AUBURN UNIVERSITY

**SYLLABUS**

1. **Course Number:** CTCT 5940/6940/

**Course Title:** Work Experience in Information Technology

**Credit Hours:** 3 semester hours

**Prerequisites:** Departmental Approval

**Corequisites:** None

**Instructor:** Dr. Elisha C. Wohleb

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334-844-8724

2. **Date Syllabus Prepared:** May 2025

3. **Text/Software:**

**Cengage Unlimited:** Shelly Cashman Series® Microsoft® Office 365® & Outlook Comprehensive

Students are required to use journals within their area of specialization and the Internet to find articles relating to related work experience for teachers.

Microsoft Outlook: <https://auburn.service-now.com/it/?id=sc_cat_item&sys_id=b5412a56dbde72002fb0fba9bf96196e> (as an Auburn Student you can download Microsoft Office for FREE)!

**Industry Credential Access Codes – The costs for Access Codes for this course will be $120.95, which gives students access to industry credential vouchers. This fee does not provide access to MindTap.**

1. **Course Description:**

Supervised occupational work experience in specialization-related occupations with an emphasis on information technology tools utilized in industry.

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 and marketing environment (290-3-3-.25-1.c).

8. Explain terms associated with desktop publishing

9. Use desktop publishing software to design, format, and create a variety of documents typically found in a business setting in a timely fashion. (290-3-3-.25.1.b.3) (290-3-3-.25.1.b.7)

6. **Course Content and Schedule:**

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.)**

1. Secure a work experience placement and complete application form for approval by the university supervisor **PRIOR** to beginning the work experience. (Attachment A)
2. Prepare a detailed job description with routine duties specified.
3. Prepare an updated personal resume.
4. 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. Must be scanned (if applicable) and submitted electronically.
5. **Due Date: Submit via Canvas by 11:30 PM on Sunday, May 25, 2024.**

**DURING the work experience: (See assignment submission schedule No. 10.)**

1. Spend a minimum of 100 hours per semester in an approved occupation within the area of specialization.
2. Maintain a daily log of activities performed on the job. (Attachment B)
3. Communicate at least **WEEKLY** with the instructor. Submit the week’s daily log via Canvas by 11:30 each Sunday (Attachment B).
4. Prepare a Position Procedures Manual for the office where employed (**must submit electronically**):

* The following components comprise the **MINIMUM** procedures to be included in the manual:
  + **Cover and Index (Table of Contents)**
  + **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.
  + **Please note the above are “ideas” of what you could include.** Your position is individualistic and your position manual should represent what YOUR job entailed. Think of writing this manual for someone who was being hired to replace you. What do they need to know?

1. Complete a minimum of **THREE** **readings** from current periodicals and journals relating to required work experience for business education teacher and/or students. Web journals and other appropriate online 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 website 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)**

1. 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.
2. Have your supervisor verify your work hours and sign verification form. (Attachment C)
3. Have your employer or supervisor complete an evaluation of your work. (Attachment D)
4. Complete a self-evaluation of your work and your personal characteristics. (Attachment E)
5. Completed work experience portfolio should contain (**must submit electronically**):

Appropriate Cover and Index (Table of Contents)

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 Procedures Manual (See Requirement I above.)

Written report evaluating work experience (2-3 pages) (See Requirement K above.)

Reading summaries: Three article summaries and the full articles (See Requirement J.)

1. Due date for **RECEIVED** completed work experience portfolio:

By **Sunday, July 27, 2025**

Portfolio must be submitted electronically but make sure all forms with signatures are scanned so the signatures are visible.

Note: You may submit your Portfolio early if all assignments are completed.

**Throughout the Course:**

1. Weekly Outlook Assignments - All weekly assignments are due by Sunday at 11:30pm. Late assignments will not be accepted. We will be preparing for a certification exam. Gmetrix practice software will be used in addition to MindTap Assignments.

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

Requirements A, B, C, D, E completed by due dates 300 points

Requirements F, G, H completed by due dates 700 points

Requirements L, M, N completed by due dates 300 points

Written Assignments

Requirement I (Position Procedures Manual) 100 points

Requirement J (Journal article summaries) 300 points

Requirements K, O, P received by due dates 200 points

Publisher Assignments

Chapters 1-5 1000 points

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; 70-79% = C; 60-69% = D; and below 60% = F. However, **ALL** documentation has to be submitted in order for you to intern. This course satisfies part of your field experience hours required for internship and certification.

9. **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.
8. Writing Center:  The Miller Writing Center provides free support on any writing you are doing while at Auburn, whether for a course or not. Trained consultants are available to work with you as you plan, draft, and revise your writing. For students in distance courses and students temporarily away from Auburn’s campus, the Miller Writing Center offers synchronous online consultations. Please check the Miller Writing Center website ([www.auburn.edu/writingcenter](http://www.auburn.edu/writingcenter)) for instructions and information about scheduling online appointments. If you have questions about the Miller Writing Center, please email [writctr@auburn.edu](mailto:writctr@auburn.edu) or call 334-844-7475 M-F  7:45am-4:45pm

10. **Assignment Submission Schedule**

The completed assignments are to be submitted via Canvas according to the course schedule:

|  |  |  |
| --- | --- | --- |
| **COURSE**  **WEEK** | **COURSE CONTENT/ACTIVITY** | **Summer 2025**  **DUE DATES\*** |
| Week 1 | Completion of **Requirements** **A, B, C, D, E**.  (Assignments should be submitted via Canvas.)  Module 1 - Outlook | May 25 |
| Week 2 | Completion of **Requirements** **F, G, H** to minimum of 100 hours.  Module 2 – Outlook | June 1 |
| Week 3 | Completion of **Requirements** **F, G, H** to minimum of 100 hours.  Completion of **Requirement J (first article review)**.  Module 3 – Outlook | June 8 |
| Week 4 | Completion of **Requirements F, G, H** to minimum of 100 hours.  Module 4 – Outlook | June 15 |
| Week 5 | Completion of **Requirements F, G, H** to minimum of 100 hours.  Completion of **Requirement J (second article review)**.  Module 5 – Outlook | June 22 |
| Week 6 | Completion of **Requirements F, G, H** to minimum of 100 hours.  **Submit Requirement I (Position Procedures Manual)**  **Certification Exam** | June 29 |
| Week 7 | Completion of **Requirements F, G, H** to minimum of 100 hours.  Completion of **Requirement J (third article review)**. | July 6 |
| Week 8 | Completion of **Requirements F, G, H** to minimum of 100 hours.  Completion of **Requirement K**. | July 13 |
| Week 9 | Completion of **Requirements** **L, M, N, O, P**.  (Assignments should be submitted via Canvas.)  Submission of **Work Experience Portfolio**. | **July 27** |

**\*All work may be submitted early.**

**\*\* No late work accepted.**

Assignments for each week should be scanned (if applicable—for example if it contains signatures) and submitted via Canvas by 11:30 PM on the assigned due date. The Work Experience Portfolio should be submitted electronically and RECEIVED by Sunday, July 27, 2025.