

MASTER'S OPTION GENERAL GUIDELINES

Option 3: Practicum

*School of Education
University of Houston-Clear Lake*

Programs	Thesis	Project	Practicum	Comprehensive Examination
Counseling			✓ ¹	
Curriculum and Instruction	✓	✓	✓	
Early Childhood Education	✓	✓	✓	
Educational Management		✓ ²	✓	
Instructional Technology	✓	✓	✓	✓
Multicultural Studies in Education	✓	✓		✓
Reading	✓	✓	✓ ³	
School Library and Information Science			✓	

¹ COUN Capstone Experience consists of **BOTH** the Master's Practicum (COUN 6739) and the Counseling Practicum (COUN 5739).

² ADSU 6735 serves as the Capstone Experience for the Master of Science degree in Educational Management.

³ Reading Specialist's Capstone Experience consists of **BOTH** LLLS 6639 and LLLS 6839.

The following are requirements that go beyond any one of the options:

1. All four options require candidates to have a signed plan of study in their files in the Office of Academic Advising, B1231.
2. All four options require candidates to have a signed Master's Option Course Enrollment form (See page 6.) in their files in the Office of Academic Advising, B1231.
3. Registration in any of the capstone courses (Master's Project, Master's Thesis Research, Graduate Practicum or Master's Comprehensive Exam) requires the approval of the Associate Dean.
4. Candidates who are not enrolled in any courses from their degree plan in the semester in which they are taking the Master's Comprehensive Exam must enroll in EDUC 6909 and pay the appropriate fee.
5. Before registering for Master's Project (EDUC 6839) or Master's Thesis Research (EDUC 6939), the candidate must have completed EDUC 6033 plus an additional 21 hours of approved coursework.

GENERAL GUIDELINES FOR MASTER'S PRACTICUM

The Master's Practicum option is designed to provide candidates with hands-on experience applying their knowledge and skills in an educational setting. Programs that allow the

practicum option include those leading to professional certification, which require a minimum of 160 clock hours according to the Texas Administrative Code. A product demonstrating activities conducted during the practicum is **required**. It should be noted that some programs allow a candidate to take a practicum, but the practicum does not count as the capstone experience. Candidates should check with their advisors.

The Master's Practicum is designed to meet the specific needs of the program and the candidate. Due to the variations across programs with respect to the Master's Practicum requirements, it is imperative that the candidate check with their supervisor to determine what is required. Deadlines for the completion of the Master's Practicum option are determined by the university supervisor who is directing the Master's Practicum. Candidates should check with their advisors to determine exactly what is required to complete the Capstone Experience and which option is best to meet their needs. Before a candidate is approved for a Master's Practicum the candidate's program is audited by the School's Certification Officer. Listed below are the foci of the audits for each program.

Educational Management (ADSU)

ADSU requires 3 hours of practicum (ADSU 6739). The Director of Student Relations checks to make sure that ADSU candidates have completed at least 27 hours of the Master's plan, including ADSU 6030. Candidates must also pass the required TExES before enrolling in ADSU 6739.

Counseling (COUN)

COUN requires 6 hours of practicum (COUN 5739 and COUN 6739). An academic advisor checks to make sure that counseling candidates have completed all courses on the Master's Plan except COUN 6031, COUN 6033, COUN 6739 and any electives.

Early Childhood Education (ECED)

ECED requires 3 hours of practicum (ECED 6739) plus 3 hours of advised coursework. The Director of Student Relations checks to make sure that ECED candidates have completed at least 9 hours of the Professional Education Core and at least 15 of the 21 ECED hours on the Master's Plan. Candidates seeking a Master's Degree with a Focus on Young Children with Disabilities also take ECED 5737 Practicum: Infants and Young Children with Disabilities. Prerequisites include ECED 5332/SPED 5332 and ECED 5333/SPED 5333.

Instructional Technology (INST)

INST requires 3 hours of practicum (INST 6739) plus 3 hours of coursework. The Director of Student Relations checks to make sure that INST candidates have completed all Professional Education Core courses, all INST Core Courses and at least one elective on the Master's Plan.

Reading (LLLS)

Reading requires LLLS 6639, LLLS 6732 and LLLS 6839. Candidates must take LLLS 6732 before LLLS 6639. In addition, candidates must have completed 12 hours of LLLS coursework.

School Library and Information Science (LLLS)

School Library and Information Science (SLIS) requires 3 hours of practicum (LLLS 6739). The Director of Student Relations will check to make sure that SLIS candidates have completed at least 18 advised hours of the SLIS Core Courses.

Candidates must bring a *Master's Option Course Enrollment* form (See page 6.) signed by the faculty member serving as the practicum supervisor to the Associate Dean for approval prior to initial registration in the appropriate graduate practicum course (ADSU 6739, COUN 6739, ECED 6739, INST 6739, LLLS 6639, LLLS 6839 or LLLS 6739). Once the Master's Option Course Enrollment form has been approved, the candidate may apply for the appropriate graduate practicum. The actual application for the specific practicum must also be approved by the Associate Dean prior to enrollment. Practicum applications are available in the rack outside Suite B1231 or on the School of Education web site at <http://prtl.uhcl.edu/portal/page/portal/SOE/Forms/Students>. Completed applications which have been signed and dated by both the candidate and the faculty supervisor must be submitted to B1231 by the dates listed below:

For a Fall Practicum:	June 1
For a Spring Practicum:	October 1
For a Summer* Practicum:	March 1

*Some practica are not offered in the summer term.

