

APPLICATION FOR NEW COURSE

1. Submitted by the College of Education Date: 3/20/08

Department/Division proposing course: Special Education & Rehabilitation Counseling

2. Proposed designation and Bulletin description of this course:

a. Prefix and Number IEC 523

b. Title Practicum in Early Childhood Administration and Supervision

If title is longer than 24 characters, write a sensible title (24 characters or less) for use on transcripts:

IEC Admin Practicum

c. Courses must be described by at least one of the categories below. Include the number of actual contact hours per week for each category, as applicable.

() CLINICAL () COLLOQUIUM (1) DISCUSSION () LABORATORY () LECTURE
() INDEPEND. STUDY (7) PRACTICUM () RECITATION () RESEARCH () RESIDENCY
() SEMINAR () STUDIO () OTHER – Please explain: _____

d. Please choose a grading system: Letter (A, B, C, etc.) Pass/Fail

e. Number of credit hours: 3

f. Is this course repeatable? YES NO If YES, maximum number of credit hours: _____

g. Course description:

Field training in a community setting related to early childhood administration and supervision. Opportunities for developing competencies in program evaluation, personnel training and supervision, appropriate curriculum materials, parent involvement and education, program management and funding will be provided.

h. Prerequisite(s), if any:

IEC 552 or consent of instructor.

i. Will this course be offered through Distance Learning? YES NO

If YES, please circle one of the methods below that reflects how the majority of the course content will be delivered:

Internet/Web-based Interactive video Extended campus Kentucky Educational Television (KET/teleweb) Other

Please describe "Other": On campus/Interactive Video/BlackBoard

3. Teaching method: N/A or Community-Based Experience Service Learning Component Both

4. To be cross-listed as: _____
Prefix and Number Signature of chair of cross-listing department

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5. Requested effective date (term/year): Fall / 2009
6. Course to be offered (please check all that apply): Fall Spring Summer
7. Will the course be offered every year? YES NO
If NO, please explain: _____
8. Why is this course needed?
Graduate and undergraduate students will have the opportunity to apply, observe, and actually experience strategies and concepts learned in the IEC 552 Administration and Supervision course in various community settings.
-
9. a. By whom will the course be taught? Graduate level IECE faculty
- b. Are facilities for teaching the course now available? YES NO
If NO, what plans have been made for providing them?

-
10. What yearly enrollment may be reasonably anticipated?
5-10
-
11. a. Will this course serve students primarily within the department? Yes No
- b. Will it be of interest to a significant number of students outside the department? YES NO
If YES, please explain.

-
12. Will the course serve as a University Studies Program course[†]? YES NO
If YES, under what Area? _____
[†]AS OF SPRING 2007, THERE IS A MORATORIUM ON APPROVAL OF NEW COURSES FOR USP.
13. Check the category most applicable to this course:
- traditional – offered in corresponding departments at universities elsewhere
 - relatively new – now being widely established
 - not yet to be found in many (or any) other universities
14. Is this course applicable to the requirements for at least one degree or certificate at UK? Yes No
15. Is this course part of a proposed new program? YES NO
If YES, please name: _____
16. Will adding this course change the degree requirements for ANY program on campus? YES NO
If YES[‡], list below the programs that will require this course:

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[‡]In order to change the program(s), a program change form(s) must also be submitted.

17. The major teaching objectives of the proposed course, syllabus and/or reference list to be used are attached.
18. Check box if course is 400G or 500. If the course is 400G- or 500-level, you must include a syllabus showing differentiation for undergraduate and graduate students by (i) requiring additional assignments by the graduate students; and/or (ii) the establishment of different grading criteria in the course for graduate students. (See SR 3.1.4)

