

# ROWAN UNIVERSITY CURRICULUM PROPOSAL

0827-626

**OPOSAL TITLE:** Practicum in Higher Education Administration

**CHECK APPROPRIATE:**  UNDERGRADUATE  GRADUATE  SEMESTER HOURS

**SPONSOR(S):** Educational Leadership Department

**DEPARTMENT/TELEPHONE #** 4701

**CHECK ONE:**  COURSE  MINOR PROGRAM  CONCENTRATION  SPECIALIZATION  
 ACHIEVEMENT CERTIFICATE  CERTIFICATION PROGRAM  MAJOR PROGRAM

**Step #1 (Department)**

Approved (Date) 9/26/97

Not Approved (Date)

Edward H. White Jr.  
Dept. Curriculum Chr.

11/17/97  
Reviewed (Date)

Edward H. White Jr.  
Dept. Chr.

**Step #2 (Receipt)**

SCC# 97-98-64

10-17-97  
Date Received Senate

[Signature]  
Senate Curriculum Chr.

**Step #3 (School)**

Reviewed Date: 11/3/97

Recommend to Approved  
 Recommend NOT to Approve

Forward for Open Hearing:

WITHOUT Reservations

WITH Reservations:  
 Comments:

[Signature]  
School Committee Chr.

**Step #4 (Academic Dean):**  Recommended  NOT Recommended  Conditionally Recommended (See Comments)

Comments:

Dean Signature/Date [Signature] 11-18-97

**Step #5 (Senate Curriculum Committee):** Open Hearing Date: 1-26-98 Approved by Curriculum Committee Date \_\_\_\_\_

Returned to Sponsor(s) for the following reason:

**Step #6 (Senate)** Date announced/voted on at Senate 2/25/98 If voted on:  Approved  NOT Approved

Date forwarded to Executive Vice President/Provost 2/25/98

Senate Curriculum Committee chair Signature/Date: [Signature] 2/25/98

## Course Proposal

### 1. Details:

- a. Course Title: Practicum in Higher Education Administration
- b. Sponsors: Educational Leadership Department
- c. Credit hours: 3 credits
- d. Course level: Master's
- e. Curricular effect: Major Requirement
- f. Prerequisite: Change in Higher Education
- g. Suggested time & scale of implementation: Spring 2000
- h. Adequacy of present staff: The staffing plan for the Educational Leadership Department permits the addition of this course.
- i. Adequacy of library resources: The library development plan for the Ed.D. in Educational Leadership will provide sufficient resources to support this course.
- j. Short term evaluation: N/A: new course

2. Rationale: The existing MA in Community College Education is being converted to an MA in Higher Education and its existing track for administration will be replaced with a track in higher education administration. This change is being made to accommodate students who currently enroll in the master's program for school (K-12) administrators or in the administration track of the Community College Education program, but whose career interests are more broadly focused on higher education. Courses in this track would also serve an emerging higher education track in the Student Personnel Services program (which, too, is currently K-12 focused, but which enrolls many students who plan careers in higher education).

### 3. Essence of the Course

- a. Objectives: Among the goals of the practicum are promoting the application of theory to administrative practice and facilitating the students' development as reflective practitioners. Students will utilize their workplace as the laboratory to consider issues of organizational culture and professional practice.
- b. Topical Outline/Content
  - (1) The work setting as an educational opportunity
  - (2) Relating theory to administrative practice
  - (3) Assessing organizational culture: Students will interview members of the culture that

they are studying and will review documentary and artifactual evidence to determine the organization's dominant values, behavioral norms, socialization processes, etc. They will also analyze cultural characteristics such as individual initiative, risk tolerance, direction, integration, management support, control, identity, reward system, conflict tolerance, and communications patterns.

- (4) Focus on workplace challenges: Students will identify the mission and primary issues for the part of the organization in which they work. Taking a systems approach, they will analyze the extent to which their workplace is positioned to meet its challenges.
- (5) Focus on workplace practices: Students will analyze how the work gets done and the extent to which supervisory style is appropriate to the situation.
- (6) Reflection: Students will determine what needs to be done both to improve effectiveness and to promote flexibility to take on new tasks.

c. Evaluation and grading procedure of students: Students will prepare three papers and present them to the class. The first paper will assess the culture of their workplace. The second paper will utilize the appropriate literature to make recommendations regarding the accomplishment of a pressing workplace challenge or the improvement of a crucial workplace practice. The third will be a reflective paper that assesses the student's experience, citing how they have applied theory to practice. The quality of the written work, oral presentations, and class participation will serve as the basis for the grade.

d. Course evaluation: Student evaluations, departmental curriculum review, program review.

4. Results of Consultations: The curriculum for the administration track in the MA in Higher Education has been reviewed by an external consultant, Dr. Jonathan D. Fife, Professor of Higher Education Administration at George Washington University and Director of the ERIC Clearinghouse on Higher Education. His written report states that the track "is a strong program as currently being recommended." He concluded that through careful assessment during the implementation process, Rowan "could easily develop one of the outstanding Master's programs in higher education in the nation." He stated that all students should be encouraged to take the practicum, and he made a number of suggestions which have been incorporated into the design of the practicum.

In addition, the curriculum for the administration track in the MA in Higher Education has been developed in consultation with the Student Personnel Services Program in the Special Education Department. A letter of support from the chair of that department is included, as is a letter from the dean of the Graduate School.

## **Practicum in Higher Education Administration**

**Catalogue Description:** Students will utilize their workplace as the laboratory to apply theory, and to consider issues of organizational culture and professional practice.

**Prerequisite:** Change in Higher Education