The candidate's file will be audited by the Certification Officer. A letter will be sent to the candidate saying either that approval has been granted to the candidate to enter the graduate practicum course or the reasons why approval could not be granted.

Legally, UHCL must have a signed affiliation agreement with the entity (business, agency, school district, etc.) that is hosting the candidate. The deadlines listed above are only in effect if a candidate plans a practicum placement with a UHCL contracted entity. Requesting a placement with an entity for which UHCL does not have a signed contract causes delays that may impact when a candidate can complete the practicum. It is advisable to request a placement with an approved entity. Placement should be discussed with an advisor.

Applications for practica are available on the SoE website and outside of B1231. Candidates should consult with their graduate faculty advisors to verify that the practicum counts as part of the Capstone Experience for their program.

It should be noted that the Master's Practicum is treated as a course being taught by the candidate's practicum supervisor. As such, the Student Satisfaction Survey must be administered. There is a special form of the Student Satisfaction Survey designed specifically for

the Master's Practicum. The practicum supervisor should receive copies of the form three weeks before the end of the semester. If you have not received the form two weeks before the end of the semester, contact the Associate Dean.

Practicum Placements

The approval of a requested site for a graduate practicum is NOT automatic. Several factors are involved in making the decision. One factor is the affiliation agreement (which is discussed above). Another factor is the quality of the site for hosting a practicum candidate (which is decided by the program). A third factor is location (which is discussed below).

If the host of a practicum candidate is under contract with UHCL and within 50 miles of the UHCL campus, then it is likely that the requested placement will be approved. However, there are two types of practicum placements which are exceptions:

- If a candidate is in a cohort which is located at a distance from the university, then the practicum placement may be up to 50 miles from the off-campus location. For example, SOE offers a program at Cinco Ranch. The practicum placements could be up to 50 miles from the Cinco Ranch location, but only for those candidates who belong to the Cinco Ranch program.
- SOE has one master's program approved to be offered totally on-line. The on-line program is an exception to many of the policies governing the graduate practicum. In the on-line master's program the practicum placements could literally be world-wide, but only for those candidates who belong to the on-line program.

If a candidate requests a placement which is beyond the distance limits described above, then it will be approved only with the unanimous consent of the proposed practicum supervisor, the Program Coordinator, and the Associate Dean.

If the candidate requests a graduate practicum placement, which exceeds the distance limits and approval is given, then the candidate is responsible for all practicum supervision expenses. Such expenses must include at least three on-site visits by the UHCL supervisor.

UHCL Graduate Practicum Supervision

Each program will set its own standards for the close supervision of its graduate practicum candidates. What is described below is the minimal supervisory requirements mandated by the School of Education. It is expected that each program's standards will far exceed the minimal requirements.

It is the expectation that the on-site supervisor will have the main responsibility for supervising the graduate practicum candidate. The main reason for having a graduate practicum as the Capstone Experience is to give candidates the opportunity to have "hands-on" experiences and, therefore, the on-site supervisor has the main responsibility. However, it is expected that the UHCL supervisor will make at least three face-to-face visits of 45 minutes to the practicum

location to observe the practicum candidate. It is also the expectation that the practicum candidate will attend at least two meetings concerning the practicum on the UHCL campus. As mentioned above, these requirements are not applied to candidates in the on-line master's program.

Close contact will be maintained among the on-site supervisor, the graduate practicum candidate and the UHCL supervisor. This contact may be electronic or face-to-face. Either the graduate practicum candidate or the on-site supervisor may request additional face-to-face visits by the UHCL supervisor.

MASTER'S OPTION COURSE ENROLLMENT

This form is for initial enrollment in a master's option course. The university requires continuous enrollment each long semester, with a grade of "In Progress" (IP) to be assigned each semester until completion. All students who receive an IP grade at the end of a semester will be automatically enrolled in 3 hours of the same master's option course for the following long semester. Automatic enrollment for master's option course will not be processed for summer semesters, or when an encumbrance exists that prevents registration. Students who wish to register for summer master's option coursework should notify the Office of Academic Records at Records@uhcl.edu during the registration period.

- Step 1: Instructor and Student must complete the information below and sign; Instructor will forward to Associate Dean's Office for final approval.
- Step 2: The Associate Dean's office submits the completed form with all signatures to the Office of Academic Records during registration via email at records@uhcl.edu or via fax at 281-283-2530.
- Step 3: The Office of Academic Records will notify the Associate Dean's office once official enrollment has been processed and completed and send them the completed form via email for their records.
- Step 4: The Associate Dean's office should notify the student regarding their official enrollment and of payment deadline.

AUTHORIZATION FOR MASTER'S OPTION ENROLLMENT

Last Name (Print) First Middle Student ID number

STUDENT SIGNATURE (REQUIRED) **DATE** **PHONE NUMBER**

My signature indicates my authorization to be automatically enrolled in the same master's option course each fall and spring semester until a final grade is awarded. I understand it is my responsibility to pay all tuition and fees before the fee payment deadline for Open Registration.

SEMESTER: Fall _____ Spring _____ Summer _____

COURSEWORK: Thesis Project Internship Residency

Comprehensive Exam Extended Coursework Practicum

SUBJECT **COURSE #**

INSTRUCTOR: _____
Last Name (Print) ID number

Signature Date

ASSOCIATE DEAN: _____
Signature Date

Records Office Use Only:

Class #: _____ Processed By: _____ Date: _____