19. Within the department, who should be contacted for further information about the proposed new course?

Name: Kim Townley Phone: 257-9776 Email: kim.townley@uky.edu

20. Signatures to report approvals:

<p style="text-align: center;"><u>April 2008</u> DATE of Approval by Department Faculty</p> <p style="text-align: center;"><u>April 7, 2009</u> DATE of Approval by College Faculty</p> <p style="text-align: center;"><u>3/30/2010</u> * DATE of Approval by Undergraduate Council</p> <p style="text-align: center;">_____ * DATE of Approval by Graduate Council</p> <p style="text-align: center;">_____ * DATE of Approval by Health Care Colleges Council (HCCC)</p> <p style="text-align: center;">_____ * DATE of Approval by Senate Council</p> <p style="text-align: center;">_____ * DATE of Approval by University Senate</p>	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; border-bottom: 1px solid black; padding-bottom: 5px;">Debra Harley <small>printed name</small></td> <td style="width: 20%; border-bottom: 1px solid black; padding-bottom: 5px; text-align: center;">Reported by Department Chair</td> <td style="width: 40%; border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;"> <small>signature</small></td> </tr> <tr> <td style="border-bottom: 1px solid black; padding-bottom: 5px;">Rosetta Sandidge <small>printed name</small></td> <td style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: center;">Reported by College Dean</td> <td style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;"> <small>signature</small></td> </tr> <tr> <td style="border-bottom: 1px solid black; padding-bottom: 5px;"> <small>printed name</small></td> <td style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: center;">Reported by Undergraduate Council Chair</td> <td style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;"> <small>signature</small></td> </tr> <tr> <td style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: center;">/</td> <td style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: center;">Reported by Graduate Council Chair</td> <td style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;"> <small>signature</small></td> </tr> <tr> <td style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: center;">/</td> <td style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: center;">Reported by Health Care Colleges Council Chair</td> <td style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;"> <small>signature</small></td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: center;">Reported by Office of the Senate Council</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black; padding-bottom: 5px; text-align: center;">Reported by Office of the Senate Council</td> </tr> </table>	Debra Harley <small>printed name</small>	Reported by Department Chair	 <small>signature</small>	Rosetta Sandidge <small>printed name</small>	Reported by College Dean	 <small>signature</small>	 <small>printed name</small>	Reported by Undergraduate Council Chair	 <small>signature</small>	/	Reported by Graduate Council Chair	 <small>signature</small>	/	Reported by Health Care Colleges Council Chair	 <small>signature</small>	Reported by Office of the Senate Council			Reported by Office of the Senate Council		
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*If applicable, as provided by the *University Senate Rules*. (<http://www.uky.edu/USC/New/RulesandRegulationsMain.htm>)

Distance Learning Form

This form must accompany every submission of a new/change course form that requests a change in delivery mode:
All fields are required!

Introduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies.

A number of specific requirements are listed for DL courses. **The *department* proposing the change in delivery method is responsible for ensuring that the requirements below are satisfied at the individual course level.** It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent experience for students utilizing DL (available at <http://www.uky.edu/USC/New/forms.htm>).

Course Number and Prefix: IEC 523	Date: 3/9/09
Instructor Name: Jennifer Grisham-Brown	Instructor Email: jgleat00@uky.edu

Curriculum and Instruction	
1.	<p>How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?</p> <p>This course will meet for six face-to-face seminars using interactive or web-based video and weekly interactive meetings through BlackBoard course management software. In addition, the practicum instructor will observe students in their practicum settings twice.</p>
2.	<p>How do you ensure that the experience for a DL student is comparable to that of a classroom-based student experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.</p> <p>The student requirements of this course are the same as if it were an on campus course. A portion of the content will be delivered through BlackBoard, and students will submit assignments and receive feedback on BlackBoard rather than in person. Students will be assessed according to the same criteria as an on campus course.</p>
3.	<p>How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.</p> <p>The syllabus will include policy on academic integrity. Proctors will be available for interactive video sessions,</p>

	and technical support will be available for both interactive video and web-based video sessions. Quizzes and exams, when offered on BlackBoard, will be timed and password protected.
4.	<p>Will offering this course via DL result in 25% or 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?</p> <p>no.</p> <p>If yes, which program(s)?</p>
5.	<p>How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?</p> <p>Distance learning students will be connected to student services that are designed to support their participation (e.g., Teaching and Academic Support Center (TASC) services, distance learning librarian, distance learning registration support).</p>

