

Welcome and Overview

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This Course Proposal is the first step in the development of a Praxis Independent Study course. By submitting a Course Proposal, you are acknowledging your interest in pursuing a Praxis Independent Study course for next semester and are agreeing to actively engage with the course development process through its completion or until the time when you determine you no longer want to pursue a Praxis Independent Study course.

Access

Bryn Mawr College welcomes full participation of individuals with disabilities in all aspects of campus life. Students who currently receive accommodations on campus due to a physical, psychological, learning or medical condition and/or who believe they might need accommodations for any aspect of their Praxis course are strongly advised to contact Access Services prior to the proposal deadline to discuss anticipated needs. This is important in order to ensure that you have an equal opportunity to participate. Please call 610-526-7516 to make an appointment with Deb Alder, the Director of Access Services, to discuss your anticipated needs or any related questions you have.

IMPORTANT information to keep in mind as you get started

Components of a PIS Course

Students must be available to work 8-10 hours each week throughout the semester at their field site. The 8-10 hours does not include travel time to and from the field site and is generally done in either a single 8-10 hour work day or split over the course of 2 days, 4-5 hours each day.

Students also participate in individual (usually weekly or bi-weekly) meetings with a faculty member who agrees to supervise the course to address specific academic learning objectives finalized through the learning plan process. The purpose of these meetings is to discuss predetermined assignments (readings, papers, etc.), further explore intersections of academic content and fieldwork, and reflect on the field experience in the context of an academic discipline or scholarship more generally.

Students will also participate in a guided group orientation, online reflection through discussion forums, ongoing written and verbal feedback processes (through surveys and field site visits), and a final Praxis Showcase facilitated by Praxis Program staff.

We are currently accepting Praxis Independent Study Course Proposals for Spring 2023. Please submit your proposal no later than Friday, November 18, 2022, at 5 p.m.

About this form

This form will take about 40–60 minutes to complete. If you have your information prepared, it will take less time. Please familiarize yourself with the word version of the form ([Blank Course Proposal Form](#)) before completing the online form.

There is no "Save" button in this form. The form is set to automatically save your work. If you find that you need to stop working on your proposal before it is completed, you can simply stop where you are and logout. As long as you use the same computer and browser the next time you visit the form, your progress will be saved. Save and Continue works by placing a cookie on your browser keeping track of your progress (you may need to enable cookies). Once you begin this form, you will have two weeks to complete it before having to restart a new form.

Please respond to each question as thoroughly as possible, using clear and concrete descriptions. The information you provide will frame conversations about your plans going forward and should be based on discussions with your Major Advisor, Academic Dean, Praxis Program staff, potential Faculty Advisors for your course and Field Sites/Field Site Supervisors.

Should you decide, after submitting this proposal, that you no longer want to develop a Praxis Independent Study course for the following semester, please contact Praxis Program staff as soon as possible.

Student Information

Student Information

Please provide your information

First Name

Last Name

Pronouns

Class Year

Student ID #

Email

Phone

Dean

Major

Major Advisor

Are you an international student? (International students need CPT authorization to do Praxis Independent Study. Please click [here](#) to learn more.)

No

Yes

Planning for a Praxis Independent Study Course

Planning

What is your motivation for developing this Praxis Independent Study course now? How will it fit in or add to your studies at Bryn Mawr? (250 words)

Considering Your Schedule

Praxis Independent Study requires that you spend 8-10 hours a week at the field site. Sometimes students work 8 hours, one day per week. Most students work 4-5 hours two days per week. If you consider the amount of time it takes to travel to the field site, you are likely to need two 5-6 hour blocks of time in your weekly schedule.

There are some organizations who may post opportunities that require more time than our courses specify. While you are not restricted from applying to these opportunities, please understand that if offered a position, the organization will expect you to be available for the time commitments posted unless otherwise negotiated prior to accepting the offer. Should you have further questions about how opportunities requiring additional time might impact your fieldwork search, please contact Praxis Program staff members directly.

How do you anticipate Praxis fieldwork fitting in your schedule next semester? Considering your pre-registration selections, work schedule, club schedule, athletic schedule, study time, etc., what might your schedule look like? What challenges come to mind?

Preparing to meet with a potential Faculty Advisor

Preparing to meet with a potential Faculty Advisor for your Praxis course

Praxis Independent Study course development involves concurrent discussions with Praxis staff, potential course Faculty Advisors, Major Advisors and Deans, and potential Field Sites/Field Site Supervisors. While the questions below are ultimately part of the end product of this Course Proposal, preparing your responses to them in advance of a meeting with a potential course Faculty Advisor will help you to organize your thinking about your course and help faculty members to understand your interest in working with them.

Thoroughly completing this Course Proposal form sets you up for more efficient and productive meetings with potential Faculty Advisors for your course and prepares you for outreach and interviews with potential Field Sites/Field Supervisors, and ultimately helps you to develop a comprehensive and clear outline for the Learning Plan, your Praxis course document.

