AUBURN UNIVERSITY

**SYLLABUS**

1. **Course Number**: CTCT 4030

 **Course Title:** Career and Technical Student Organizations

 **Credit** **Hours**: 3 semester hours (Lecture 3)

 **Prerequisites**: None

 **Corequisites:** None

2. **Date Syllabus Prepared**: Jan. 2013

3. **Texts**:

Phipps, L.J., Osborne, E.W., Dyer, J.E., & Ball, A. (2008). *Handbook on agricultural education in public schools,* 6th ed.

 ISBN-10: 1418039934 ISBN 13: 9781418039936

 Official FFA Manual- Can be obtained from [www.ffa.org](http://www.ffa.org)

 Related websites

4. **Course Description**:

 Survey of career and technical student organizations; procedures involved in developing and implementing informal and cocurricular educational programs for students and preparing students for state and national competitions.

5. **Course Objectives**:

Upon completion of this course, students will be able to project themselves as **competent, committed, and reflective professionals** through their ability to:

 1. compare career and technical student organizations in terms of their purposes, objectives, and operational procedures.

2. plan a program of activities for a career and technical student organization.

3. plan and conduct meetings of career and technical student organizations involving students from various multicultural settings.

4. prepare a budget for a career and technical student organization.

 5. prepare forms and applications required by career and technical student organizations.

6. prepare teams of career and technical student organizations for contests and career development events. (290-3-3-.23-1.b.1)

 7. plan and conduct an effective public relations program for career and technical student organizations.

8. advise a career and technical student organization serving culturally divergent backgrounds. (290-3-3-.23-1.b.1)

6. **Course Content and Schedule:**

* + Introductions, Syllabus, FFA Trivia
	+ Fundamentals of Leadership
	+ Assignment- Read Chapter 1, Complete questions at end of chapter and bring to class for discussion.
	+ Philosophy and Scope of School-Based Agricultural Education
	+ Assignment- Read Chapter 23, Complete questions at end of chapter and bring to class for discussion.
	+ History of the FFA
	+ Structure of the FFA
	+ Assignment- Read Chapter 24, Complete questions at end of chapter and bring to class for discussion.
	+ Unique Features of the FFA
	+ Assignment- Search [www.alabamaffa.org](http://www.alabamaffa.org) and [www.ffa.org](http://www.ffa.org) and print list of CDEs at state and national level.
	+ Career Development Events
	+ Career Development Events
	+ Assignment- Read FFA Manual- Meetings Section
	+ Conducting Meetings
	+ Conducting Meetings
	+ Leadership Conferences
	+ Assignment- Read FFA Manual- Degrees and Awards Section
	+ Degrees and Awards
	+ Assignment- Read Chapter 25, Complete questions at end of chapter and bring to class for discussion.
	+ Proficiency Applications
	+ Program of Activities
	+ Midterm Exam
	+ Financing the Chapter
	+ Building School and Community Support
	+ Chapter Banquets
	+ Assignment- Read Chapter 26, Complete questions at end of chapter and bring to class for discussion.
	+ SAEs
	+ SAEs
	+ Gary Kendrick, Organizing an Alumni Chapter
	+ Assignment- Read Chapter 27, Complete questions at end of chapter and bring to class for discussion.
	+ Program Evaluation/ FFA in the Classroom
	+ Utilizing Volunteers/ Taking Trips
	+ Assignment- Read Chapter 28, Complete questions at end of chapter and bring to class for discussion.
	+ Publicizing the Organization
	+ Guest Speaker, Philip Paramore
	+ Time Management
	+ Selecting the Officer Team
	+ Review for Final, Make up any unfinished work
	+ Final Exam 12-2:30 p.m.

