

Experiential Learning Course Proposal Cover Sheet
(use this form if your program is seeking approval for a whole course to count as an ELR)

Program/Department/School Submitting Proposal CTTE/TLC Date Submitted 9-15-11

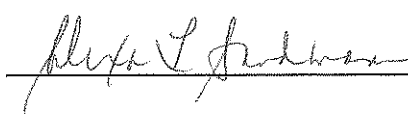
Contact Person P.J. O'Connor E-mail poconnor@kent.edu Phone 2-0689

Course Number/Title CTTE 46002 In-Service Teaching Number of Credits 3

Check one:

☒ New Proposal ☐ Resubmission with Revision; Date of Original Submission _____

Select Appropriate Experiential Learning Category/Categories: Practical Experiences

Chair/Director Signature  Date 9/28/11

Date Approved by College Curriculum Committee _____

Dean Signature: _____ Date _____

For URCC use only

Date Received by URCC _____

Decision: Approved _____ (Date) ☐
 Withdrawn by Submitter _____ (Date)
 Minor Revision – Resubmit _____ (Date)
 Major Revision – Resubmit _____ (Date)
 Denied _____ (Date)

Course-Based Experiential Learning Requirement Form
(use this form if your program is seeking approval for a whole course as an ELR)

Please consult the Experiential Learning Guidelines as you respond to each item on this form.

Course Subject/Number/Title: CTTE 46002 In-Service Teaching
Credit Hours: 3

Prerequisite(s): None

Please attach a master syllabus for this course, and submit a course catalog update workflow.

The course objectives section of the syllabus must include the goals of the experiential learning component.

1. Describe how the course provides opportunities for students to:

- Connect ideas, concepts, and skills developed at the university with their applications to new and different contexts;
- Demonstrate how this experience has broadened their understanding of the discipline, the world, or themselves as learners; and
- Reflect on the meaning of the experience for their current and future learning.

Students take content from course in curriculum design, instructional strategies, classroom management and other teacher education topics and practice them with an experienced mentor in a real classroom setting. Students reflect on their practice and modify as needed.

2. Explain how the three learning outcomes will be assessed:

- Connect ideas, concepts, and skills developed at the university with their applications to new and different contexts;
- Demonstrate how this experience has broadened their understanding of the discipline, the world, or themselves as learners; and
- Reflect on the meaning of the experience for their current and future learning.

Students often teach a number of subjects during student teaching with learners at various levels. They must apply and adapt their teaching. Students also receive extensive feedback on their practice from university supervisors and on-site mentors

3. In what ways will your unit communicate expectations described in this proposal to faculty who will be teaching this course? In what ways will your unit maintain standards across multiple sections and over time as instructors change?

All faculty who teach this course meet prior to each semester to review any changes or updates. Faculty also meet periodically during the term to communicate expectations and experiences.

URCC Use Only

Date Received by URCC _____ Date Approved by EPC _____

Date Approved by URCC _____ Date Removed as ELR _____

Kent State University
Fall 2011 Semester
In-Service Teaching - Career and Technical Education

CTTE 46002 - 001, 002, 003 CRN 21247, 31672 and 31676
CTTE 56002 - 001, 002 CRN 21455, 31673 (see a different syllabus)

School of Teaching, Learning and Curriculum Studies

412 White Hall (main office)

(330) 672-2656 Office phone

Web Address: www.kent.edu/ehhs/ctte

Instructors: Al Henderson
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Cell: (330) 322-8052

Kathy Lower
Email: klower1@kent.edu
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Davison Mupinga
Email: dmupinga@kent.edu
Phone: (330) 672-0676 (office)
Cell: (812) 239-6098

COURSE DESCRIPTION

This course provides an overview of/and practice in the concepts necessary to plan, organize and implement meaningful instruction in the laboratory and related classroom.

COURSE OBJECTIVES:

1. Develop knowledge and skills in methods and techniques for career and technical education instruction
2. Develop strategies for shop/lab management
3. Develop cooperative learning strategies
4. Develop and use a program chart for recording lab competencies
5. Develop strategies for utilizing formative evaluation
6. Develop an individualized learning packet/module
7. Develop related and lab lesson plans
8. Develop public relations strategies
9. Develop a list of competencies for the program

TEXT REQUIRED: No Text

Regarding Students with Disabilities (Revised 6/01/07)

University policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Accessibility Services (contact 330-672-3391 or visit www.kent.edu/sas <<http://www.registrars.kent.edu/disability/>> for more information on registration procedures).