Library and Learning Resources

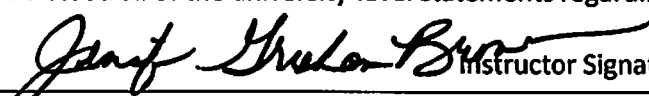
6. How do course requirements ensure that students make appropriate use of learning resources?
Course requirements include research, literature reviews, book reviews, and exploration of web-based resources.
7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.
Students are assigned to a practicum site in their region of the state. Participation in the course requires access to a computer with internet connection, and TASC provides guidance on types of hardware and software needed for an optimal distance learning experience.

Student Services

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Teaching and Academic Support Center (<http://www.uky.edu/TASC/index.php>) and the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?
Yes, this information is included in the syllabus.
9. Will the course be delivered via services available through the Teaching and Academic Support Center?
Yes
No
If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

Does the syllabus contain all the required components, below? Yes

- Instructor's *virtual* office hours, if any.
- The technological requirements for the course.
- Contact information for TASC (<http://www.uky.edu/TASC/>; 859-257-8272) and Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>; 859-257-1300).
- Procedure for resolving technical complaints.
- Preferred method for reaching instructor, e.g. email, phone, text message.
- Maximum timeframe for responding to student communications.
- Information on Distance Learning Library Services (<http://www.uky.edu/Libraries/DLLS>)
 - o Carla Cantagallo, DL Librarian
 - o Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828 0439 (option #6)
 - o Email: dllservice@email.uky.edu
 - o DL Interlibrary Loan Service:
http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16

10.	I, the instructor of record, have read and understood all of the university-level statements regarding DL. Instructor Name: Jennifer Grisham-Brown  Instructor Signature:
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IEC 523

PRACTICUM IN EARLY CHILDHOOD ADMINISTRATION AND SUPERVISION

(IECE Administrative Practicum)

Jennifer Grisham-Brown, Ed.D., Instructor

229 Taylor Education Building (mailbox)

119 Taylor Education Building (office)

257-8943 (office)

jgleat00@uky.edu (email)

I. COURSE DESCRIPTION

IEC 523 Practicum in Early Childhood Administration and Supervision “Field training in a community setting related to early childhood administration and supervision. Opportunities for developing competencies in program evaluation, personnel training and supervision, appropriate curriculum materials, parent involvement and education, program management and funding will be provided.

II. CONCEPTUAL FRAMEWORK

The IECE teacher preparation program at the University of Kentucky will prepare reflective decision makers who can promote the growth in all developmental areas and facilitate the learning of all children. The holistic/reflective model presumes a critical discourse component between family, school, community and university personnel promoting on-going communication, constructive criticism, and self-awareness and assessment of philosophy and practice in order to further the knowledge base and the readiness level of future teachers of young children, with and without disabilities, aged birth to five.

III. STANDARDS

1. Regulation and Laws

Knowledge of local, state, and national laws that provide for the care, support and protection of children and families.

Ability to access changes in laws

Awareness of web sites and office numbers related to laws governing families and children

2. Ethics

Overview of ethical issues in current early childhood environments related to fiscal operation

Ability of differentiate and understand the transcational nature of individual rights and relationships.

