



Department of Engineering Technology

College of Science and Engineering Technology

SAM HOUSTON STATE UNIVERSITY

INED 4382

Work Based Learning

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 is an introductory course for teacher-coordinators of programs in trade and industrial and health occupation cooperative education. The course is also used for industrial majors in learning how to schedule and organize a cooperative program. It is designed to assist the coordinator in the organization and operation of cooperative education programs in the community. This course is designed to introduce basic laws, rules, and procedures relevant to teaching courses at the secondary school level in Texas that involve work-based learning. Because state and federal laws change frequently, it is also designed to teach instructors who are coordinating work-based learning experiences how to find current laws, rules, and guidelines related to work-based learning.

Course Structure

This course will be delivered online. The content will be online through the course management system Blackboard™. 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 Blackboard 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 Learn™ provides a variety of video tutorials at Student Videos
https://help.blackboard.com/en-us/Learn/Reference/Blackboard_Learn_Videos/Student_Videos

Course Objectives:

Unit 1: Understanding Work-Based Learning and its Terminology

The learner will demonstrate a basic knowledge of work-based learning (WBL) concepts and terminology, specifically those concepts and terms related to career preparation and practicum courses that are taught as part of career and technical education (CTE) programs in Texas schools. This section of the course will also introduce the duties and tasks that teachers assigned to career preparation and practicum courses are expected to perform during a typical school year.

Unit 2: Education Laws and Rules

The learner will demonstrate an understanding of general state and federal education laws and rules related to work-based learning.

Unit 3: Texas Education Agency Rules

The learner will demonstrate an understanding of Texas Education Agency (TEA) rules related to work-based learning, with an emphasis on Section V of the Student Attendance Accounting Handbook (SAAH)

and rules regarding career preparation and practicum courses. Learners will also gain an awareness of career and technical education funding and coding guidelines.

Unit 4: Local School Policies

The learner will demonstrate an awareness of which local school policies pertain to work-based learning, as well as an understanding of how those policies are typically applied.

Unit 5: Workplace Laws and Rules

The learner will demonstrate an awareness of workplace laws and policies that must be considered when overseeing student work-based learning experiences.

Unit 6: Training Stations for Work-based Learning

The learner will demonstrate a basic understanding of how to identify and select appropriate training stations for students' work-based learning experiences, specifically for students enrolled in career preparation or practicum courses.

Unit 7: Training Plans for Career Preparation and Practicum Students

The learner will demonstrate a basic understanding of the correct way to complete typical training plans for career preparation and practicum courses.

Unit 8: Recordkeeping and Documentation for WBL

The learner will demonstrate a basic understanding of required and recommended records that should be kept when coordinating work-based learning experiences, with an emphasis on those records career preparation or practicum teachers must produce and maintain.

Unit 9: Timeline for Implementing WBL Program

The learner will demonstrate an understanding of the critical tasks and typical timeline for implementing work-based learning in career preparation and practicum courses.

Unit 10: Classroom Tips for WBL

The learner will demonstrate an understanding of recommended practices for implementing the classroom component of work-based learning.

Unit 11: Career Cluster-specific Considerations

The learner will demonstrate an awareness of cluster-specific considerations for practicum courses and other work-based learning experiences.

Unit 12: Beyond WBL Experience and Graduation

The learner will demonstrate a basic understanding of topics and activities that can be incorporated into work-based learning experiences to better prepare students for post-secondary education and entry into their chosen careers.

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. Unit Quizzes	300 points
2. Mid Term	100 points
3. Final	100 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.**

Tentative Calendar – Fall 2017

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	As assigned on Blackboard	Unit 1: Understanding Work-Based Learning and its Terminology	Unit Quiz and Module Discussions
Module 2	As assigned on Blackboard	Unit 2: Education Laws and Rules	Unit Quiz and Module Discussions
Module 3	As assigned on Blackboard	Unit 3: Texas Education Agency Rules	Unit Quiz and Module Discussions
Module 4	As assigned on Blackboard	Unit 4: Local School Policies	Unit Quiz and Module Discussions
Module 5	As assigned on Blackboard	Unit 5: Workplace Laws and Rules	Unit Quiz and Module Discussions
Module 6	As assigned on Blackboard	Unit 6: Training Stations for Work-based Learning	Unit Quiz and Module Discussions
Module 7	As assigned on Blackboard	Unit 7: Training Plans for Career Preparation and Practicum Students	Unit Quiz and Module Discussions
Module 8	As assigned on Blackboard	Unit 8: Recordkeeping and Documentation for WBL	Unit Quiz and Module Discussions
Module 9	As assigned on Blackboard	Unit 9: Timeline for Implementing WBL Program	Unit Quiz and Module Discussions
Module 10	As assigned on Blackboard	Unit 10: Classroom Tips for WBL	Unit Quiz and Module Discussions
Module 11	As assigned on Blackboard	Unit 11: Career Cluster-specific Considerations	Unit Quiz and Module Discussions
Module 12	As assigned on Blackboard	Unit 12: Beyond WBL Experience and Graduation	Unit Quiz and Module Discussions

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

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.