



INED 4391
Laboratory Management
Spring 2018

Professor Name: Bart Taylor, M. Ed.

Office Hours: by appointment

E-mail address: btaylor@shsu.edu

Class Meeting: Online, and Wednesday, 6:00pm – 8:50pm

Office:

Telephone: 979-492-8872

Room: Pirkle 210C

Required Textbooks/Resources

Handouts and lectures as provided throughout the course

Course Description

This course is designed to assist trade and industrial and health occupations education laboratory teachers in properly organizing and managing learning situations in the classroom or laboratory. The course includes: planning and organizing instructional facilities for effective learning; establishing record keeping systems; establishing systems to account for tools, equipment, materials, and supplies; utilizing organization, rotation, and progress charts; principles of class management, including directing, controlling, and supervising learning activities; and development of organizational, management, and safety plans to ensure acquisition of essential skills, knowledge, and desirable attitudes by students.

Course Structure

This course will be delivered as a hybrid course. A majority of the content will be online through the course management system Blackboard™ with only a few schedule face to face meetings. 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 4310 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. 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 ecampus 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:

Students involved in this course will be expected to achieve the following objectives:

1. Develop a system of student management.
2. Develop a system of supervised learning experiences that will ensure effective student use of time.
3. Develop a system of record keeping.
4. Develop a plan for teaching safety.
5. Arrange layout of shop/lab to simulate an occupational environment.
6. Establish a system for repair, maintenance, and replacement of tools and equipment (purchasing, budgeting, and projection).
7. Develop a plan to organize and implement youth leadership development activities as an integral part of the instructional program.
8. Develop a public relations program.

Essential Elements:

Students shall have opportunities to:

- a. List the duties and responsibilities of the laboratory teacher.
- b. Prepare a checklist for opening school.
- c. Develop a tool storage, control, and inventory system.
- d. Develop a material storage and control system.
- e. Write specifications for the purchase of tools, equipment, and materials.
- f. Prepare and/or use a competency profile for documenting and monitoring student achievement.
- g. Develop a student management and supervision program.
- h. Prepare a student class and/or shop responsibility chart.
- i. Prepare a student class and/or shop duty rotation chart.
- j. Prepare an emergency action plan.
- k. Understand teacher liabilities and have knowledge of procedures designed to prevent teacher negligence and liability.
- l. Complete an accident report.
- m. Understand first aid rules and procedures.
- n. Understand how to select jobs for student training.
- o. Understand the state and local educational agency's requirements regarding student discipline.
- p. Understand the use of and how to organize and maintain an advisory committee.
- q. Develop a public relations program.
- r. Understand how to prepare and maintain student attendance records and files including contact hour registers.
- s. Prepare a travel report in accordance with TEA and local school district policies.
- t. Design a floor plan for a new or existing facility to obtain maximum safe utilization of machines, equipment, floor area, and effective conservation of energy.
- u. Participate in and have knowledge of approved development activities.
- v. Outline the organizational structure for trade and industrial and/or health occupations education.
- w. Write a descriptive title, course description, and prerequisites for a trade and industrial and/or health occupations education course.
- x. Understand methods utilized for student recruitment and/or selection in the laboratory program.
- y. Prepare a plan for closing a laboratory program at the end of the school year.
- z. Explain the instructor responsibilities for working with an ARD committee.
- aa. Have knowledge that a program evaluation, which measures program effectiveness annually, is required.
- bb. Understand the use of computers for course management and record keeping.
- cc. Develop a plan to direct meaningful student activities for the first day of class.
- dd. Understand budgeting and reporting responsibilities.
- ee. Demonstrate knowledge of materials and procedures required to comply with the Texas Eye Safety Law (21.909 of the Texas Education Code).
- ff. Understand the need to document safety instruction presented in compliance with safety laws and regulations.
- gg. Establish a system for repairing and servicing tools and equipment in a vocational laboratory.

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. Lab Management Paper	100 points
2. Module Reflections	50 points
3. Online Assignments & Discussions	250 points
4. Midterm Exam	50 points
5. Second Exam	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 eCampus 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 – Spring 2018

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

Day	Readings	In Class Topic(s)	Assignment(s) Due
Wednesday Jan 17	Syllabus	Course Introduction & Overview	
Modules and Assignments			
Day	Readings	In Class Topic(s)	Assignment(s) Due
Module 1	As assigned on ecampus	Introductions A. Introductions (Students and Instructor) B. Introduction to Course Course Objectives and Outline Course Requirements and Procedures	Introductory post
Module 2	As assigned on ecampus	Instructional Procedures A. Functions of a Teacher B. Teaching - A New Job C. First Day of Classes	TBD
Module 3	As assigned on ecampus	Records and Reports A. Required Records and Reports B. Travel Authorization C. Per Diem and Mileage	TBD
Module 4	As assigned on ecampus	Organizational Procedures A. Class Organization B. Basic Types of Organization C. Laboratory Organization Plans D. Student Management E. Youth Leadership Organization	TBD
Module 5	As assigned on ecampus	Laboratory Safety A. Accident Sequence B. Safety in the Laboratory C. Eye Safety D. OSHA Regulations	TBD
Module 6	As assigned on ecampus	Advisory Committee	TBD
Module 7	As assigned on ecampus	Laboratory Planning and Improvements A. Laboratory Arrangement B. OSHA Color Code C. Tool Control D. Materials and Supplies E. Specification Writing	TBD

		F. Budget Planning	
Module 8	As assigned on ecampus	Maintenance Program	TBD
Module 9	As assigned on ecampus	Vocational Industrial Education and Health Occupations in Texas A. State Board for Vocational Education B. Vocational Industrial Education and Health Occupations Texas Education Agency Office Consultant Areas	TBD
Module 10	As assigned on ecampus	Public Relations	TBD
Module 11	As assigned on ecampus	Preparation of Introductory Statement	TBD
Module 12	As assigned on ecampus	Student Prerequisites and Recruitment	TBD
Module 13	As assigned on ecampus	Closing the School Year	TBD

****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 develop a system of Student management.	Lecture Hand-Outs Class Discussion	Written Assignments Exams	<u>7.2k.7.3k.7.1s.</u> <u>7.2s.7.6s.7.27s</u>
The student will develop a system for record keeping	Lecture Hand-Outs Class Discussion	Written Assignments Exams	<u>7.3k, 7.4k, 7.2s, 7.6s,</u> <u>7.16s, 7.17s</u>
The Student will develop a plan for teaching safety	Lecture Hand-Outs Class Discussion Visual Aids	Written Assignments Exams	<u>7.13k.7.14k.7.15k.</u> <u>7.16k. 7.17k. 7.18k.</u> <u>7.12s. 7.13s. 7.14s.</u> <u>7.15s. 7.16s. 7.17s.</u> <u>7.18s 7.19s 7.20s</u>
The student will be able to establish a plan for repair, maintenance and purchase of tools and materials.	Lecture Hand-Outs Class Discussion	Written Assignments Exams	<u>7.7k. 7.8k.</u> <u>7.9k.7.10k, 7.11k.</u> <u>7.12k, 7.1k. 7.5k,</u> <u>7.6k, 7.8s, 7.9s,</u> <u>7.10s, 7.11s, 7.7s,</u> <u>7.6s, 7.7s</u>
The student will be able to develop a youth development program	Lecture Class Discussion Handouts Visual Aids	Written Assignments Exams	<u>7.19k, 7.22k, 7.21s,</u> <u>7.27s, 7.29s, 7.30s</u>

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.