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

Semester and Year: Spring 2020

Number of credit hours[1]: 1 Credit

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 ACTE's CTE Learn online learning platform to provide tailored content for CTE educators. Based on professional needs, students can select modules/courses related to strategies and resources for curriculum, instructional methodology, career development, CTE administration, global competence in CTE, project management processes and tools, academic standards, or special needs students. To earn one credit hour from UCM, four (4) CTE Learn modules/courses must be successfully completed. The available modules that can be tailored to students desired outcomes can be found here: https://www.ctelearn.org/

Course prerequisites, co-requisites, and other restrictions [QM 1.7]: Prerequisites: written contract/proposal with objectives and written school consent.

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 within 48 hours of course enrollment. 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 Association for Career & Technical Education's CTE Learn Community. Directions available in Blackboard.

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

1. Apply learning concepts from CTE online learning modules/courses.

    Graduate Students
2. Analyze the value of CTE online module/course learning to professional practice and students.
3. Identify resources/literature to achieve professional goals.
4. Develop writing skills in accordance with English language standards and APA, ed. 7.

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[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:
Formative and Summative Assessments in CTE Learn Modules/Courses

- Complete four CTE Learn modules/courses. Each module will require a minimum of four hours of rigorous online learning, a minimum of four formative assessments (quizzes) and one summative assessment (final test) for each of the four modules with at least an 80%. Submit completion certificates for each module.
- 100 Points each

In addition to Assignment 1, students pursuing graduate credit must also complete Assignment 2.
Assignment 2: Graduate Students: Reflection Papers

- One reflection paper per CTE Learn Module/Course taken.
- See attached rubric.
- 100 Points each

Expectations regarding students' online participation [QM 5.4]:
Students should log into the CTE Learn Community to access the online modules. Assignments should be submitted via online application or email.

Grading Scale [QM 3.2]:
Undergraduate Students
Total Points for Semester: 400 Points

POINTS	PERCENTAGES	LETTER GRADE
360-400	90 -100%	A
320-359	80-89%	B
280-319	70-79%	C
240-279	60-69%	D
239 or below	Below 60%	F

Graduate Students
Total Points for Semester: 800 Points

POINTS	PERCENTAGES	LETTER GRADE
720-800	90 -100%	A
640-719	80-89%	B
560-639	70-79%	C
480-559	60-69%	D
479 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>
The quizzes and test in each CTE Learn module/course needs to be taken to complete the course.

<u>**Assignment Policy**</u>
Written assignments are to be completed in MSWORD and submitted via slate as a .doc or .pdf file.

Technological Requirements, Skills, and Help

Minimum Technology & Technical Skills Requirements: [QM 1.5 & 1.6]
A computer with an Internet connection is required for accessing the Blackboard Course Management system.

Students will need to access the CTE Learn community. Students can link to these from here: https://www.ctelearn.org/ To access these modules, students will need to register for a free account with ACTE. Students will also need to have a flash player to access the modules.

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.