**Auburn University**

**Syllabus**

1. Course Number: CTCT 8770/6

Course Title: Supervision of Instruction

Credit Hours: 3 semester hours

Prerequisites: Admission to graduate program

Corequisites: None

2. Term: SU 21 (Syllabus Prepared May 2021)

**Day/Time:** Class Hours: T

**Instructor:** Chris Clemons, Ph.D.

Assistant Professor

Office Address: Faculty Office: 5070 Haley

Contact Information: Office Phone: 334.844.4411

Email: [cac0132@auburn.edu](mailto:cac0132@auburn.edu)

Office Hours: Monday-Friday

3. Text and Major Resources:

Various articles, manuscripts, and videos will be provided through Canvas.

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

**4. Course Description:**

Theories and models to become effective supervisors of vocational and adult education programs; philosophies and styles of supervision used to improve schools, instruction, curriculum and personnel.

**5. Student Learning Outcomes:**

Upon completion of this course, students will be able to project themselves as **competent, committed, and reflective professionals** through their ability to:

1. Know and understand the basic principles of evaluation, evaluative models, supervision, and the associated processes.
2. Design career/technical supervision and evaluation models which accommodates all student learning styles, needs, abilities, interests, and backgrounds.
3. Demonstrate knowledge of principles and practices associated with applicable assessment of agriculture and other CTE programming.
4. Knowledge of the purposes, strengths, and limitations of formative and summative supervisory evaluation methods and philosophies.
5. Knowledge of measurement-related issues such as validity, reliability, norms, bias, scoring concerns, and ethical uses of evaluative observations. .
6. Knowledge of a range of professional learning opportunities, including job-embedded learning, district- and state-sponsored workshops, university offerings, and online and distance learning.
7. Knowledge of the principles of individual and organizational change and a commitment to assume personal responsibility for leading and supporting others in results-oriented changes.
8. Knowledge of appropriate professional behavior and dispositions expected of professionals as outlined in the Alabama Educator Code of Ethics.

**6. Course Content Outline:**

The overarching goal of this course is to introduce practitioners to the purpose(s), theories, philosophies, and pragmatic evaluation of adult learners/practitioners in agriscience education. Specifically, our instruction and discussions will be grounded by the prevalent theories and models to become effective supervisors of vocational and adult education programs.  As our course progresses, we will build on our foundation through the exploration of philosophies and styles of supervision used to improve schools, instruction, curriculum and personnel.

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| --- | --- | --- | --- |
| **Date/Module** | **Course Topic** | **Readings** | **Assignment** |
| 05-25-21 Mod 1 | Course Syllabus, Expectations, and Introduction to Supervising Practitioners in Professional Arenas. (Know and understand the basic principles of evaluation, evaluative models, supervision, and the associated processes) | Supervision 1  Supervision 2  Supervision 3 | Respond to Discussion Board Prompts |
| 06-01-21 Mod 2 | Design career/technical supervision and evaluation models which accommodates all, needs, abilities, interests, and backgrounds. | Video 1 | Respond to Discussion Board Prompts |
| 06-08-21 Mod 3 | Demonstrate knowledge of principles and practices associated with applicable assessment of agriculture and other CTE programming.  Knowledge of the purposes, strengths, and limitations of formative and summative supervisory evaluation methods and philosophies. | Supervision 4  Supervision 5 | Respond to Discussion Board Prompts  Research Paper 1 Due |
| 06-15-21 Mod 4 | Knowledge of measurement-related issues such as validity, reliability, norms, bias, scoring concerns, and ethical uses of evaluative observations. | Video 2 | Respond to Discussion Board Prompts |
| 06-22-21 Mod 5 | Knowledge of a range of professional learning opportunities, including job-embedded learning, district- and state-sponsored workshops, university offerings, and online and distance learning. Knowledge of the principles of individual and organizational change and a commitment to assume personal responsibility for leading and supporting others in results-oriented changes. | Supervision 6  Supervision 7 | Respond to Discussion Board Prompts |
| 06-29-21 Mod 6 | Knowledge of appropriate professional behavior and dispositions expected of professionals as outlined in the Alabama Educator Code of Ethics. | Case Studies in CTE Supervision | Research Paper 2 Due |

**7. Assignments/Projects:**

1. Participate in all class discussions and exercises.
2. Complete all reading assignments.
3. Complete two research manuscripts (topics TBD). Written assignments should be 5 pages, double space, APA 7.
4. Complete weekly readings and discussion posts.