**7. Course Requirements/Evaluation**:

A. Attend all class sessions and participate in all class discussions and exercises.

B. Complete a midterm examination.

C. Complete a comprehensive final examination.

D. Present the advisor’s part in the opening ceremony and the creed of the career and technical student organization.

E. Prepare a program of activities for a career and technical student organization.

F. Prepare and submit an order to the supply service for your respective CTSO.

G. Plan a formal activity (banquet, reception, etc.) to honor members of a career and technical student organization.

H. Plan a fund raising project for a career and technical student organization.

I. Read and review an article related to career and technical student organization awards or contests.

J. Complete a proficiency application.

K. Complete a state and American Degree application.

The final grade for the course will be based on the following:

 CDE Presentation- 20 points

 FFA Creed Presentation- Sign up for Date- 50 points

 Advisor’s Part Presentation- Sign up for Date- 10 points

 Program of Activities- 100 points

 Proficiency Application- 100 points

 SAE Presentation- 10 points

 State Degree Application- 50 points

 American Degree Application- 50 points

 Supply Service order form- 10 points

 Banquet Program- 20 points

 Midterm Examination-100 points

 Reading quizzes- Unannounced- 5 @ 20 points each= 100 total

 Comprehensive Final Examination- 200 points

 Total- 820 points

Any assignment presented or turned in late will be penalized 10% for each class period late. Late assignments presented or turned in late after two class sessions will not be accepted.

The following grading scale will be used:

 90 - 100 % = A

 80% - 89.9% = B

 70% - 79.9% = C

 60% - 69.9% = D

 Below 60% = F

8**.** **Class Policy Statements:**

Participation: Students are expected to participate in all class discussions and participate in all exercises. It is the student’s responsibility to contact the instructor if assignment deadlines are not met. Students are responsible for initiating arrangements for missed work.

Attendance/Absences: **Attendance is required at each class meeting**. **Attendance will be recorded for each class period. Unexcused absences will result in the following actions: 1 unexcused absence- 5% reduction in final grade, 2 unexcused absences- 15% reduction in final grade, 3 or more unexcused absences- failure of the course.** If an exam is missed, a make-up exam will be given only for University-approved excuses as outlined in the  Student Policy eHandbook  [www.auburn.edu/studentpolicies](http://www.auburn.edu/studentpolicies%22%20%5Ct%20%22_blank) Arrangement to take the make-up exam must be made in advance or immediately after return if absence is due to illness.  Students who miss any class or lab because of illness need a doctor’s statement for verification of sickness and should clear the absence with the instructor the day they return to class. If a lab is missed, the student must make arrangements the day they return to make up the assignment.  Other unavoidable absences from campus must be documented and cleared with the instructor in advance to be considered excused.

 Cell Phone Policy: Cell phone usage will not be permitted in the classroom (including text messaging). If an emergency arises, please leave the classroom to use the phone. If a student sends text messages during class, they will be dismissed from the classroom and an unexcused absence will be recorded.

Unannounced quizzes: There will be five unannounced reading quizzes.

Accommodations: Students who need accommodations are asked to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternative time can be arranged. To set up this meeting, please contact me by e-mail. Bring a copy of your Accommodation Memo and an Instructor Verification Form to the meeting. If you do not have an Accommodation Memo but need accommodations, make an appointment with the Program for Students with Disabilities at 1244 Haley Center, 844-2096 (V/TT).

Honesty Code: The University Academic Honesty Code and the Tiger Cub Rules and Regulations pertaining to Cheating will apply to this class.

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:

* Engage in responsible and ethical professional practices
* Contribute to collaborative learning communities
* Demonstrate a commitment to diversity
* Model and nurture intellectual vitality

**Writing Center:** The Miller Writing Center provides free support on any writing you are doing while at Auburn, whether for a course or not. Trained consultants are available to work with you as you plan, draft, and revise your writing. For students in distance courses and students temporarily away from Auburn’s campus, the Miller Writing Center offers synchronous online consultations. Please check the Miller Writing Center website ([www.auburn.edu/writingcenter](http://www.auburn.edu/writingcenter%22%20%5Ct%20%22_blank)) for instructions and information about scheduling online appointments. If you have questions about the Miller Writing Center, please email writctr@auburn.edu or call 334-844-7475 M-F  7:45am-4:45pm.