COURSE EVALUATIONS:

Evaluation will consist of 3 on-site teacher observation	Total 300 points
Nine assignments	Total 375 points
	Total 675 points

ASSIGNMENTS:

Students will be required to complete ALL assignments this semester. In addition, students will participate in THREE online discussions (for online sessions), and share instructional tips. **During each Saturday seminar day there will be time to share instructional tips to help make your job easier so you 'work smarter not harder'. Students are expected to share at least 2 tips to be used when teaching CTE** (for example: games, worksheets, template letters, discipline tricks, Lab. Management, etc.)

ASSIGNMENTS	Points
1. Class Schedule & Administrators	20
2. Time Management & Communication	50
3. Advisory Committees	40
4. Program Newsletter	50
5. Career and Technical Student Organizations	40
6. Professionalism	50
7. Participation & Attendance	30
8. Online discussions	75
9. Instructional Tips	20
<hr/>	
Total	375

**There will additional assignments for Late Hires.*

OBSERVATION EVALUATION STANDARDS:

Each observation will be graded in THREE observation categories, and one written category. On each observation visit, you will be graded on the following: See the attached In-service **Observation Grading Checklist**

Standards

A. Classroom Atmosphere	15 points
B. Instruction	27 points
C. Classroom management	24 points
D. Personal characteristics	34 points
Total	100 pts. x 3 = 300 points

Note: A 5% penalty will be assessed for each unexcused absence

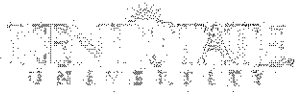
GRADING SCALE:

The following grading scale will be used to determine the final grade (**Assignments & Observations**) for the course.

94-100 = A	77-79 = C+	Below 65 = F
90-93 = A-	74-76 = C	
87-89 = B+	70-73 = C-	
84-86 = B	67-69 = D+	
80-83 = B-	65-66 = D	

Fall 2011 Course Calendar
Room 107 White Hall
Time: 9:00-12:00

Date	Lecture Topic	Assignment Due
SEPT. 10	Overview of In-Service Teaching (O'Connor/Mupinga)	
9:00-9:30	Observation Procedures, Online Sessions Mentoring Process & Advising (107WTH)	Assignment #1 due
9:30—11:00	Time Management & Communication (Henderson) Assign #2: Time Management & Communication (107WTH)	
11:00-12:00	Group Discussions (Henderson 107; Lower 108WTH)	
ONLINE (Sept. 24)	Advisory Committees (Mupinga) Assign #3: Advisory Committees	Online Discussion #1 Assign #2 due
OCT. 8		
9:00-10:15	Marketing CTE Programs (Henderson) Assign#4: Program Newsletter (107WTH)	Assign #3 due
10:15-12:00	Lab Management (12hrs & New Hires) (107WTH) Group Discussion (Henderson 109 WTH)	
ONLINE (Oct. 22)	Career & Technical Student Organization (DM) Assign#5: CTSO	Online Discussion #2 Assign#4 due
NOV. 5		
9:00-9:30	Academic Advising Overview of Blackboard Learn (Mupinga) (107WTH)	
9:30—11:00	Professionalism/Ethics (Lower)(107WTH; Mupinga 101WTH) Course Evaluations Assign #6: Professionalism	Assign#5 due
11:00-12:00	Group Discussions (Lower 109WTH)	
ONLINE (Nov 19)	Bullying/Mentoring (Mupinga)	Online Discussion #3 Assign #6 due



Name: Susan M Augustine

Submission Date: 9/15/2011



Organization: Vacca Office of Student Services

Course Catalog Update

<< Return to Search Results

Course Catalog Update Information:**STU0004**

Reference Number: CCU000544

Date: 30-NOV-09

Level: 3.00 of 2.00

Currently On The Worklist Of: Joanne Arhar, jarhar

Owner: Office of Curriculum Services, 330-672-8558 or 330-672-8559, curriculum@kent.edu

Basic Course Data

Change type: Revise

Faculty member submitting this proposal: o'connor

Requested Effective Term: 201080

Campus: Kent

College: EH-Education, Health and Human Services

Department: TLC-Teaching Learning and Curriculum Studies

Course Subject: CTTE-Career and Technical Teacher Education

New Course Subject:

Course Number: 46002

New Course Number:

Course Title: IN-SERVICE TEACHING

Title Abbreviation: INSERVICE TEACHING

Slash Course and Cross-list Information: CTTE46002+CTTE56002

Credit Hours

Minimum Credit/Maximum Credit: 3 to 3

Contact Hours: Lecture - Minimum Hours/Maximum Hours: 30 or 30

Contact Hours: Lab - Minimum Hours/Maximum Hours: 15 or 15

Contact Hours: Other - Minimum Hours/Maximum Hours:

Attributes

Is this course part of the LER, WIC or Diversity requirements: No

If yes, course attributes: 1. 2. 3.

