College of Education course

School of Professional Education and Leadership

Online Course

Course Prefix/Course Number/Course Name: CTE 4000 (UG)/CTE 5000 (G): Special Projects in Career & Technical Education – CTE Learn

Number of credit hours[1]: 2 Credits

Catalog course description: Investigation of contemporary problems and issues in career and technology education by selected individuals or groups. May repeat for a maximum of 6 semester hours.

Course Description: This course utilizes Catapult's learning network of professional development masterclasses for Career & Technical Education. Catapult courses are available for Student Motivation & Marketing; Work-based Learning; Instructional Excellence; Career Readiness; Employer Partnership; and Education Transformation. Based on the Catapult course enrolled in, students can earn two credit hours from UCM for each course. To enroll for Catapult credit, students must enroll first for the Catapult Masterclass at **www.CatapultMasterclass.com**

Course prerequisites, co-requisites, and other restrictions [QM 1.7]: Enrollment with Catapult

INSTRUCTOR INFORMATION

Instructor: Dr. Michelle Conrad

Office location: Lovinger 4200B

Office phone: 660-543-4332

University email address: mconrad@ucmo.edu

Anticipated response time for emails, assignment grading, and feedback [QM 5.3]: Grades and feedback are typically provided at the end of the semester the courses are taken. Please allow additional time for the course enrollment process to occur.

COURSE INFORMATION & REQUIREMENTS

Materials [QM 4.3, 4.4, 4.5]

Access to the Catapult Masterclasses found here: **www.CatapultMasterclass.com**

Course Objectives/Student Learning Outcomes (SLO) [QM 2.1, 2.3]

1. Apply learning concepts from Catapult Masterclasses.

   Graduate Students

2. Analyze the value of the Catapult masterclass to professional practice and students.
3. Develop a realistic implementation plan including actionable next steps, potential barriers, and strategies to initiate the plan.
4. Develop writing skills in accordance with English language standards and APA, ed. 7.

---

[1] A **credit hour** is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than: (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in (1) above of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credit hours.

Course Objective/ SLO	Assignment/ Assessments by number (as aligned to SLO and standards) [QM 3.1, 5.1]
1	1
2	2
3	2
4	2

Instructional Methods / Activities / Assessments [QM 1.2, 3.4]
Assignment 1: Students pursuing undergraduate or graduate credit:
Catapult Masterclass Workbook
- Complete the catapult masterclass and required workbook and submit through the google submission form.
- 100 Points each

In addition to Assignment 1, students pursuing graduate credit must also complete Assignment 2.
Assignment 2: Graduate Students: Reflection Paper
- One reflection paper per Catapult masterclass.
- See attached assignment sheet and rubric.
- All reflection papers should be submitted through the google submission form.
- 100 Points each

Expectations regarding students' online participation [QM 5.4]:
Students should participate as instructed through the Catapult Masterclass and submit assignment through the google submission form.

Grading Scale [QM 3.2]:
Undergraduate Students
Total Points for Semester: 100 Points

POINTS	PERCENTAGES	LETTER GRADE
90-100	90 -100%	A
80-89	80-89%	B
70-79	70-79%	C
60-69	60-69%	D
59 or below	Below 60%	F

Graduate Students
Total Points for Semester: 200 Points

POINTS	PERCENTAGES	LETTER GRADE
180-200	90 -100%	A
160-179	80-89%	B
140-159	70-79%	C
120-139	60-69%	D
119 or below	Below 60%	F

COURSE AND UNIVERSITY PROCEDURES/POLICIES [QM 1.4, 7.2]

<u>**University Policies and Notices**</u>

Academic Honesty: This instructor will enforce UCM's Academic Honesty Policy as described in the Student Calendar/Handbook.

Student Conduct: Each student who enrolls at Central Missouri assumes an obligation to abide by the rules and regulations of the University as well as the local, state, and federal laws. A description of student rights and responsibilities is available in the Student Handbook, and online: http://www.ucmo.edu/student/handbook.cfm

UCM Academic Alert System: As part of the College of Education commitment to building a positive, student-centered learning community that supports the success of every student, this faculty member participates in the UCM Academic Alert System.

ADA: Students with documented disabilities who are seeking academic accommodations should contact the Office of Accessibility Services, Union 222, (V) (TTY) 660-543-4421.

Library Services: Get help @ your library! You may access your library account, the online catalog, online chat, and electronic databases from James C. Kirkpatrick Library's website at http://library.ucmo.edu.

<u>**The Learning Commons**</u>

The University of Central Missouri Learning Commons assists students with a wide range of academic skill development. A majority of course points will be directly related to writing ability, and therefore the student will be assessed on course content that included their scholarly writing. The Learning Commons is available to all UCM students and is located in JCK Library – Third Floor on the UCM campus. For more information, contact:

    The Learning Commons
    JCK Library 3160
    (660) 543-8972
    learningcommons@ucmo.edu

<u>**Course-Specific Policies [QM 1.4]**</u>

<u>**Attendance Policy**</u>
If you experience an illness or personal/family emergency that necessitates missing more than one class period, please notify the Office of Student Experience & Engagement so that all of your professors can be notified officially of your absence. Email Corey Bowman at bowman@ucmo.edu or contact him by phone 660-543-4114.

<u>**Examination Policy/Exam make-up policy**</u>
Any quizzes or tests are assigned through the Catapult Masterclass and should be completed as instructed.

<u>**Assignment Policy**</u>
Written assignments are to be submitted via the google submission form as a .doc or .pdf file.

Technological Requirements, Skills, and Help

Minimum Technology & Technical Skills Requirements: [QM 1.5 & 1.6]
Students will need to access the google submission form and the Catapult Masterclass.

Technology-Specific Accessibility Statements: [QM 8.6]
Blackboard: http://www.blackboard.com/accessibility.aspx
Google Drive, Docs, etc.: https://www.google.com/accessibility/products-features.html

Technology Support: Students seeking technical support may contact the UCM Office of Technology at tsc@ucmo.edu or 660-543-4357.