**CTCT 5060/6060/6066**

**Program Planning**

*Summer 2014*

Business/Marketing Education

College of Education

Instructor:

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M/W 12-2



**AUBURN UNIVERSITY SYLLABUS**

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| --- | --- |
| **Course Number:** | CTCT 5060/6060/6066 |
| **Course Title:** | Program Planning in Business Education |
| **Credit Hours:** | 3 semester hours (Lecture 3). Credit will not be allowed for both CTCT 5060 and CTCT 6060/6066. |
| **Prerequisites:** | Admission to Teacher Education |
| **Co requisites:** | None |

2. **Date Syllabus Prepared:** Summer 2014

1. **Texts:**

Wong, H., & Wong, R. (2009). *How to be an effective teacher: The first days of school.* Harry K. Wong Publications, Inc. ISBN **978-0-9764233-1-7.**

Radar, M. (2013). *Effective Methods of teaching business education.* National Business Education Association. ISBN 0-933964-78-1. \*This book can be ordered online at [www.nbea.org](https://cas.auburn.edu/owa/redir.aspx?C=9501507f3f7e4aafb1c769322a0774c3&URL=http%3a%2f%2fwww.nbea.org%2f) – it is yearbook No. 51.

Criteria for Admission to internship: <http://www.education.auburn.edu/edustudents/teacher_edu_info/admission_to_internship/masters.html>

State testing information: <http://www.education.auburn.edu/edustudents/teacher_edu_info/aectp_secondaryed_bus.html>

* Please see the following link for study material regarding the Praxis PLT: <http://www.education.auburn.edu/edustudents/teacher_edu_info/admission_to_internship/praxisii_test_support.html>

All students must complete pre-teaching prior to internship: <http://www.education.auburn.edu/edustudents/teacher_edu_info/admission_teacher_education/preteaching.html>

Internship Applications are due ONE YEAR in advance.

Plans of Study and Graduation Checks should be completed the semester before graduation.

Journals/resources within the areas of specialization and additional internet resources will be required, such as:

1. Alabama Department of Education – Career Tech - http://www.alcareertech.org/
2. Alabama Department of Education – http://www.alsde.edu
3. Courses of Study – CTE Career Clusters Pathways and Coursework– https://docs.alsde.edu/documents/54/3-CTE%20Clusters%20Pathways%20and%20Courses%20Pathway.pdf
4. 2008 Adopted Course of Study –content requirements https://docs.alsde.edu/documents/54/5-CTE%20Combined%20Courses.pdf
5. ALSDE Publications (BIC, FBLA, http://www.alsde.edu/html/sections/documents.asp?section=52&footer=sections
6. Career/Technical Education Equipment List and Facility Plans - http://www.alsde.edu/html/sections/section\_detail.asp?section=52&footer=sections
7. National Standards for specific content areas – <http://www.nbea.org>
   * 1. EDUCATEAlabama - <http://www.educatealabama.net/about.htm>
8. Other Relevant State Materials - http://www.alsde.edu/html/sections/documents.asp?section=52&footer=sections
9. Auburn University Internship Handbook -http://www.education.auburn.edu/files/students\_pes/Internship\_Handbook.pdf
10. Alabama Educator Code of Ethics - ftp://ftp.alsde.edu/documents/70/Alabama\_Educator\_Code\_of\_Ethics.pdf

**Supplies needed:**

Microsoft Office

Internet

**How to order your textbooks:**

Effective Methods of Teaching Business Education (#51)– go to [www.nbea.org](http://www.nbea.org).

University Bookstore

1. Go to www.aubookstore.com and order your book on-line by submitting the order form provided on that page. Your order may be charged to your Bursar bill or you may use your credit card.
2. Dial the toll free number to the AU Bookstore - 877-278-2337

J & M Bookstore

* 1. Go to www.jmbooks.com and use their online ordering system.
  2. Dial the toll free number 800-323-1405. J & M only accepts credit cards.

Anders Bookstore

1. Go to www.anders-bookstore.com and use their online ordering system.
2. Dial the toll free number 800-Anders-1.

**This course will require the use of Canvas**.

**4. Course Description:** Introduction to principles and practices involved in designing education lessons, units, and programs for business-related programs.

**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. 1. Demonstrate knowledge of the state Course of Study applicable to teaching field and how the Course of Study relates to other teaching fields**.** (290-3-3-.23-1.a.3)
2. 2. Design career/technical instruction which accommodates all student learning styles, needs, abilities, interests, and backgrounds. (290-3-3-.23.1.b.2)
3. 3. Develop lesson plans that include academic core concepts specific to career/technical education. Integrate mathematical and scientific concepts into coursework (290-3-3-.23.1.b.3)(290-3-3-.24-1.b.6)
4. 4. Develop lesson plans that include project-based learning, alternate assessments, and other teaching techniques applicable to career/technical programs. (290-3-3-.23.1.a.4)
5. 5. Use computer software applicable to area of specialization (290-3-3.24.1.b.5)
6. 6. Knowledge of the importance of parents and/or families as active partners in planning and supporting student learning. (290-3-3-.04(2)(c)4.(iv))
7. 7. Knowledge of Alabama’s state assessment requirements and processes. (290-3-3-.04(5)(c)3.(ii))

