

COLLEGE OF EDUCATION



Faculty, staff and students
strive to prepare and be professionals who are:

Competent

equipped with the knowledge, skills
and technological expertise to help
all individuals learn and develop

Committed

dedicated to the ethical practices and collaboration
that serve as the foundation of a diverse
and intellectually vibrant society

Reflective

devoted to analyzing their own past practices
in ways that fuel ongoing learning
and improve future practices

A Keystone in Building a Better Future for All



AUBURN
UNIVERSITY

Auburn University is an equal opportunity educational institution/employer.

**CURRICULUM AND PROGRAM PLANNING IN ADULT EDUCATION
ADED 7060**

**Auburn University
Educational Foundations, Leadership, and Technology Department
Spring - 2011**

1. **Course Number:** ADED 7060
Course Title: Curriculum and Program Planning in Adult Education
Credit Hours: 3 semester hours
Prerequisites: None
2. **Term: Spring 2011**
Day/Time: Tuesday 5:00 - 8:00 p.m. ▪ Haley Center, Room 2435
Instructor: Dr. Maria Martinez Witte
Office: 4012 Haley Center
E-Mail: wittemm@auburn.edu
Office: (334) 844-3078 Home: (334) 887-3934
Office Hours: Call or email for appointment (Mon, Tues, or Wed)
3. **Texts or Major Resources:** Textbooks are selected according to the area of specialization.

Beebe, S., Mottet, T., & Roach, K. (2004). *Training and development: Enhancing communication and leadership skills*. New York: Allyn and Bacon.

Optional:

Caffarella, R. (2002). *Planning programs for adult learners*. San Francisco: Jossey-Bass.

Rothwell, W. J., & Kawzan, H. C. (2004). *Mastering the instructional design process*. San Francisco: Jossey-Bass.

4. Course Description:

Introduction to principles and practices involved in designing education programs in adult education.

5. Student Learning Outcomes:

Upon completion of this course, students will be able to:

1. describe the history, philosophy, principles, & objectives influencing the adult development and training field.
2. describe the organization, management, and evaluation of adult education / training programs on the local, state, and national levels.
3. prepare courses of study for adult education programs.
4. conduct a job analysis for planning and evaluating the adult education programs.
5. collect and use data from various sources to plan and evaluate education programs.

6. develop a recruitment program for students.
7. develop a placement plan for placing students in area of specialization related occupations.
8. develop a plan to organize and implement an education program in the area of specialization.
9. develop goals and objectives for an adult education program.
10. develop and adjust short-range and long-range plans based on the assessment of student needs and performance.

6. Course Content Outline:

Tentative Outline (subject to change as needed)

Meeting 1 - Jan 11

Welcome! Introductions, Syllabus, & Class Requirements

Meeting 2 - Jan 18

Welcome! Introductions, Syllabus, & Class Requirements

Meeting 3 - Jan 25

Overview of Adult Education

Meeting 4 - Feb 1

Detecting and Solving Human Performance Problems

Meeting 5 - Feb 8

No Class Meeting

Meeting 6 - Feb 15

Analyzing Needs, Learners, Work Settings, and Work

Meeting 7 - Feb 22

Analyzing Needs, Learners, Work Settings, and Work

Meeting 8 - Mar 1

Establishing Performance Objectives and Performance Measurements

Meeting 9 - Mar 8

Establishing Performance Objectives and Performance Measurements

Spring Break! March 13 - March 19

Meeting 10 - Mar 22

Delivering the Instruction Effectively

Meeting 11 - Mar 29

Delivering the Instruction Effectively

Meeting 12 - Apr 5

Managing Instructional Design Projects Successfully

Meeting 13 - Apr 12

Managing Instructional Design Projects Successfully

Meeting 14 – Apr 19

No Class – Work on Final Project

Meeting 15 - Apr 26

Evaluation & Wrap Up

7. Assignments/Projects:

1. Group Chapter Presentation (Beebe, Mottet, & Roach) 30% - 30 points
2. Curriculum Project 40% - 40 points
Each participant will be required to complete a project containing the best works accomplished throughout the course and include a current Resume. Further guidance will be provided in class.
3. Professional Organization Attendance 10% - 10 points
Required to attend a professional / community association meeting.
4. Presentation of Curriculum Project 20% - 20 points

8. Rubric and Grading Scale:

The following grading scale will be used:

- 90 - 100 points = A
- 80 - 89 points = B
- 70 - 79 points = C
- 60 - 69 points = D
- Below 60 point = F

9. Class Policy Statements

- A. Attendance: Although attendance is not required, students are expected to attend all classes, and will be held responsible for any content covered in the event of an absence.
- B. Excused absences: Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of the student's immediate family, the death of a member of the student's immediate family, trips for student organizations sponsored by an academic unit, trips for university classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please see the *Tiger Cub* for more information on excused absences.
- C. Make-Up Policy: Arrangement to make up a missed major examination (e.g., hour exams, mid-term exams) due to properly authorized excused absences must be initiated by the student within one week of the end of the period of the excused absences(s). Except in unusual

circumstances, such as the continued absence of the student or the advent of university holidays, a make-up exam will take place within two weeks of the date that the student initiates arrangements for it. Except in extraordinary circumstance, no make-up exams will be arranged during the last three days before the final exam period begins.

- D. Academic Honesty Policy: All portions of the Auburn University student academic honesty code (Title XII) found in the *Tiger Cub* will apply to university courses. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.
- E. Disability Accommodations: Students who need special accommodations in class, as provided by the Americans with Disabilities Act, should arrange for a confidential meeting with the instructor during office hours in the first week of classes (or as soon as possible if accommodations are needed immediately). The student must bring a copy of their Accommodations Letter and an Instructor Verification Form to the meeting. If the student does not have these forms, they should make an appointment with the Program for Students with Disabilities, 1288 Haley Center, 844-2096 (V/TT).
- F. Course contingency: If normal class and/or lab activities are disrupted due to illness, emergency, or crisis situation, the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs, and addendum to your syllabus and/or course assignments will replace the original materials.
- G. Professionalism: As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behaviors as defined in the College's conceptual framework. These professional commitments or dispositions are listed below:
 - o Engage in responsible and ethical professional practices
 - o Contribute to collaborative learning communities
 - o Demonstrate a commitment to diversity
 - o Model and nurture intellectual vitality

A variety of teaching techniques and strategies are employed in the instruction of this course. The principal methods to be utilized include, but may not be limited to lectures, video tapes, visual aids, development experiences, and group discussion. This is a professional education course in adult education. All participants are considered adults and are expected to not only study but also practice andragogy – to take responsibility for their learning. Thus the participant is expected to contribute to the class setting by participating and to be collaborative and supportive of all members of the learning setting. Adult education is not a place for passive learning but a place to explore, take risks and grow. Ignorance is not vested in the participants while knowledge is vested in the instructor. Both are learners and have contributions to make to each other. Both are responsible for their own learning.