Understand the uniqueness and universality of individual situations due to a diverse and pluralistic society

3. Program Planning for Children and Families

Overview of theoretical, foundational, philosophical, and historical perspectives

Ability to develop and implement action plans as related to the needs of the families and children

Awareness of assessment tools used in screening development of children

Understanding of the effect of culture and environment on adults' beliefs regarding guidance and discipline as well as children's development and self-concept

4. Supervision and Staff Development

Understanding of Managerial Styles and personalities in order to motivate, guide, assess, evaluate, lead and inspire staff to meet the needs of families and children

5. Health and Safety

Knowledge and implementation of laws that provide for the mental, physical, and emotional health and safety of children, families and staff

Awareness of nutritional needs and food preparation procedures

Ability to locate and access information related to the health and safety of children, families, and staff

6. Financial Management and Marketing

Understanding of financial concepts and utilization of financial tools in order to secure viability and promote expansion

Ability to maintain accurate and complete financial records

Awareness of market climate and the assessment of supply and demand

REQUIRED TEXTS

None.

IV. COURSE COMPETENCIES/STANDARDS/OBJECTIVES

- 1) To develop an individual plan with the site administrator that addresses individual student's objective for the placement site.
- 2) To experience administrative and managerial tasks relevant to the placement site.

Required Hours

Practicum requires at least 100 hours in the practicum site spread across the semester. These hours should be divided across at least 2 days (e.g., Monday and Wednesday, 8:00 a.m.-12:00 p.m.) The hours and days spent in the practicum site are arranged by the student and the supervising teacher or personnel at the practicum site. If the University of Kentucky is closed, the student is not required to be in the practicum site. Students should inform the university supervisor(s) of their schedule, practicum site, address, principal or supervisor's name using the **Site Information form** provided. Practicum can be conducted in any accredited early care and education center with a director who has obtained the director's credential. Off-campus students may locate their own practicum site, using the above-mentioned criteria or the instructor will assist them in locating a practicum site.

V. REQUIREMENTS AND EVALUATION SYSTEM

- A) Each student will complete nine (9) hours of practicum hours per week.
- B) Each student will complete a weekly journal and meet with your site administrator for a conference. The journal should reflect your thoughts and reactions about your experience.
- C) Each student will complete a final paper. Final paper will be a cumulative paper about your administrative experience in your placement.
- D) If applicable, the university instructor/supervisor will make a minimum of one (1) on-site visitation.
- E) The university instructor/supervisor will determine your grade for the course with feedback from the site administrator. The site administrator will complete a final evaluation of student's work in the placement. The grade will reflect your work in the following activities:

All Students:

- *Participation at site.....50 points
- *Journal.....20 points
- *Final Paper.....30 points

Graduate Students – In addition to the assignments listed above, graduate students will also be required to write a 10-12 page literature review on some issue in early childhood administration and supervision worth 30 points.

Undergraduate Students

100 - 90 = A

89-80 = B

79 – 70 =C

69 – 60 =D

Below 60 = E

Graduate Students:

130 – 117 = A

116 – 104 = B

103 – 91 = C

90 and Below = E

Information for Distance Learning Students:

Technical Requirements:

Practicum meetings will be held once per month and are online. Because of this, students will need a computer, internet connection, email address that is checked daily. In addition, participants will need audio and video recording and playing capabilities in order to participate in this class. Please see the Distance Learning Programs website for more information on computer and internet connection requirements:

http://ukconnect.na6.acrobat.com/common/help/en/support/meeting_test.htm

Distance Learning Library Services:

As a Distance Learning student you have access to the Distance Learning Library services (<http://www.uky.edu/Libraries/DLLS>). This service can provide you access to UK's circulating collections and can deliver to you manuscripts or books from UK's library or other libraries. The DL Librarian, Carla Cantagallo, may be reached at 859.257.0500, ext. 2171, 800.828.0439 (option #6), or by email at dllservice@email.uky.edu. For an interlibrary loan visit http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16.

Communicating with the Instructor:

The best way to reach your instructor and submit assignments is by email. On campus or virtual office hours can be scheduled and are available by appointment. The instructor will respond to emails within 48 hours on weekdays. The instructor may respond much more quickly, but students should not expect a response after 4:30pm on weekdays or during weekends.

TASC

The Teaching and Academic Support Center (TASC) website (<http://www.uky.edu/TASC/>)

offers much more information and resources that can promote a successful distance learning experience. They may also be reached at 859.257.8272.