EDU 590: Practicum in Adult Education

**Purpose:** The purpose of this course is to help you incorporate the experiences and knowledge you have gained from the MAE in Adult Education program into a lengthy and detailed project. The goal of this project is for you to bring to bear those skills and knowledge into a real-world setting and then reflect on what you have done, how this program informed your actions, and identify areas of growth.

**Assignments:** For this class you will have three major assignments. **First,** you will need to conduct a lengthy project, one lasting the whole semester and carrying sufficient weight to merit the capstone experience of a Master’s degree program. You may develop and administer a program or conduct a whole class or some other worthwhile project. What the project will be is up to you the learner and myself. We will need to sit down and go over your plan and identify the major components of your plan. The plan should include the following parts:

1. Statement of the problem – this should be a real-world problem that you face in your workplace or other setting.
2. Background of the problem – identify relevant literature that informs the problem and previous solutions that have been tried.
3. Method for resolving the problem – The method will vary based on the problem but each learner will need to identify objectives to be met in order to develop a successful resolution. These objectives need to be clear and concise but meaningful and applicable to the problem.
4. Expected outcomes of resolution – Provide a description of the expected outcomes you will see when you implement the resolutions to the problem.
5. Evaluation of outcomes – Just because you have implemented a resolution does not mean that you will resolve the problem. How will you know that your resolutions have resolved the problems? How will you know if you have met the objectives you have set forth at the beginning of the project.

Once you have gotten approval from me, you may begin your project under your workplace supervisor. Once you have completed your project, you will need to write a reflection paper that covers the five sections above and two more sections. They are:

6. Results – What were the results of your process? Did you meet the goals and objectives you established? Why or why not? Also, what did you discover that you did expect?
7. Future changes – How would you change your process? What would you do differently?

The **second** portion of this assignment is a professional growth plan. The professional growth plan asks that you reflect on your strengths and weaknesses and identify areas of need in your professional growth. The Professional Growth Plan will require the following items:

1. Detailed autobiographical description of experience and education – describe the impact this program has had on your development as an adult educator.
   a. Include educational and career goals.
   b. Describe how those goals relate to family, work, and community life
   c. Identify your motivation for earning an MAE in Adult Education
   d. Describe how this program has and has not helped you meet your goals
   e. Provide evidence of what you have learned and how you have met your goals (see below for examples).

2. As we enter any learning environment, we find that we have areas for more growth. Sometimes, these areas are apparent to us as we embark in the learning process while other times, we discover these areas only after engaging in the learning/reflection. In this next section, please complete the following:
   a. Identify which areas you will work to improve,
   b. Resources you will use to improve,
   c. Steps you will take to make that growth.
   d. What evidence will you use to demonstrate you have succeeded in your growth.
PLAN FOR PROFESSIONAL GROWTH

<table>
<thead>
<tr>
<th>Areas of Growth:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions- What I will do and resources I will need:</td>
</tr>
<tr>
<td>Impact- Evidence in Portfolio of progress in implementing the Actions will be:</td>
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</tbody>
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Here are Some Suggestions of Good Evidences to include in your PGP/Portfolio:

**Information and Ideas**
- **Documents**: demonstrating wide knowledge of adult learning and development; showing an understanding of how to develop programs, involve the input of adult learners, find and utilize the literature, etc.
- **Schedules**: illustrating use of the facility by the learning community.
- **Videotapes**: representing types of interactions i.e. instruction, including yourself working with others or providing demonstrations; and interviews with adult educators, program planners, and learners.
- **Analyses**: of issues related to adult learning including research papers, position papers, and reflective papers.

**Teaching and Learning**
- **Learning Plans**: employing a variety of strategies and demonstrating development of adult learning skills i.e. multiple intelligences, experiential learning, use of technology, adult learning principles, etc.
- **Documents**: demonstrating wide knowledge of adult learning and development; showing an understanding of how to develop programs, involve the input of adult learners, find and utilize the literature, etc.
- **Self-reflection**: showing that the candidate has imagined ways to become more informed and better in processes related to adult
learning.

- **Teaching evaluations**: including self-evaluations and reflections in practice as well as learner reactions.
- **Project plans and evaluations**: indicating efforts made by the candidate to generate a spirit of inquiry through their students.
- **Assessment tools**: measuring progress in student literacy skills, i.e. checklists, rubrics, conferencing, journaling, and portfolios
- **Websites**: Developed by candidate showing that the candidate is becoming an expert in informational and curricular needs of users
- **Portfolios**: including videotaped instruction and samples of student work showing successfully taught lessons demonstrating integration of adult learner based skills with instructional techniques.

**Third**, you will need to turn in this evidence to me. Your portfolio will need to include the following:

2. Table of Contents
3. Resume or Vita
4. Practicum Project Description and Reflection Paper
5. Professional Growth Plan

All of this needs to be placed in a notebook and mailed to me at my address. If you have any questions, please do not hesitate to ask me.

**Address:**

Jim Berger, Ph.D.
Education Administration, Leadership, and Research
425A Tate Page Hall, #41031
1906 College Heights Blvd.
Western Kentucky University
Bowling Green, KY 42101-1031
### Professional Growth Plan

**Scoring Rubric**

<table>
<thead>
<tr>
<th>Category</th>
<th>Novice</th>
<th>Apprentice</th>
<th>Proficient</th>
<th>Expert</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mechanics- Grammar/spelling, Arrangement, Appear, Clarity</strong></td>
<td>Numerous errors, confused arrangement, poor appearance, lack of clarity</td>
<td>Several grammatical and spelling errors, arrangement is understandable but not clear, appearance is cluttered, some lack of clarity</td>
<td>Few errors, clear arrangement, acceptable appearance, evident clarity</td>
<td>No grammatical errors, excellent arrangement of components, pleasing appearance, clear and unquestionably readable</td>
</tr>
<tr>
<td><strong>Professional Strengths</strong></td>
<td>One indicated, very general, no specific supporting evidence</td>
<td>One or two indicated, very general description, some inappropriate supporting evidence</td>
<td>Two or more indicated, somewhat general descriptions, limited supporting evidence, some appropriate evidence</td>
<td>Three or more indicated, specific descriptions, supporting evidence specific and appropriate</td>
</tr>
<tr>
<td><strong>Professional Growth Areas</strong></td>
<td>One indicated, very general, no specific supporting evidence</td>
<td>One or two indicated, very general description, some inappropriate supporting evidence</td>
<td>Two or more indicated, somewhat general descriptions, limited supporting evidence, some appropriate evidence</td>
<td>Three or more indicated, specific descriptions, supporting evidence specific and appropriate</td>
</tr>
<tr>
<td><strong>GROWTH PLANS</strong></td>
<td>No indication of growth area(s)</td>
<td>Growth area(s) not connected to reflective section above</td>
<td>Growth area(s) generally connected to reflective comments section</td>
<td>Growth area(s) clearly stated from reflective comments</td>
</tr>
<tr>
<td><strong>Performance Criteria</strong></td>
<td>Performance criteria not indicated for each standard</td>
<td>Performance criteria not appropriate for each standard</td>
<td>Adequate identification of performance criteria, appropriate for most standards</td>
<td>Accurate identification of correct performance criteria</td>
</tr>
<tr>
<td><strong>Actions</strong></td>
<td>Too little detail in plan for professional growth in these areas</td>
<td>Some detail in plan for professional growth in these areas</td>
<td>Adequate detail in plan for professional growth in these areas, some broad statements open to questions</td>
<td>Excellent plan for professional growth in these areas, specific statements describe actions without question</td>
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