INED 4364
Methods of Teaching Industrial Subjects
Fall 2017

Professor Name: Bart Taylor, M. Ed.

Office Hours: by appointment

E-mail address: stdbxt17@shsu.edu

Class Meeting: Online

Office:

Telephone: 979-492-8872

Room: Online

Required Textbooks/Resources
Handouts and lectures as provided throughout the course

Course Description
This course is designed to provide the potential industrial arts teacher with an insight into the philosophy, objectives, course content, organization, special methods of instruction, evaluation, administration safety, record keeping, and innovations of industrial arts in the public school system.

Course Structure
This course will be delivered online. The content will be online through the course management system BlackboardTM. You will use your SHSU account to login to the course from the Blackboard login page (http://shsu.blackboard.edu). In Blackboard, you will access online lessons, course materials, and resources. At designated times throughout the semester, we will participate in a blend of self-paced and instructor-paced activities using Backboard and additional internet-based technologies. These will include electronic videos, supplemental readings/viewings, eQuizzes, and eExams.

Student Responsibilities
In addition to turning in discussions, projects, and assignments by the date specified, students enrolled in INED 4364 are expected to:
  (1) Be prepared for all classes. Read all specified readings by the date indicated in the online course module. Complete all tasks by due date – they will close and be no longer available after the due date. Please do not procrastinate. Technology is **NOT** an excuse unless the campus server has an issue that prevents you from submitting your work. You will need to contact the help desk for a ticket number to submit for consideration. Make sure you are on a stable connection when submitting work!
  (2) Attend all classes; you are not allowed to miss any of the scheduled face to face class meetings, as there will only be three. Any unexcused absence will result in one drop in letter grade per absence.
  (3) Participate in discussions and activities both in class and on-line. Exhibit professional behavior at all times with instructor, classmates, and guests.
  (4) Cell phones must be turned off when you enter class. Texting, Facebook, Twitter, and other uses of the cell phone are not permitted during class.
  (5) As with all things in education and life – this syllabus is subject to change – therefore, I reserve the right to make changes to the schedule if need be. You will be notified in writing on Blackboard if it is necessary to change the syllabus. (Example: A hurricane - and classes need to be cancelled.)

Technical Requirements
You must have access to a personal computer or a computer in which you have administrative rights so that you may install necessary plugins as the need arises (Java, Applet, etc.). See the Technical Requirements website,
http://online.shsu.edu/campus/support-desk/index.html#system-requirements, for full recommendations on system and browser requirements.

- Internet connection (DSL, LAN, or cable connection is desirable to provide uploads of 1 mbps and downloads of 2 mbps)
- Preferred web browser: Mozilla Firefox 13+ or higher
- An active SHSU Student Username and Password
- Webcam and headset (headphone/microphone combo) – Using headphones will eliminate the echoing effect of the microphone during live chat or recording videos.

Technical Assistance
The team at SHSU Online provides technical support for Blackboard through a variety of methods.
Website: Technical Support, http://online.shsu.edu/campus/support-desk
Phone: 936-294-2780 or toll free 1-877-759-2232
Email: blackboard@shsu.edu or you can chat with a technician while inside your
Blackboard course. Below are some helpful resources if you wish to explore on your own.

- New students should start with the Online Student Orientation
  http://distance.shsu.edu/current-students/orientation.html
- A list of other helpful services can be found on the Student Resources page
  http://distance.shsu.edu/current-students/resources.html
- Blackboard LearnTM provides a variety of video tutorials at Student Videos
  https://help.blackboard.com/en-us/Learn/Reference/Blackboard_Learn_Videos/Student_Videos

Course Objectives:
Students involved in this course will be expected to achieve the following objectives:
1. Discuss the objectives, outcomes, and goals of Industrial Technology.
2. Demonstrate and utilize ten methods of teaching that can be used in Technology Education.
3. Discuss the characteristics of an effective teacher.
4. Write unit, weekly, and daily lesson plans appropriate to the subject and grade level.
5. Develop various assessment methods and strategies in Technology Education.

Essential Elements:
a) Students shall have opportunities to:
b) Understand the value of educational "field trips."
c) Conduct a group discussion, panel discussion, and/or symposium.
d) Demonstrate "brainstorming," "buzz group," and question techniques.
e) Direct students in instructing other students.
f) Demonstrate knowledge of simulation techniques.
g) Understand how to direct student study.
h) Understand how to direct student laboratory experience.
i) Understand how to direct students in applying problem-solving techniques.
j) Understand oral questioning techniques.
k) Understand methods utilized to provide instruction for students with special needs.

l) Understand the methods used to demonstrate programmed instruction.

m) Understand how to assess student performance: Knowledge, attitude, and skill.

n) Understand various methods utilized to determine student grades.

o) Understand the self-evaluation process.

p) Teach a practice lesson before class peers utilizing the five-stage lesson plan including the following elements: Question and answer, discussion, demonstration and audiovisuals.

q) Understand how to provide instruction so that students can progress at own rate of speed.

r) Demonstrate an ability to use test to evaluate student achievement.

s) Understand how to construct and administer student evaluation instruments, including: Written test, oral tests, and performance test.

t) Understand computer-assisted instructions.