We recognize that it may be difficult to answer the following questions because you do not yet know what your field site may be. If you find you are unfamiliar with the landscape of organizations related to your topic/field of interest, [schedule an appointment with a Career Counselor](#) in the Career and Civic Engagement Center to complete an internship search, drop in for Career Peer hours, visit the online Civic Engagement [Directory of Local Non-Profit Organizations](#), and talk with friends, Major Advisors, other faculty, and Deans about your interests to learn more about what they know or with whom they have worked. You can also review [Quick tips for identifying and securing praxis field placements](#).

How are your strengths and talents likely to be useful to the hosting organization? (250-500 words)

How might the field placement inform your learning and understanding drawn from your academic studies? (250-500 words)

In what ways could your Praxis course Faculty Advisor be useful to you in terms of achieving your learning goals? (250 words)

Tentative Course Description

Tentative Course Description

Write a tentative course description, like the ones in the course catalog. This should not be a description of what you hope to do in your internship, but what you hope to achieve from the overall course itself. (100-150 words)

See [Sample Course Descriptions](#) from prior Praxis courses as you get started.

Learning Objectives

Learning Objectives

List three preliminary learning objectives that you want to achieve through this course. In a traditional course, your syllabus has specific course objectives to explain what a faculty member or institution expects students to have learned or accomplished through the work of the course. The same is true of a Praxis Independent Study course, except, in this case, you are the person developing the learning objectives.

To learn more about developing learning objectives, please view [this video](#) (which lasts about 10 minutes). Additionally, here is a link to [Bloom's Taxonomy](#). This link provides language that might be helpful when drafting learning objectives.

We realize that you may not have your internship set up yet, but articulating these objectives ahead of time will be good preparation for

helping you to talk to potential field sites. Additionally, these learning objectives or revised versions of them can be used as part of the final Learning Plan for your course.

1.

2.

3.

Academic Advising and Course Supervision

Academic Advising and Course Supervision

My Dean or Major Advisor is aware of and has approved my plan to develop a Praxis Independent Study course. (Students who have declared a major need approval from their Major Advisor; students who have not yet declared a major need approval from their Academic Dean)

No

Yes

Faculty Advisor

Has a faculty member already agreed to advise your Praxis Independent Study course?

No

Yes

Please share their name and contact information below.

Name:

Department:

Email:

Phone Number:

Who have you contacted/will you contact about serving as Faculty Advisor for your course? (List 3)

1.

2.

3.

Field Placement

Field Placement

Do you already have a field placement for this course?

- Yes
- I do not have a field placement, but I have a few organizations that I will reach out to.
- I do not have a field placement and am not sure where I would want to do fieldwork for this course.

Please enter the contact name, title, organization, email address and phone number for your field placement and Field Supervisor. Praxis Program staff will contact your Field Supervisor directly to introduce the Praxis Program.

Name of Organization

Name of Field Supervisor / Contact Person

Title of Contact Person

Email Address for Contact Person

Phone Number for Field Site and/or Contact Person

List three places you will contact about doing fieldwork for this course:

1.

2.

3.

Finding a field placement can feel daunting. Fortunately, there is a lot of support for finding opportunities on this campus.

- Please review the [Quick tips for identifying and securing praxis field placements](#). These are quick, helpful tips for moving forward on the field placement portion of your course.
- We strongly recommend [making an appointment with a career counselor](#) at the Career & Civic Engagement Center to help you get started. To meet with a career counselor, use the Appointments function in Handshake.

- If you have not yet met with Praxis staff to talk about your course ideas, please reach out to either Nell Anderson (nanderso@brynmawr.edu) or Liv Raddatz (lraddatz@brynmawr.edu) to schedule a meeting.

Please set up a Handshake account if you have not done so already at <https://brynmawr.joinhandshake.com/>.

Resume

Resume

Please attach a recent copy of your resume.

Next Steps

Your Next Steps

Obtaining Faculty Advisor Approval

Before this Course Proposal can be considered complete, the Praxis Program will need to have confirmation from a faculty member regarding their agreement to supervise the course. As soon as you

have found a Faculty Advisor for your course, please ask them to review and approve your proposal following the steps below.

1. Upon submitting this form, you will receive a confirmation email which will include your responses to the questions in this form and next steps for both you and your course Faculty Advisor.
2. Please forward this email to your course Faculty Advisor so that they can review your Course Proposal and approve it or make recommendations for revision.
3. If they approve it, they should confirm their approval via email to you and copy Praxis Program staff, Liv Raddatz (lraddatz@brynmawr.edu) and Tiffany Stahl (tstahl@brynmawr.edu) on the message.
4. If they would like you to make revisions, you can use the link in the confirmation email to make revisions and then forward them the revised information for approval.
5. Only when the Course Proposal Form **with** faculty approval is submitted to the Praxis Program will you be able to continue with developing your course.

Please note that you must have secured a Faculty Advisor for your course, who has approved your Course Proposal as described above, no later than Friday, December 2, at 5 p.m. to continue developing a Praxis Independent Study course for the following semester.

Learning Plan Preparation Workshop

Learning Plan Preparation Workshop

There will be a required Learning Plan Workshop on **Thursday, December 15 from 2-3 PM via Zoom**. Please register for the workshop in Handshake:

<https://app.joinhandshake.com/edu/events/1131467>

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