

**AUBURN UNIVERSITY
SYLLABUS**

1. **Course Number:** CTCT 4940/4943
Course Title: Directed Field Experience in Business Education
Credit Hours: 3 semester hours
Prerequisites: Departmental Approval
Corequisites: None
2. **Date Syllabus Prepared:** May 2010
3. **Text:** Students are required to use journals within their area of specialization and the World Wide Web to find articles relating to related work experience for teachers.
4. **Course Description:**
Supervised occupational work experience in specialization-related occupations.
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. utilize on-the-job experience to reinforce academic and skills course content.
 2. acquire practical learning and skills that will improve future teaching strategies.
 3. receive training on and knowledge of a variety of activities in occupations within the area of specialization.
 4. experience the work atmosphere and understand the competencies students need in order to gain employment in the area of specialization.
 5. experience the work atmosphere with the need to set priorities and meet deadlines.
 6. acquire information about current trends in the area of specialization.
 7. demonstrate occupational competency in the business/marketing environment (290-3-3-.25-1.c)
6. **Course Content:**

Course content consists primarily of the experiences obtained in the job placement which vary according to the type of placement. Additional work experience theory is gained through student readings. Students completing this experience and the course instructor should consult prior to the experience to determine skills and competencies to be acquired in the experience.

Within three years prior to completion of the teacher education program, the prospective business education teacher shall document occupational competency by completing a minimum of 100-clock hours in an approved business office position supervised by representatives of the university and the work setting.

Completion of this experience meets the requirements of the Teacher Certification Standards for Career and Technical Education Teachers (290-3-3-.25-1.c)
7. **Course Requirements/Evaluation:**

PRIOR to the work experience: (See assignment submission schedule No. 10.)

 - A. Secure a work experience placement and complete the application form for approval by the university supervisor **PRIOR** to beginning the work experience. (Attachment A)
 - B. Prepare a detailed job description with routine duties specified.
 - C. Prepare an updated personal resume.
 - D. Complete Course Requirements A, B, and C **PRIOR** to beginning work experience. The application form (Requirement A), detailed job description (Requirement B), and resume (Requirement C) must be received by the instructor by the second week of class:
 - E. **Due Date: by 12 noon on Friday, June 4, 2010. Send to Dr. Bonnie J. White, Curriculum and Teaching, 5040 Haley Center, Auburn University, AL 36849 or deliver to my on-campus mailbox at 5040 Haley Center (departmental office) or my 5082 Haley office.**

7. **Course Requirements/Evaluation (continued):****DURING the work experience: (See assignment submission schedule No. 10.)**

- F. Spend a minimum of 100 hours per semester in an approved occupation within the area of specialization.
- G. Maintain a daily log of activities performed on the job. (Attachment B)
- H. Communicate at least **WEEKLY** with the instructor. Send in the week's daily log (Attachment B). You may send your logs electronically: whitebj@auburn.edu
- I. Prepare a procedures position manual for the office where employed:
 - Complete a draft outline of your procedures manual (See No. 10 for due date.)
 - Complete the final position manual. The following components comprise the **MINIMUM** procedures to be included in the manual:
 - **Mission Statement:** Include the mission statement and/or goal statement of the overall organization and your individual unit. If there is not a formal mission statement, provide information on the purpose of the organization (what the organization does), the clientele the organization serves, and the services the clientele expect from the organization. Explain how the unit in which you work contributes to the mission/goal of the organization.
 - **Personnel:** Include a listing of personnel in the organization, an organization chart, and an explanation of the positions and duties of personnel in your unit. If necessary, you may need to interview company supervisors and employees for perceptions of roles in the company.
 - **Procedures:** Explain and document mail procedures, correspondence procedures, filing procedures, and accounting procedures. Explain procedures you use in your position.
 - **Equipment:** Provide information on office equipment, machine maintenance, supplies, and business forms. Provide information on any equipment you use in your position.
- J. Complete a minimum of **THREE readings** from current periodicals and journals relating to required work experience for business education teachers and/or students. Web journals and other appropriate on-line resources of article length (secure approval from instructor) may be sources for locating articles. Write a one- to two-page synopsis and reaction of each article. Include a full copy of the article. The attached NBEA policy statement may be used as one article. The ACTE web site also contains articles that may be of interest: http://www.acteonline.org/tech_archive.aspx

Toward END of work experience: (See assignment submission schedule No. 10.)