**8. Rubrics and Grading Scale:**

|  |  |  |
| --- | --- | --- |
| **Graded Activity** | **Points for each activity** | **Total points available** |
| Discussions | 25 | 175 |
| Readings | 25 | 175 |
| Writing Assignments | 150 | 300 |
|  |  |  |
|  | Total Points Available | 625 |

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 |

**Class Policy Statements and Remote Instruction Congtengency:**

1. Course Expectations Related to Covid: **Face Coverings**: As a member of the Auburn University academic community you are required to follow all university guidelines for personal safety with face coverings, physical distancing, and sanitation if/while on campus.
2. You are required to wear your face coverings at all times. If you remove your face covering or are non-compliant with the university’s [policy on face coverings (Links to an external site.)](https://ocm.auburn.edu/news/coronavirus/updates/20200618-face-masks-required.php?ref=coronavirus), you will be instructed to leave the classroom and will be held to the protocols outlined in the [Auburn University Policy on Classroom Behavior (Links to an external site.)](https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyonClassroomBehavior.pdf). Any student who willfully refuses to wear a face covering and does not have a noted accommodation may be subject to disciplinary action.
3. **Physical Distancing**: Students should observe appropriate physical distancing and follow all classroom signage/avoid congregating around doorways before or after class. If the instructional space has designated entrance and exit doors, you should use them. **Students should exit the instructional space immediately after the end of instruction to help ensure social distancing and allow for the persons attending the next scheduled class session to enter.**

* **Course Attendance**: If you are quarantined or otherwise need to miss class because you have been advised that you may have been exposed to COVID-19, you will be expected to develop a plan to keep up with your coursework during any such absences.
* **Course Meeting Schedule**: This course might not have a traditional meeting schedule in Fall 2020. Be sure to pay attention to any updates to the course schedule as the information in this syllabus may have changed. Please discuss any questions you have with me.
* **Technology Requirements:**This course may require particular technologies to complete coursework. If you need access to additional technological support, please contact the AU Bookstore at [aubookstore@auburn.edu](mailto:aubookstore@auburn.edu).

Disruptive or concerning classroom behavior involving the failure to wear a face covering, as directed by Auburn University, represents a potential Code of Student Conduct violation and may be reported as a non-academic violation. Please consult the[Classroom Behavior Policy (Links to an external site.)](https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyonClassroomBehavior.pdf).

1. Health and Participation in Class: 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.

You are expected to complete your Healthcheck screener daily.

Your health and safety, and the health and safety of your peers, are my top priorities. If you are experiencing any symptoms of COVID-19, or if you discover that you have been in close contact with others who have symptoms or who have tested positive, you must follow the instructions on the Healthcheck app. My hope is that if you are feeling ill or if you have been exposed to someone with the virus, you will stay home to protect others.

Please do the following in the event of an illness or COVID-related absence:

* Notify me in advance of your absence, if possible
* Provide me with medical documentation, if possible
* Keep up with coursework as much as possible
* Participate in class activities and submit assignments remotely as much as possible
* Notify me if you require a modification to the deadline of an assignment or exam
* Finally, if remaining in a class and fulfilling the necessary requirements becomes impossible due to illness or other COVID-related issues, please let me know as soon as possible so we can discuss your options.

Students with questions about COVID-related illnesses should reach out to the COVID Resource Center at (334) 844-6000 or at [ahealthieru@auburn.edu](mailto:ahealthieru@auburn.edu).

1. **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/>).
2. **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).
3. **Disability Accommodations:** 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. To set up the meeting, please contact the instructor 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).
4. Honesty Code: 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.
5. Course contingency: Please be aware that the situation regarding COVID-19 is frequently changing, and the delivery mode of this course may adjust accordingly. In the event that the delivery method is altered, please be assured that the learning goals and outcomes of the course will not change; however, some aspects of the course will change in terms of the mode of delivery, participation, and testing methods. Those details will be shared via Canvas as soon as possible. Please be prepared for this contingency by ensuring that you have access to a computer and reliable Internet.
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