**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: Summer 2019

**Day/Time:** Class Hours: M-F

Lab Hours: na

**Instructor:** Christian Stanley

Graduate Assistant

Auburn University

Meredith Hall

Graduate Assistant

Auburn University

Office Address: Faculty Office: 5060 Haley

Contact Information: Phone: 812-677-2646

Email: cls0120@auburn.edu

Office Hours: By Appointment

3. Text and Major Resources:

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 co-curricular 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** |
| Week One | Introductions and Course Expectations | Syllabus |  |
| Week Two | Collegiate FFA Meeting |  | Create FFA Account Discussion 01 |
| Week Three | FFA Overview  4-H Overview  DECA  FBLA | 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)  [www.alabamaffa.org](http://www.alabamaffa.org)  [www.theaet.com](http://www.theaet.com) | Create AET Account  Discussion 02 |
| Week Four | FFA History Collegiate FFA Meeting | FFA Manual | Discussion 03  FFA History |
| Week Five | FFA Ceremonies  Fundraising | FFA Manual | Discussion 04 |
| Week Six | FFA Programs and Events | Online Resources | Discussion 05 |

**7. Assignments/Projects:**

1. Participate in all class discussions and exercises.
2. Complete all reading assignments.
3. Complete all quizzes and exams.
4. Prepare a State and American Degree Application
5. Complete a Proficiency Applications
6. Prepare CDE Prep Lessons
7. 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/Attendance | 10 | 100 |
|  | Total Points Available | 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. 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).”