



HIGHER EDUCATION TEACHING CERTIFICATE COURSE OUTLINE

SEMINAR NUMBER:	DMISC 23038 1803 (18 hours)
SEMINAR NAME:	PRACTICUM
INSTRUCTOR:	<u>DEBRA RADI</u> , BED, BA, MEd, is an educator who is passionate about lifelong learning. She brings over 25 years of teaching and administrative experience at the K-12 and University levels through both the University of Winnipeg Professional, Applied & Continuing Education (PACE) and the University of Manitoba in the areas of higher education teaching and learning, mental health first aid as well as student, faculty and staff development to her teaching. She is particularly interested in engaging with students through high quality professional learning experiences that meet the diverse needs of all learners while enhancing the learning experience.
INSTRUCTOR CONTACT:	d.radi@uwinnipeg.ca When e-mailing, please put your Section #, then your first name and last initial in the subject line. Do not leave the subject line blank. Office Hours: By appointment – please e-mail requests. These can also be telephone appointments.
DATES AND TIME:	Flexible through: <ul style="list-style-type: none">• Practicum proposal meeting• Ongoing email communication• Final Completion Review Meeting

COURSE DESCRIPTION:

This course is intended to serve as the final of three courses for the Higher Education Teaching Certificate (HETC) for those wishing to enhance their teaching skills. The **Practicum** component is intended to be the practical application of the knowledge and skills acquired in the first two courses of the HETC. Course participants will engage in a minimum of four sessions of departmental, conference and/or discipline-related workshops related to teaching. Additionally, participants will participate in at least nine hours of supervised teaching experience which will include the preparation of a teaching plan, an assessment of the teaching and of the students' progress.

INSTRUCTIONAL OBJECTIVES:

To introduce graduate students to the application of **theory and practice of higher education pedagogy**, including **preparation, presentation, interaction and evaluation skills** - and in particular, to support graduate students in their teaching experiences in the university setting

ASSESSMENT:

The course is participatory in nature. Class engagement and participation in all practicum requirements is expected for students to be successful in the practicum course.

Students will be required to keep a learning journal to document their learning throughout the components of the practicum. A final reflective journal summary submission of each session and the teaching experience is required that showcases the learning that the student has done over the duration of the practicum experience.

This course is graded as Pass/Fail. In order to fulfill the course requirements and receive a Pass, students must submit and pass all assignments.

Final course completion will be determined by submission of the following assignments:

- 1) Final reflective self-assessment from each of the student's four sessions
- 2) Final reflective self-assessment from the student's supervised teaching experiences
- 3) A completed HETC passport that outlines the session and teaching experiences (including session title, date, description, supervisor name and title as well as contact information)

Assignments are reviewed and critiqued by the instructor over the course of the practicum experience with the goal of having completed refined products by the end of the course.

DISCLAIMER:

Please consider this course outline as a general guide.

VOLUNTARY WITHDRAWAL:

Students can voluntarily withdraw from a course up to the 75% point in a course without any academic penalty. Note that this does not include the hours for the invigilated exams. It is the student's responsibility to withdraw this course to ensure no academic penalty is incurred.

Please consult the Registration Office or Program Area for a Request for Voluntary Withdrawal form.

MINIMUM GRADE:

Students must receive a minimum grade of "C", or better, in all courses within the program requirements to graduate.

PARTICIPATION:

Participation is an important component of a meaningful learning process. Contributions to class activities, group work, and class discussion will enhance your academic success and contribute to a more positive and productive learning environment. Participation is a reflection of actively engaging in class room work and attentiveness to the contributions of others and the instructor. Participation is also a reflection of being present in the classroom in a timely fashion and not distracting others.

RESEARCH POLICY:

Students who plan to conduct research interviews, focus groups, surveys, or any other method of collecting data from any person, even a family member, must obtain the approval of the appropriate ethics committee before commencing data collection. Exceptions are research activities as a learning exercise to satisfy course requirements with no intent to publish as research.

POLICY FOR LATE ASSIGNMENTS:

- All assignments will be given a due date.
- Individuals who cannot meet the deadline and have a legitimate reason (i.e., illness supported by a medical certificate relative to the due date), must request an extension in writing from the instructor no later than the 24 hours before the deadline.
- Students who do not receive an extension from the instructor will receive a grade of zero on the assignment if the assignment is not submitted by the due date.
- It is the student's responsibility to retain an electronic copy of ALL assignments submitted for grading.

STUDENT HANDBOOK AND ACADEMIC REGULATION AND POLICY INFORMATION:

Refer to the [Student Handbook](#) for academic and general PACE policies. This information is also available on the UWinnipeg PACE website.

It is the students' responsibility to read the policies outlined in the PACE Student Handbook for all University of Winnipeg Academic regulation and policy information.

ACADEMIC MISCONDUCT:

Please refer to the Academic Misconduct Policy in the most recent version of the University of Winnipeg General Calendar, under Student Discipline, Section 8a, or see:

- [Academic Misconduct Policy](#)
- [Procedures: Academic Misconduct Policy](#)

UWINNIPEG RESPECTFUL LEARNING POLICY:

All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at www.uwinnipeg.ca/respect.

ACADEMIC ACCOMMODATIONS:

Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential.
<http://www.uwinnipeg.ca/accessibility>.

UWPACE GRADING SYSTEM:**Letter-Graded**

A+	96-100
A	91-95
A-	83-90
B+	75-82
B	70-74
C+	66-69
C	57-65
D	50-56
F	under 50%
I	Incomplete

Pass/Fail

P	Pass
F	Failure

Non-Graded (Audit)

CP	Certificate of Participation (based on >75% attendance)
NC	No Certificate of Participation (based on <75% attendance)
I	Incomplete

DISCLAIMER:

Please retain a copy of this course outline for reference purposes and/or future academic endeavor.

Note: PACE archives course outlines in PDF format for a period of five years and charges an administrative fee for archived course outline requests.