Can this course be repeated for credit: No Repeat

Course Limit:

OR Maximum Hours:

Course Level: Undergraduate

Grade Rule: B-Standard letter

Rationale for an IP grade request for this course (if applicable):

Schedule Type(s): 1. LEC-Lecture 2. 3.

Credit by Exam: N-Credit by exam-not approved

Prerequisites & Descriptions**Current Prerequisite/Corequisite/Catalog Description:** Overview of teaching process in career technical teacher education. Emphasizes techniques of skill development and assessment; includes organizing for instruction, individual behavior, organizational relationships and application steps. Prerequisite: None.**Catalog Description (edited):****Prerequisites (edited):****Corequisites (edited):**

Registration is by special approval only: No

Content Information**Content Outline:**

Content Hours per Course Topic	Topic Description
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3	Organization of Instruction - Orientation
3	Skill development - design and implement of competency plans
3	Implement strategies to identify individual behaviors and differences
3	Organizational relationships within the school
3	Teaching the application steps
2	Write lesson plans to correlate to occupational analysis
3	lab safety - implement safety program
4	Behavioral objectives evaluate and correlate
2	Evaluate the student - progress reports
2	Initiate student organization to state division plans
2	Integrating professional practice with teaching and licensure standards
3	Portfolio development
3	Shop management - design, implement and evaluate
3	Licensure preparation
3	Conduct and teach Career Technical student organization
3	Design and evaluate course duty and task list

Display/Hide Delimited Course Outline

Total Contact Hours: 45

Textbook(s) used in this course: none

Writing Expectations: Students prepare instructional reports and assignments including lesson plans, assessment tools and planning documents.

Instructor(s) expected to teach: o'connor, richmond, henderson

Instructor(s) contributing to content: o'connor

Proposal Summary

Explain the purpose for this proposal:

Class needs to move from 2 to 3 credit hours to provide additional competencies needed to meet licensure standards. Three hour classes are also easier to fit into student and teacher schedules.

Explain how this proposal affects program requirements and students in your unit:

na

Explain how this proposal affects courses, program requirements and student in other units:

na

Explain how this proposal affects enrollment and staffing:

will be easier to assign faculty load credit

Units consulted (other departments, programs or campuses affected by the proposal):

none

Revisions made to form (if applicable):

- | | |
|--|--|
| <input checked="" type="checkbox"/> Course Content | <input type="checkbox"/> Number |
| <input type="checkbox"/> Credit by Exam | <input type="checkbox"/> Prerequisites |
| <input checked="" type="checkbox"/> Credit Hours | <input type="checkbox"/> Schedule Type |
| <input type="checkbox"/> Cross-Listed / Slash | <input type="checkbox"/> Subject |

<input type="checkbox"/> Description	<input type="checkbox"/> Title
<input type="checkbox"/> Diversity	<input type="checkbox"/> Title Abbreviation
<input type="checkbox"/> Grade Rule	<input type="checkbox"/> Writing-Intensive (WIC)
<input type="checkbox"/> Liberal Education Requirement (LER)	<input type="checkbox"/> Other

Curriculum Services Information:	
Approved by EPC: 25-Jan-10	Curriculum Bulletin: 186
Cross-list Banner Code: CLW	OBR Course Level: 3
OBR Program Code: 40	OBR Subsidy Code: 07
CIP Code: 131399	Term Start:
	Term End:

Comments (500 Character Maximum):

NOTE: Please do not use the following restricted characters: (~ * / \ --)

Comments:

Date	User	Comment
2/1/2010	Lisa N Delaney	Per Pat O'Connor course number remains the same. Advised of potential problems with Banner if number did not change. Since In-Service II is being inactivated (46003 and 56003) course is to drop the I after the title to become In-Service Teaching.

History:

Date	User	Status
2/1/2010	Lisa N Delaney	Completed
12/21/2009	Hilda A Pettit	Approved
12/2/2009	Alexa L Sandmann	Approved
11/30/2009	Patrick J O'Connor	Submitted