Required Assignments and Grading:

Please make an appointment to discuss the results of any assignment, class activity, or course concern in the privacy of my office. I do not give extra bonus points, round up, or give extra credit assignments for this course. *I do not accept late work under any circumstances*. Work not submitted on time will result in a grade of zero for that particular assignment. Technology issues are not an excuse for late work.

Your grade for this course will be determined by your involvement and work products as a result of the following activities:

1. Letter to a Teacher   50 points
2. The Lesson Plan Module   150 points
3. The Lesson Plan Activity Module   150 points
4. Assessment Module   100 points
5. Online Assignments & Discussions   50 points
                                         Total   500 Points

Final Grade (Based on a total of 700 possible points)
> **A= 450 – 500 points   D= 300 – 349 points**
> **B= 400 – 449 points   F= 000 – 299 points**
> **C= 350 – 399 points**

Unless otherwise stated, all submitted work is to be on double-spaced typed pages. The pages are to be in Times Roman 12 pt. font in black ink only with 1" margins.

Rubrics will be posted on Blackboard for all assignments

Technical Issues:
Students are responsible for ensuring that they have and can use the computer technology needed for this course. The instructor is not responsible for technical problems; each student must take care of his/her computer problems through the sources available. If assignments come in past the deadline, the grade will be adjusted accordingly. **Technical Problems are NOT an excuse for missing assignments. It is your responsibility to get them in by the deadline any way you can. Open access labs are found throughout the campus.**

Important Note: Although this is a 3 credit hour course, and is scheduled to meet face to face, this course will primarily be taught online. Attendance in the 3-4 scheduled meetings is mandatory. Students should make sure to schedule sufficient time to complete all out of class assignments.

*** Course syllabus is subject to change at the discretion of the professor***

TENTATIVE COURSE OUTLINE

Modules and Assignments			
Day	**Readings**	**In Class Topic(s)**	**Assignment(s) Due**
Module 1 Introductions	As assigned on Blackboard	<u>Introductions</u> A. Introductions (Students and Instructor) B. Introduction to Course Course Objectives and Outline Course Requirements and Procedures	Introductory post and Module Discussions
Module 2 The Student and Teacher	As assigned on Blackboard	<u>Who is the Student?:</u> *Characteristics /definition of a student* <u>What the Teacher owes the student:</u> *Interest in teaching, Time, Patience, Individual instruction, Right to evaluate teachers, Prepared teacher* <u>What teachers owe the school:</u> *Loyalty, Full day's work, Time, Commitment, In-service education, Influence*	Module Discussions
Module 3 What makes a Teacher	As assigned on Blackboard	<u>Characteristics of teachers:</u> Poor teachers: *Orator, Golden voiced orator, Sitter, Con artist, Show-off, Bluff* Great Teacher: *Friendly, Creative, Interesting, Self-Confident, Enthusiastic, Ability to demonstrate skills, Humorous, Conference*	Teacher Reflection and Letter to a Teacher
Module 4 The Lesson	As assigned on Blackboard	<u>How students learn:</u> Use of sense, Retention in learning, Effect of instruction, Ready to learn, Repetition, Heredity/Environment, <u>Lesson Planning:</u> 1. Unit outlines 2. Lesson plans: Curriculum, Course, Project, Unit, Weekly, Daily <u>Writing objectives:</u> 1. Classification of objectives 2. Parts of objectives 3. Bloom's Taxonomy of objectives: cognitive learning: Knowledge,	TEKS Analysis Scope and Sequence Lesson Plan Lesson Objectives

		Comprehensive, Application, Analysis, Synthesis, Evaluation 4. Bloom's taxonomy of affective learning 5. Bloom's taxonomy of psychomotor learning	
Module 5 Methods of Teaching	As assigned on Blackboard	<u>Motivation in a lesson plan:</u> Methods of motivation, How to begin a lesson <u>Methods of Teaching:</u> Lecture, Demonstration, Combination lecture/demonstration, Collaborative learning/peer teaching, Team teaching, Debate, Large group/small group, Panel discussion/ forum panel, Self-pace discovery, Visual aids, computers, program learning	Lesson Activity and Presentation
Module 6	As assigned on Blackboard	<u>Assessments:</u> Characteristics of a good test: Valid, Reliable, Comprehensive, Easy to take/score Subjective test: Essay, Short Answer, Listing Objective: True/false- three types, Matching, Multiple choice, Pictorial <u>Teacher Evaluation by Administration</u>	Lesson Assessments and Peer Evaluation

All dates, topics, and assignments are subject to change with notice from Mr. Taylor

STANDARDS MATRIX:

Objectives/Learning Outcomes	Activities (* indicates field-based activity)	Performance Assessment	Standards: State Standards *Specialty Organization Standards (ITEA)*
The student will be able to discuss the objectives, outcomes, and goals of Industrial Technology.	Lecture Hand-Outs Class Discussion	Written Assignments Exams	7.19k, 7.21s, 7.22s
Student will be able to demonstrate and utilize ten methods of teaching that can be used in Technology Education.	Lecture Hand-Outs Class Discussion	Written Assignments Exams	7.20k, 7.21s, 7.23s, 7.24s, 7.26s
Student will be able to discuss the characteristics of an effective teacher.	Lecture Hand-Outs Class Discussion Visual Aids	Written Assignments Exams	7.20k, 7.23s, 7.26s, 7.30s
Students will be able to write unit, weekly, and daily lesson plans appropriate to the subject and grade level.	Lecture Hand-Outs Class Discussion	Written Assignments Exams	7.19k, 7.20k, 7.21k, 7.21s, 7.23s, 7.24s, 7.26s
Students will be able to develop various assessment methods and strategies in Technology Education.	Lecture Class Discussion Handouts Visual Aids	Written Assignments Exams	7.21k, 7.20k, 7.26s, 7.27s, 7.28s
Student will develop Lessons and activities.	Lecture Class Discussion Handouts Visual Aids	Written Assignments Exams	6.46k, 6.47k, 6.51k, 6.52k, 6.45s, 6.53s, 6.54s

Web address for state standards: http://www.sbec.state.tx.us

Statement on Plagiarism

The handouts used in this course are copyrighted. By "handouts" I mean all materials generated for this class, which include but are not limited to syllabi, quizzes, exams, lab problems, in-class materials, review sheets, and additional problem sets. Because these materials are copyrighted, you do not have the right to copy the handouts, unless I expressly grant permission. As commonly defined, plagiarism consists of passing off as one's own the ideas, words, writings, etc., which belong to another. In accordance with this definition, you are committing plagiarism if you copy the work of another person and turn it in as your own, even if you should have the permission of that person. Plagiarism is one of the worst academic sins, for the plagiarist destroys the trust among colleagues without which research cannot be safely communicated.

Attendance Policy

Department attendance policy will be strictly enforced. Attendance is taken each day.
Department of Agricultural Sciences Attendance Policy
1. Regular and punctual attendance is expected of each student in the Department of Agricultural Sciences at Sam Houston State University.
2. Each faculty member will keep a written record of student attendance.
3. If a student misses four or more classes, the student's grade will be reduced by one letter grade. Additional penalties may be assessed at the discretion of the instructor.
4. Three unexcused or unjustified tardiness or early departures are considered as one absence.
5. Excused absences must be documented by the student with a letter of confirmation from the sponsoring student organization, professor or doctor. Exemptions will include participation in departmental activities when prior approval is attained from the Department Chair.
6. No exams or assignments will be given at alternative times unless arrangements are made with the professor/instructor before the scheduled activity occurs.

Social media policy

When students choose to join or engage with social networking groups, they do so as future educators and as such assume the responsibility for monitoring content and addressing inappropriate behavior or activity on these networks. This includes acting to protect the safety of minors online, peers, and district personnel. Any concerns should be immediately brought to the attention of any faculty member at SHSU.

Code of Conduct

As a member of a community dedicated to learning, inquiry, and creation, the students, faculty, and administration of Sam Houston State University live by principles that require all members to be conscientious, respectful, and honest. Students should also understand that honest conduct reaches far beyond just academic honesty. You will find that your overall success in distance education courses can come from building a strong rapport with your classmates and instructor. This starts with demonstrating netiquette (online etiquette) by respecting others' opinions, perspectives, and values through all the course communication.

Required Policies at SHSU

The following are mandatory policies and procedures practiced by Sam Houston State University and can also be found at http://www.shsu.edu/syllabus

Academic Dishonesty

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

Treat the online assessment as you would a face to face exam. You may only use resources that your instructor specifically says are allowable. If there are none listed, then that means you must study and only use your own

knowledge gained. Specifically, this means no use of text material, web search, cell phone, assistance from a friend, etc. If, upon review of the video and audio, and a student is caught engaging in an academic dishonest activity they will be given a zero (0) on the eQuiz/eExam/assignment of the associated activity and subject to dismissal and/or F in the course and subject to disciplinary actions from the University.

Accusations of academic dishonesty, proceedings, and subsequent disciplinary actions are addressed in The Texas State University System, Board of Regents policy on Academic Honesty, Chapter VI, Subsection 5.3, "Academic Honesty" and in the University's Academic Policy Statement 810213.

Student Absences on Religious Holy Days Policy
Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examination, for the observance of a religious holy day, including travel for the purpose. Section 51.911(a)(2) defines a religious holy day as: "a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20…" A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University Policy 861001 provide the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe a religious holy day shall present to each instructor involved a written statement concerning the religious holy day. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed. This policy is fully addressed in Academic Policy Statement 861001.

Students with Disabilities Policy
It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance are expected to visit with the Services for Students with Disabilities office located in the Lee Drain North Annex and can be contacted by phone at 936-294-3412 (Voice), 936-294-3786 (TDD), or via email at disability@shsu.edu. They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Counseling Center and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Counseling Center. This policy is fully addressed in Academic Policy Statement 811006.