**AUBURN UNIVERSITY**

**SYLLABUS**

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| **INSTRUCTOR:** Dr. Leane B. Skinner  E-mail: [skinnal@auburn.edu](mailto:skinnal@auburn.edu)  Office: 0348 Haley Center Auburn University Voice: (334) 844-3823/  (334) 844-5779  Fax: (334) 844-3801 | ddLogoEmblem2  CTCT 5080/5083/6080/6086  Principles of Coordination  Credit Hours: 3 Semester Hours  Prerequisite: Departmental approval  Office Hours: By appointment |

**2.**  **Date Syllabus Prepared:** Summer 2018

1. **Texts and Supplies Needed:**

Alabama Work-Based Learning Manual. Alabama Department of Education/ Career and Technical Education. <https://www.alsde.edu/sec/cte/Pages/workbasedlearning-all.aspx>

**4.** **Course Description:**

Coordination, placement, and supervision of students in work experience programs; development of employability skills and habits in students.

**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. serve as a teacher-coordinator of work-based learning programs.

2. coordinate and integrate activities for effective work-based learning.

3. design and conduct effective work-based learning programs for students with special needs.

4. discuss the philosophy, goals and roles of work-based learning.

5. perform the basic tasks, duties, and responsibilities of a teacher-coordinator.

6. identify and define coordination and integration requirements.

7. determine specific coordination and integrating tasks required of teacher-coordinators and how these can be performed most effectively.

8. coordinate student and work-site recruitment and selection.

9. integrate student recruitment, selection and preparation for work and placement.

10. coordinate in-school and work-based learning.

11. integrate evaluations of student learning, performance, needs and potential.

12. assist students in selecting, securing, and maintaining employment, and understanding the principles and practices of establishing a business.

13. develop community and employer support to provide work training opportunities for students.

**6. Course Content:**

You have been hired by your school to serve as Cooperative Coordinator for 2018-2019. You will using the following resource: Alabama Work-Based Learning Manual, Internet, and BIC.

**7. Course Requirements/Evaluation:**

1. Complete all assignments and submit to Canvas by due date
2. Respond to all discussion topics and comment on two other student discussions

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

Assignments 90%

Discussions 10%

Total 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

**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.

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: See the Student Policy eBook - <http://www.auburn.edu/student_info/student_policies/>

All policies and guidelines 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