Leading, Learning, Life-Changing

**Overview**

Students interested in credit for internship and/or practicum learning experiences should register for ELP 509: PACE Internship/Practicum. This course is only offered on a P/NP basis. Students must be admitted to the PACE program before taking this course. No more than 6 credits of 509 coursework may be used toward a PACE graduate degree. All coursework numbered 501 through 510 that is applied toward the master’s degree must be approved by the student’s advisor. Normally it is recommended that students take internship/practicum credits after they have completed course work relevant to the internship/practicum experience.

**Learning Contract**

To obtain approval for the proposed experience, students should contact the faculty member in as much advance of the quarter as possible. Students should draft a one-to two-page learning contract that addresses the following items and email it to the instructor no later than the end of the second week of the quarter.

- **Student name, email and daytime phone number**

- **Purpose and Description of the Experience**

- **Learning Objectives**
  Identify between 3-5 specific learning objectives for yourself--what you hope to learn from the experience. For instance, “To design culturally sensitive summative assessments for adult learners in communication training.” Or, “To analyze gender socialization and its impact on adult learning and occupational success.” In developing your learning objectives, consider the Graduate School of Education Conceptual Framework and the PACE Learning Outcomes (see below).

- **Evaluation and Assessment**
  Normally, one credit is equivalent to 30 hours of work over the course of the 10 week quarter (about 3 hours per week). Thus, two credits would require 60 hours of work during the quarter, and so forth. Make sure that you address how you will meet the number of hours required for the number of credits you wish to complete. The final evaluation and assessment will be based on a final paper (see below). Although not required, students may find keeping a journal of their activities and time useful in assessing their own progress and in completing the final paper.

- **Completion Date**
  Indicate what date you will complete the internship/practicum and turn in your final paper to the instructor. NOTE: No later than the Monday of finals week of the quarter.

**Final Paper**

A final paper is required for successful completion of ELP 509. The paper is due no later than the Monday of finals week of the quarter. The paper should be a minimum of five and a maximum of ten pages in length and address the following:

- A brief summary of what was done during the internship/practicum.
- An assessment of how well each of the individual learning objectives were met (or not met).
- An indication of how much time was spent in the process.
- A brief description of any deliverables (lesson plans, curriculum, research) that may have resulted.
- A discussion of the key learning and insights gained from the experience and how this experience relates to your future work with diverse adult learners.
**Requirements for Successful Completion of ELP 509**

In order to successfully complete ELP 509, you must:

1. Complete and email a learning contract as described above no later than the end of the second week of the quarter.
2. Meet all expectations and deliverables of the learning contract.
3. Email the final paper to the instructor no later than the Monday of finals week of the quarter.

Failure to meet any of the above requirements may result in not passing the course.

Please refer to the following for further expectations and guidelines:
- PSU Code of Student Conduct and Responsibility: [www.pdx.edu/dos/conductcode.html](http://www.pdx.edu/dos/conductcode.html)
- GSE Behavior and Performance Guidelines: [www.pdx.edu/education/gse_students.html](http://www.pdx.edu/education/gse_students.html)

**Important Points to Remember:**

- You must be admitted to the PACE program prior to taking this course.
- This course is only offered on a P/NP basis.
- No more than 6 credits of 509 coursework may be used toward a PACE graduate degree.
- All coursework numbered 501 through 510 that is applied toward the master’s degree must be approved by the student’s advisor.

**Instructor Contact Information**

*Instructor:* Dr. Andy Job, Ed.D.
*Telephone:* (503) 725-4606
*E-mail:* ajob@pdx.edu  
*NOTE:* I always acknowledge emails. If you didn’t hear back, that means I did not receive your email.
*Office:* ED 506 B
*Office Hours:* Call (503) 725-4619 to schedule an office or phone appointment.

**Graduate School of Education Conceptual Framework**

*Diversity & Inclusiveness*
- To work effectively with diverse populations
- To promote inclusive and therapeutic environments

*Research-Based Practices & Professional Standards*
- To critically analyze and implement research-based practices
- To demonstrate appropriate professional knowledge, skills, and dispositions

*Impact on Learning and Development*
- To ensure all learners and clients succeed
- To use technology to enhance learning
- To influence policy and provide leadership for organizations

*Evidence-Informed Decision Making*
- To use evidence to solve problems of practice and make educational and therapeutic decisions

**PACE Learning Outcomes**

As a result of successfully completing the PACE program, all graduates are expected to demonstrate their learning in the following core areas:

- Teaching and Learning of Adults
- Understanding of Social and Cultural Issues in Developing Learning Communities
- Accessing, Assessing and Using Information to Improve Practice
- Critical Reflection of One’s Own Practice and Professional Development
- Communication and Interpersonal Skills
- Leadership for the Common Good

*Revised April 2011*