- K. Prepare a two- to three-page written report evaluating your work experience. Discuss directed work experience as a component of career/technical certification and explain how the work experience will be incorporated into your future teaching.
- L. Have your supervisor verify your work hours and sign verification form. (Attachment C)
- M. Have your employer or supervisor complete an evaluation of your work. (Attachment D)
- N. Complete a self-evaluation of your work and your personal characteristics. (Attachment E)
- O. Completed work experience notebook (with appropriate cover and index) should contain:
 - Attachment A: Approved application form
 - Detailed job description
 - Updated resume
 - Attachment B: Copies of daily activities forms (one for each week)
 - Attachment C: Signed employer verification form
 - Attachment D: Signed employer evaluation
 - Attachment E: Completed self-evaluation
 - Position's Procedures Manual (See Requirement I above.)
 - Written report evaluating work experience (2 – 3 pages) (See Requirement K above.)
 - Readings summaries: Three article summaries and the full articles (See Requirement J.)
- P. Due date for **RECEIVED** completed work experience notebook:
12 noon on the last Friday of classes: July 30, 2010. Send to Dr. Bonnie J. White, Curriculum and Teaching, 5040 Haley Center, Auburn University, AL 36849 or deliver to my on-campus mailbox at 5040 Haley Center (departmental office) or drop it by my 5082 Haley office.
 Note: If you complete your notebook prior to July 30, I encourage you to send it in early. No penalties for early work—just late work.

8. **Grading and Evaluation Procedures:**

The professor assigns the student a grade of S (satisfactory) or U (unsatisfactory) based on evaluation of the student's work and related-work experience (50 percent) and the professor's evaluation of the student's written assignments (50 percent). Specifically, the assignments equal:

Work and Related-Work Experience (50 percent)	
Requirements A, B, C, D, E completed by due date:	10 percent
Requirement F, G, H completed by due dates:	30 percent
Requirements L, M, N completed by due dates:	10 percent
Written Assignments (50 percent)	
Requirement I (Procedures Position Manual— (Outline Draft and Final Manual)	15 percent
Requirement J (Journal article summaries)	10 percent
Requirements K, L, M, N,O, P received by due date:	25 percent

The student's final grade is assigned by the university professor using the following scale. To earn a grade of "S," the student must achieve at least "C" level work: 90 – 100% = A; 80 -89% = B; 70 – 70% = C; 60 – 69% = D; and below 60% = F.

9. **Class Policy Statements (University/COE Standard Policies)**

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: For on campus students, attendance is required at each class meeting. Distance learning students must log on and participate in WebCT weekly OR communicate via e-mail with instructor depending upon syllabus instructions. If an exam is missed, a make-up exam will be given only for University-approved excuses as outlined in the Tiger Cub. Arrangement to take the make-up exam must be made in advance. Students who miss an exam 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. Other unavoidable absences from campus must be documented and cleared with the instructor **in advance**.

Unannounced quizzes: There will be no unannounced 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

Distance Learning Students: Unless specific instructions have been given for a designated course, students in distance education courses shall take all closed resource examinations under the supervision of an approved proctor. Examples of approved proctors include a school superintendent, a principal of a high school, or a dean or department head of a college. Proctors shall be verified and exams shall be sent directly to the proctor who will manage the examination in a secure manner, requiring students to present a picture ID.

10. Assignment Submission Schedule

The completed assignments are to be e-mailed or delivered according to the course schedule:

COURSE WEEK	COURSE CONTENT/ACTIVITY	Summer 2010 DUE DATES
Week 2	Completion of Requirements A, B, C, D, E. Assignments may be submitted electronically.	At least by June 4
Week 3	Work on Requirements F, G, H to minimum of 100 hours. Assignments may be submitted electronically.	At least by June 11
Week 4	Continue Requirements F, G, H to minimum of 100 hours. Completion of Requirement J (first article review) Assignments may be submitted electronically.	At least by June 18
Week 5	Continue Requirements F, G, H to minimum of 100 hours. Assignments may be submitted electronically.	At least by June 25
Week 6	Continue Requirements F, G, H to minimum of 100 hours. Completion of Requirement J (second article review). Assignments may be submitted electronically.	At least by July 2
Week 7	Continue Requirements F, G, H to minimum of 100 hours. Submit draft outline for Requirement I (Position Procedures Manual) Assignments may be submitted electronically.	At least by July 9
Week 8	Continue Requirements F, G, H to minimum of 100 hours. Completion of Requirement J (third article review). Assignments may be submitted electronically.	At least by July 16
Week 9	Continue Requirements F, G, H to minimum of 100 hours. Completion of Requirement K. Assignments may be submitted electronically.	At least by July 23
Week 10	Completion of Requirements L, M, N, O. P. Submission of Work Experience Notebook	At least by July 30

Assignments for each week can be delivered electronically through e-mail attachments if the instructor upon receipt can print them out: whitebj@auburn.edu

Note: Viruses or other maladies may prevent your e-mail attachment from being received by Auburn University's system. Check with the instructor to be certain your assignments are received.

If mailed or hand delivered, please send to:

Dr. Bonnie White, Curriculum and Teaching, 5040 Haley Center, Auburn University, AL 36849.

All assignments may be completed and submitted prior to the assignment due date. See directions above for submitting assignments.

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REQUEST FOR PLACEMENT APPROVAL

Name _____ Date _____

Address (local) _____

_____ Phone _____

Address (permanent) _____

_____ Phone _____

Name of Firm _____

Address _____

_____ Phone _____

Supervisor _____

Title _____

No. of
Hours: Daily _____ Weekly _____ Total _____

Daily work schedule _____

Attach a detailed job description with routine duties specified. Please have employer sign.

