**CTCT 7750**

**Administration of Career and Technical Education**

*Summer 2025*

Business/Marketing Education

College of Education

Professor:

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**AUBURN UNIVERSITY SYLLABUS**

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| --- | --- |
| **Course Number:** | CTCT 7750 |
| **Course Title:** | Administration of Career and Technical Education |
| **Credit Hours:** | 3 semester hours  |
| **Prerequisites:**  | None |
| **Co requisites:** | None |

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

1. **Required Material:**

Griffin, R., & Phillips, J. (2024). *Organizational Behavior: Managing People and Organizations.* Cengage. Boston, MA. ISBN 978-0-357-89908-3

Microsoft Office

Internet

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

**4. Course Description:** Introduction to concepts, theories and practices related to administration, organizational behavior, and leadership in secondary and post-secondary vocational education 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:

* **Discuss the role of organizational behavior in managing for effectiveness, including the role of research in organizational behavior.**
* **Discuss the emergence of globalization and cross-cultural differences and similarities.**
* **Describe different learning styles that influence how people process information and that affect behavior in organizations.**
* **Describe basic perceptual processes and how perception affects fairness, justice, and trust in organizations.**
* **Characterize the nature of motivation, including its importance and basic historical perspectives.**
* **Discuss the broad perspectives on goal setting, specifically including the goal-setting theory of motivation.**
* **Discuss the stages of group and team development, other team performance factors, and the implementation process in the context of creating new teams.**
* **Summarize the nature of decision making and problem solving, including the ways in which the two differ from one another.**
* **Describe the communication process, including the barriers to effective communication and how to effectively manage them.**
* **Describe the nature of conflict, including the conflict escalation process, and how conflict can be de-escalated.**

**6. Course Content:**

**TENTATIVE Schedule**

|  |  |
| --- | --- |
| Week 1 – 5/19 | Class Introduction /Syllabus/Get Access Textbook/Chapter 1 |
| Week 2 – 5/26 | Chapter 2 & 3 / Discussion |
| Week 3 – 6/2 | Chapter 4 & 5 / Discussion |
| Week 4 – 6/9 | Chapter 8 & 9 / Discussion |
| Week 5 – 6/16 | Chapter 10 & 11 / Discussion |
| Week 6 – 6/23 | Chapter 12 & 13 / Discussion |
| Week 7 – 6/30 | Chapter 14 & 15 / Discussion |
| Week 8 – 7/7 | Video 1 / Lesson: The new CTE Administrator |
| Week 9 – 7/14 | Lesson: Professional Development Planning for AdministratorsLesson: Business & Community Partnerships |
| Week 10 & 11 – DUE 8/1 | Programming Components for CTE Administrators |

**7. Course Requirements/Evaluation:**

A. Participate in all class discussions and assignments.

B. Complete all reading assignments.

C. Complete a Final Lesson Project.

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

|  |  |
| --- | --- |
| Weekly Assignments  | 60%  |
| Weekly Discussion | 25%  |
| Final Exam | 15%  |
| 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  |

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.
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 or call 334-844-7475 M-F  7:45am-4:45pm