**6. Course Content:**

1. **1**. **Module 1 – Introduction/Foundations** (**290-3-3-.04(5)(c)3.(ii)) (290-3-3-.23-1.a.3) (290-3-3-.04(5)(c)5.(i))**
2. A. Course Introduction
3. B. Teacher Job Description
4. C. COE Conceptual Framework
5. F. Introduction to Course of Study
6. H. Alabama State Department of Education Website and Resources
7. **2.** **Module 2 – Preparation for Instruction (290-3-3-.23.1.b.2) (290-3-3-.23.1.b.3)(290-3-3-.24-1.b.6) (290-3-3-.23.1.a.4)** 
   1. A. Goals and Objectives
   2. B. Creating Interest
   3. C. Organizing Instruction
   4. D. Learning Styles
   5. E. Domain Teaching
   6. F. Diversity of Learners
   7. G. Integrating Core Academics
   8. H. Designing a Lesson Plan

**3**. **Module 3 – Instructional Models** (290-3-3.24.1.b.5) & **Evaluation and Assessment** (290-3-3-.04(2)(c)5.(i)); (290-3-3-.04(2)(c)5.(iii))

* 1. A. Methods of Teaching for Area of Specialization
  2. B. Presentation of Organized Instruction
  3. C. Instructional Strategies
  4. D. Instructional Methods
  5. E. Evaluation Activities
  6. F. Assessment
  7. G. Tools for Evaluation

1. **4**. **Module 4 – Lesson Plans**
   1. A. Objectives
   2. B. Lesson Plan Components (BIC specific)

**Final Examination July 21-25**

**7. Course Requirements/Evaluation:**

A. Participate in all class discussions and exercises.

B. Complete all reading assignments. Reading assignments may be tested.

C. Complete a Final exam.

D. Complete all class/lab assignments.

E. Complete interview questions for in-service teachers

F. Maintain an electronic resource notebook of all required printed resources. Course of Study, BIC, National Standards, Cluster/Pathways, etc.

**TENTATIVE Schedule**

|  |  |
| --- | --- |
| Week 1 – 5/19 | Class Introduction /Syllabus/PLT assignment/Interview question |
| Week 2 – 5/26 | No Class – Continue working on PLT assignment |
| Week 3 – 6/2 | Module 1 – Interview (Internship) |
| Week 4 – 6/9 | Module 2 |
| Week 5 – 6/16 | Module 3/Review Objectives – Interview – (1st year teacher) |
| Week 6 – 6/23 | No Class |
| Week 7 – 6/30 | Module 4 - Interview – (Coop, FBLA, Classroom Management) |
| Week 8 – 7/7 | No Class – continue working on Lesson Plans |
| Week 9 – 7/14 | Review Lesson Plans – Interview (Anything goes) |
| Week 10 – 7/21 | Final Exam |

The final grade for this course will be based on the following categories (Components will be weighted equally within categories):

|  |  |
| --- | --- |
| Class/Laboratory/Reading Assignments | 50% |
| Objective Assignment(s) and Lesson Plan Assignment(s) | 15% |
| Praxis PLT Presentation | 10% |
| Final Exam | 25% |
| Total 100% | 100% |

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 |
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**Note to Distance Learning Students:**

Distance Learning students will be responsible for locating a qualified proctor and completing all proctor forms BY THE FIRST WEEK OF CLASS. The following descriptions of a proctor are provided by the University:

**B:** “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. The proctor will manage the examination in a secure manner, requiring students to present a picture ID.”

There are two **Proctor Forms** that must be received by the first week of school (signed form and picture ids). Proctors will be verified. Proctor Forms can be found on Canvas’s class page. A GTA will be in contact with Distance students regarding proper proctor procedures.

8. **Class Policy Statements:**

1. University Policies will be followed in this class ([https://sites.auburn.edu/admin/universitypolicies/default.aspx](https://cas.auburn.edu/owa/redir.aspx?C=d112a881837c43d68bb32f2890a8b3c1&URL=https%3a%2f%2fsites.auburn.edu%2fadmin%2funiversitypolicies%2fdefault.aspx)). Students must attend all class meetings and participate in all classroom exercises. Should students need to be absent for any reasons, please contact the course instructor before missing that class meeting. Students are responsible for initiating arrangements for missed work due to excused absences. Make-up quizzes and exams will be given only for University-approved excuses as outlined in the. Arrangements to take the make-up a quiz or an exam must be made in advance. Students who miss a quiz or 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 cannot be made up under any circumstances.
2. [Student Policy eHandbook](https://cas.auburn.edu/owa/redir.aspx?C=07369a59c7584cb2ba6b743ce10e2a1e&URL=http%3a%2f%2fwww.auburn.edu%2fstudent_info%2fstudent_policies%2f) will be followed; the URL is [www.auburn.edu/studentpolicies](https://cas.auburn.edu/owa/redir.aspx?C=07369a59c7584cb2ba6b743ce10e2a1e&URL=http%3a%2f%2fwww.auburn.edu%2fstudentpolicies)
3. 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 alternate time can be arranged. To set up this meeting, please contact me by e-mail. If you have not established accommodations through the PSD office, but need accommodations, make an appointment with The Program for Students with Disabilities, 1228 Haley Center, 844-2096 (V/TT).
4. Honesty Code: The University Academic Honesty Code and Policies will be followed pertaining to Cheating will apply to this class.
5. Approved proctor necessary for closed resource exams.
6. 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
7. The instructor reserves the right to make changes to the syllabus, class requirements, and schedule.

**Justification for Graduate Credit:** CTCT 6060/6066 (Program Planning in Area of Specialization) is the graduate-level entry to teaching methods course for students enrolled in the 5th year teacher certification program. Students will learn how to develop lesson plans for teaching in secondary Career/Technical Education programs. Furthermore, students will analyze various teaching techniques used in instruction and defend the use of such teaching techniques in Career/Technical Education.