Student's signature _____ Date _____

Employer's signature _____ Date _____

Instructor's signature _____ Date _____

(Attachment A)

DAILY ACTIVITY LOG

Intern: _____ Date _____

Employer: _____

	HOURS:	ACTIVITIES:
Monday:		
Tuesday:		
Wednesday:		
Thursday:		
Friday:		
Saturday:		

**Total Week's
Hours:** _____

(Attachment B)

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VERIFICATION OF TOTAL WORK EXPERIENCE

Intern: _____ Date: _____

Employer: _____

Employer's address: _____

Interns should complete the form below specifying work experience, duties, date, and hours. Have superior sign in order to receive credit for the work experience.

WEEK'S DATES:	WEEK'S TOTAL HOURS:	DESCRIPTION OF DUTIES:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Work Experience
Hours: _____

Supervisor's signature _____

Name _____ Date _____

(Attachment C)

**CTCT 4940/4943 DIRECTED WORK EXPERIENCE
SUPERVISOR'S STUDENT-EMPLOYEE EVALUATION**

Evaluation of _____ (name of student-employee)

WORK PERFORMANCE RATING SCALE (To be completed by employer or immediate supervisor.)

Directions: Evaluate the student-employee by circling the appropriate number. The scale proceeds from a LOW of 1 to a HIGH OF 5. If an item does not apply, do not check it. If this job has special requirements not listed please add below.

PERSONAL QUALITIES:

- | | |
|----------------------------|-----------|
| 1. Appearance | 1 2 3 4 5 |
| 2. Stamina | 1 2 3 4 5 |
| 3. Standards of sanitation | 1 2 3 4 5 |
| 4. Emotional maturity | 1 2 3 4 5 |
| 5. Enthusiasm | 1 2 3 4 5 |
| 6. Intellectual curiosity | 1 2 3 4 5 |
| 7. Attitude toward job | 1 2 3 4 5 |

HUMAN RELATIONS:

- | | |
|--|-----------|
| 1. Relationships with employer or supervisor | 1 2 3 4 5 |
| 2. Relationships with fellow employees | 1 2 3 4 5 |
| 3. Relationships with public | 1 2 3 4 5 |
| 4. Ability to accept and follow directions | 1 2 3 4 5 |
| 5. Ability to accept criticism | 1 2 3 4 5 |
| 6. Ability to communicate | 1 2 3 4 5 |

WORK PERFORMANCE:

- | | |
|---|-----------|
| 1. Attendance & Punctuality | 1 2 3 4 5 |
| 2. Efficiency & Productivity | 1 2 3 4 5 |
| 3. Initiative | 1 2 3 4 5 |
| 4. Adaptability | 1 2 3 4 5 |
| 5. Dependability in completing assigned tasks | 1 2 3 4 5 |
| 6. Accuracy of performance | 1 2 3 4 5 |

WORK PERFORMANCE: (CONTINUED)

- | | |
|--|-----------|
| 7. Ability to develop & use work simplification techniques | 1 2 3 4 5 |
| 8. Improvement of skills | 1 2 3 4 5 |
| 9. Improvement of knowledge | 1 2 3 4 5 |
| 10. Gets good results (product) | 1 2 3 4 5 |
| 11. Creativity (if applicable) | 1 2 3 4 5 |

General Comments and Impressions:

Please discuss any outstanding qualities, weaknesses, or difficulties. Summarize the overall performance of the student-employee. (Use the back of sheet if necessary.)

RATING: Please check the category which best describes the student-employee's overall work performance. The check may be placed at any point of the scale.

1	2	3	4	5
Unsatisfactory	Marginal	Adequate	Good	Excellent

I (have, have not) discussed these ratings with this employee.

_____ Evaluator's Signature	_____ Position/Title	_____ Date
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(Attachment D)

CTCT 4940/4943 DIRECTED WORK EXPERIENCE

STUDENT EVALUATION*

Directions: *The student must complete this form upon finishing the work experience. A form for each work experience selected or completed must be on file to receive credit.

Student Name Address City

Employer's Name Firm Student's Job Title

Address of Firm City State Zip Code

Dates of Work Experience: From _____ to _____ No. Hrs. Completed _____

Student Summary Statements (self evaluation)

Evaluate your performance relative to the following qualities pertaining to job success. Use space on the back of this sheet if needed for additional comments. Circle the number, from a low of one (1) to a high of five (5).

	Low			High	
1. Personal qualities - relations punctuality, initiative	1	2	3	4	5
2. Employee supervisor relations - adaptability	1	2	3	4	5
3. Relations with fellow employees	1	2	3	4	5
4. Accuracy of work performance	1	2	3	4	5
5. Speed of technical skill - use appropriate work simplification skills	1	2	3	4	5
6. Professionalism	1	2	3	4	5
7. Level of learning from this experience	1	2	3	4	5

Comments:

Student Comments:

Instructor's Signature and Comments:

Date:

(Attachment E)