

Poster: Visual Component (20% of Grade)

During your period of practicum, you must work on a “project”, designed with your supervisor. To satisfy the “communication” component of the GCCR, you must develop “Visual” and “Presentation” as products from your project. You must score an average of “C” in each component of the following assignments. All the assignments must be submitted via Canvas.

Draft Poster (Due: 4/10 @ 11:59pm EST). Using a template given to you, develop a poster that summarizes your project. The poster consists of the following components: (a) goals/objectives (What did you want to achieve from the project?), (b) community partner (Who was your partner for your practicum project?), (c) main activities (What did you do?), (d) lessons learned and challenges overcome (What did you learn from the experience?), and (e) relationship to your BS-CLD degree training and your career aspirations (How will you use this experience in the future?) *No late submissions will be accepted, unless arranged at least 48 hours prior to the due date.*

Peer Review Comments on the Poster (Due: 4/17 @ 11:59pm EST). This course satisfies the “communication” component of the GCCR. On 4/4, each of you will be 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. Your reviews will appear as “Anonymous” to the originators.

Final Poster (Due: 4/24 @ 11:59pm EST). Because your posters will be printed and displayed at the Academic Showcase, you must meet this deadline. No further change can be added. Your posters will also be evaluated by faculty and community partners. The best posters will be recognized at the Academic Showcase.

Poster: Oral Component (20% of Grade)

During your period of practicum, you must work on a “project”, designed with your supervisor. To satisfy the “communication” component of the GCCR, you must develop “Visual” and “Presentation” as products from your project. You must score an average of “C” in each component of the following assignments.

Practice Presentation (Due: 4/25 @ 11:59pm EST). During the practice presentation session, you must give a 3-minute presentation that succinctly summarize your poster.

Presentation Peer Review Comments (Dues: 4/25 during the class). The class will be divided into small group. Each of you will provide constructive criticism to your peers in the group for their presentations, given on 4/25. There is no submission for this assignment.

Final Presentation (Due: 5/4 @ 11:59pm). At the Academic Showcase (*date and location may change*), CLD faculty, community partners, and students will visit your poster. You must give a presentation as they approach you and ask you questions about your project. The best presentations will be recognized at the Academic Showcase.

Practicum Hours (15% of Grade)

You must complete the minimum of 150 hours of practicum. Based on your logged hours and your supervisor evaluations, we will verify whether or not you have met this requirement.

Supervisor Evaluations (20% of Grade)

During the semester, your supervisor will be contacted to evaluate your performance twice – around the mid-term (3/8) and the end of the semester (5/1).

Skill Development Workshops & Reflections

Your attendance to these workshops is required. You can attend either the Tuesday evening session (6:00-7:30pm) or the Wednesday morning session (9:00-10:30am). You can switch the AM or PM depending on your schedule.

1. Writing an Informative Project Brief (February 14 or 15)
2. Designing an Effective Poster & Presenting Professionally (March 28 or 29)

Late Submission Penalty

All assignments must be submitted by the specified date and time. Without an excused absence, your late submission of any assignment, including logs and briefs, you will receive the following penalty. When you require an extension without an excused absence, please notify Dr. Tanaka at least 24 hours in advance. You will be granted an extension of 2 assignments. ***WITHOUT AN EXCUSED ABSENCE, NO EXTENSION WILL BE GRANTED FOR THE FINAL POSTER SUBMISSION.*** Please note that Saturday and Sunday will be counted toward the number of dates passed the deadline.

Number of Dates	Percentage Deducted
1 day late	5%
2 days late	10%
3 days late	20%
4 Days late	40%
≥ 5	80%

Course Meeting Schedule

All assignments must be submitted by 11:59pm on the due date.

Wk	Date	Topic	Reading Assignments	Submission Due Dates
1	1/10 or 1/11	Student Orientation		All forms
2				
3				Goal Statement Due (1/27) Log 1 Due (1/23)
4	1/31	Meet & Greet Reception (Tentative, 6:00-7:30pm)		
5				Log 2 Due (2/6)
6	2/14 or 2/15	Skill Workshop 1. Writing an informative Project Brief		
7				Log 3 Due (2/20) Brief 1 Due (2/20)
8				
9				Log 4 Due (3/6) Supervisor Evaluation 1 (3/8)
	3/13 – 3/18	SPRING BREAK		
10				Log 5 Due (3/20)
11	3/28 or 3/29	Skill Workshop 2. How to design an effective Poster & Presentation		
12				Log 6 Due (4/3) Brief 2 Due (4/3)
13				Draft Poster (4/10)
14				Log 7 Due (4/17) V: Peer Reviews (4/17)
15	4/25	Practice Presentations, Peer Reviews, & Reflections (Over Zoom)		Final Poster (4/24) Draft Presentation (4/25) O: Peer Reviews (4/25)
16	5/4	Academic Showcase: Poster Presentations (5/4)		Log 8 Due (5/1) Supervisor Evaluation (5/1) Reflection Due (5/1) Final Presentation (5/4)