**Auburn University**

**Syllabus**

1. Course Number: CTCT 4030

Course Title: Career and Technical Student Organizations

Credit Hours: 3 semester hours (Lecture 3).

Prerequisites: Admission to Teacher Education

Corequisites: None

2. Term: Spring 2017 (Syllabus Prepared January 2017)

**Day/Time:** Class Hours: TBA

Lab Hours: na

**Instructor:** James Lindner, Ph.D.

Professor Texas A&M University &

Scholar in Residence Auburn University

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Office Hours: Wednesday 10:00a-Noon and by appointment

3. Text and Major Resources:

Talbert, B. A., Vaughn, R., Croom, B., & Lee, J. S. (2014*). Foundations of agricultural education*. Boston: Pearson Higher Education.

Alabama FFA. (2016). Retrieved from <http://www.alabamaffa.org/>

National FFA Organization. (2016). Official *ffa manual.* Retrieved from <https://www.ffa.org/about/who-we-are/official-manual>

American Psychological Association. (2009). *Publication manual of the American Psychological Association (6th ed.)*. Washington, DC. Author.

State of Alabama. (2015). Administrative *code (290)*. Retrieved from <http://www.alabamaadministrativecode.state.al.us/>

Office of Career, Technical, and Adult Education. (2016). *Career and technical student organizations*. Retrieved from http://www2.ed.gov/about/offices/list/ovae/pi/cte/vso.html

This course will require the use of Canvas. Canvas can be accessed from the Auburn University website through AU Access.

**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:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Session#** | **Course Topic** | **Readings** | **Assignment** |
| Module 1  Tues Jan 12 | Introductions and Course Expectations | Syllabus |  |
| Module 2  Tues Jan 19 | FFA Overview  4-H Overview  DECA | Talbert Cht 23  [www.ffa.org](http://www.ffa.org)  [www.deca.org](http://www.deca.org)  [ICTAE](http://www2.ed.gov/about/offices/list/ovae/pi/cte/vso.html) | Create FFA Account Discussion 01 |
| Module 3  Tues Jan 26 | Career Development Events | [www.alabamaffa.org](http://www.alabamaffa.org)  [www.theaet.com](http://www.theaet.com) | Create AET Account  Discussion 02 |
| Module 4  Tues Feb 2 | FFA History | FFA Manual | Discussion 03 |
| Module 5  Tues Feb 9 | FFA Traditions | FFA Manual | Discussion 04 |
| Module 6  Tues Feb 16 | FFA Ceremonies | FFA Manual | Discussion 05 |
| Module 7  Tues Feb 23 | FFA Chapter Operations | FFA Manual | Discussion 06  State Degree |
| Module 8  Tues Mar 2 | Covers all course materials previously discussed |  | Midterm |
| Module 9  Tues Mar 9 | FFA Programs and Events | FFA Manual | Discussion 07 |
| Module 10  Tues Mar 23 | Awards and Recognitions | FFA Manual | Discussion 08  American Degree |
| Module 11  Tues Mar 30 | Awards and Recognitions |  | Discussion 09  Proficiency Application |
| Module 12  Tues Apr 6 | Fund Raising | Online Resources | Discussion 10 |
| Module 13  Tues Apr 13 | Career Development Events | Online Resources  <https://www.ffa.org/MyResourceDocuments/edr_teachnbk.pdf> | Career Development Plan/  presentation Due |
| Module 14  Tues Apr 20 | Collegiate FFA Programs and Activities & Alumni Associations | FFA Manual | Career Development Plan/  presentation Due |
| Module 15  Tues Apr 27 | Review |  | Review |
| Thur May 4 | Final |  | Final |

**7. Assignments/Projects:**

1. Participate in all class discussions and exercises.
2. Complete all reading assignments.
3. Complete all quizzes and exams.
4. Create and FFA Account.
5. Create and AET Account.
6. Prepare a State Degree Application
7. Prepare an American Degree Application
8. Complete a Proficiency Applications
9. Develop a plan for a career development event and make presentation. Include selection of one CDE, timeline, team selection, training, meetings, budgeting, applications and forms, and chapter awards.

**Rubrics and Grading Scale:**

|  |  |  |
| --- | --- | --- |
| **Graded Activity** | **Points for each activity** | **Total points available** |
| Discussions (10) | 20 | 200 |
| Create FFA Account | 50 | 50 |
| Create AET Account | 25 | 25 |
| Complete Application. State Degree | 75 | 75 |
| Complete Application. American Degree | 75 | 75 |
| Complete Proficiency Application | 75 | 75 |
| Develop a Plan for a CDE | 250 | 250 |
| Midterm and Final | 125 | 250 |
|  | Total Points Available | 1,000 |

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. Assignments are due on announced dates. Unexcused late assignments are unacceptable. 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. Students must satisfy all course objectives to pass the course.

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

**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 this 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 [*Student Policy eHandbook*](http://www.auburn.edu/student_info/student_policies/) for more information on excused absences (http://www.auburn.edu/student\_info/student\_policies/).

**Make-Up Policy:**Arrangement to make up 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 from the end of the period of the excused absences.  Except in unusual circumstances, such as continued absence of the student or the advent of University holidays, a make-up exam will take place within two weeks from the time that the student initiates arrangements for it. Except in extraordinary circumstances, no make-up exams will be arranged during the last three days before the final exam period begins.  The format of the make-up exam will be (as specified by instructor).

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.

**9. Academic Honesty Statement:**

All portions of the Auburn University student academic honesty code (Title XII) found in the [*Student Policy eHandbook*](http://www.auburn.edu/student_info/student_policies/)will apply to this class.  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.

**10. Students with Disabilities Statement:**

“Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and 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 alternate time can be arranged. To set up this meeting, please contact me by e-mail. If you have not established accommodations through the Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 844-2096 (V/TT).”