

**MURRAY STATE UNIVERSITY
COMMON SYLLABUS**

Fall 2018

DEPARTMENT: ADOLESCENT, CAREER, AND SPECIAL EDUCATION

COURSE PREFIX: CTE COURSE NUMBER: 640 CREDIT HOURS 6

I. TITLE: Student Teaching Practicum in Career and Technical Education

II. COURSE DESCRIPTION AND PREREQUISITE(S):

This course provides opportunities for students to participate in all activities and duties generally expected of a career and technical education teacher. Students will observe, participate, and teach under the supervision of a faculty member and a cooperating teacher. Includes experience in lesson planning, classroom management, record keeping, development and use of instructional materials and delivery of instruction. Graded pass/fail.

Prerequisite(s): Admission into teacher education and approval for student teaching.

III. COURSE OBJECTIVES:

Class activities will be centered on the attainment of the course objectives listed below. Following each objective, and enclosed in parentheses, are numbers which reference the Kentucky Teacher Performance Standards and Certification (KTPS) and Interstate Teacher Assessment and Support Continuum (InTASC) standards addressed by that objective. Upon successful completion of this class, students will be able to

- A. demonstrate skill in connecting classroom instruction to prior knowledge and experiences both in the classroom and outside (KTPS/InTASC #4, 5),
- B. apply learning and teaching theory (KTPS/InTASC #1, 2, 3, 7),
- C. demonstrate the ability to modify and adapt instruction to meet the needs of diverse learners (KTPS/InTASC # 2, 3, 4, 5),
- D. use reflection to translate experience into learning and practice developing skills in reflection (KTPS/InTASC # 9),
- E. develop skill in asking effective questions (KTPS/InTASC # 6, 8),
- F. explore important aspects of discipline and behavior management (KTPS/InTASC #3),
- G. practice interpersonal and collaborative team skills (KTPS/InTASC #10),
- H. demonstrate use of practice, projects and open-ended problem solving instructional activities in the Career and Technical classroom (KTPS/InTASC # 6, 7, 8),
- I. demonstrate creative and effective use of instructional media (KTPS/InTASC # 8),
- J. develop skill in time and resource management (KTPS/InTASC # 9),
- K. demonstrate the ability to maintain a safe, classroom/laboratory environment conducive to learning (KTPS/InTASC # 3),
- L. demonstrate effective use of instructional technology (KTPS/InTASC # 7, 8),
- M. incorporate technology into effective classroom and laboratory instruction (KTPS/InTASC # 3, 7, 8), and
- N. write professionally for the field of career and technical education (KTPS).

The COE Theme of Educator as Reflective Decision-Maker is addressed in this course by requiring students to reflect on field experiences.

The EPSB Theme of Diversity is explored in the course through observing and participating in CTE student organizations and classrooms.

Learned societies from each discipline should be referenced by the preservice/in-service teacher. Kentucky documents, including SB1 Initiatives (e.g., Kentucky Core Academic Standards) will be resources for all teacher candidates.

IV. CONTENT OUTLINE:

- A. Plan strategies
- B. Conduct interviews
- C. Observe instruction
- D. Plan instruction
- E. Assume teacher role
- F. Debrief

V. INSTRUCTIONAL ACTIVITIES:

- A. Lecture
- B. Demonstration
- C. Discussion
- D. Group problems and activities

VI. FIELD, CLINICAL, AND/OR LABORATORY EXPERIENCES:

Clinical Experiences

- Daily reflective journal
- Develop eligibility portfolio

Field Experiences

- Practicum
 - ✓ Observation
 - ✓ Instructional materials development
 - ✓ Delivery of instruction

VII. TEXT(S) AND RESOURCES:

None.

VIII. EVALUATION AND GRADING PROCEDURES:

This course is graded pass/fail. Student must perform at the 70% level or above to pass. Evaluation is based on observations of both the cooperating teacher and the teacher educator.

IX. ATTENDANCE POLICY:

Students are expected to adhere to the MSU Attendance Policy outlined in the current MSU *Bulletin*.

X. ACADEMIC HONESTY POLICY:

Murray State University takes seriously its moral and educational obligation to maintain high standards of academic honesty and ethical behavior. Instructors are expected to evaluate students' academic achievements accurately, as well as ascertain that work submitted by students is authentic and the result of their own efforts, and consistent with established academic standards. Students are obligated to respect and abide by the basic standards of personal and professional integrity.

Violations of Academic Honesty include:

Cheating - Intentionally using or attempting to use unauthorized information such as books, notes, study aids, or other electronic, online, or digital devices in any academic exercise; as well as unauthorized communication of information by any means to or from others during any academic exercise.

Fabrication and Falsification - Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.

Multiple Submission - The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.

Plagiarism - Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one's own in any academic exercise, without due and proper acknowledgement.

Instructors should outline their expectations that may go beyond the scope of this policy at the beginning of each course and identify such expectations and restrictions in the course syllabus. When an instructor receives evidence, either directly or indirectly, of academic dishonesty, he or she should investigate the instance. The faculty member should then take appropriate disciplinary action.

Disciplinary action may include, but is not limited to the following:

- 1) Requiring the student(s) to repeat the exercise or do additional related exercise(s).
- 2) Lowering the grade or failing the student(s) on the particular exercise(s) involved.
- 3) Lowering the grade or failing the student(s) in the course.

If the disciplinary action results in the awarding of a grade of E in the course, the student(s) may not drop the course.

Faculty reserve the right to invalidate any exercise or other evaluative measures if substantial evidence exists that the integrity of the exercise has been compromised. Faculty also reserve the right to document in the course syllabi further academic honesty policy elements related to the individual disciplines.

A student may appeal the decision of the faculty member with the department chair in writing within five working days. Note: If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Non-Discrimination Statement, this process must be suspended and the matter be directed to the Office of Institutional Diversity, Equity and Access. Any appeal will be forwarded to the appropriate university committee as determined by the Provost.

XI. NON-DISCRIMINATION POLICY AND STUDENTS WITH DISABILITIES:

Policy Statement

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment or application for employment, admissions, or other provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities.

In particular and without limiting the preceding and pursuant to consistent with the requirements of Title VI of the Civil Rights Act of 1964 and its regulations 34 CFR 100 et seq.; Section 504 of the Rehabilitation Act of 1973 and its regulations 34 CFR 104; Title IX of the Education Amendments of 1972, 20 USC 1681 et seq., and its regulations 34 CFR 106 et seq; and the Age Discrimination Act of 1975 and its regulations 34 CFR 110, Murray State University does not discriminate on the basis of race, color, national origin, sex, handicap, or age in its educational programs and activities. This non-discrimination in education programs and activities extends to employment and admissions and to recruitment, financial aid, academic programs, students services, athletics, and housing. Murray State is required by Title IX and 34 CFR part 106 not to discriminate on the basis of sex and the prohibition against sex discrimination specifically includes a prohibition of sexual harassment and sexual violence. Examples of prohibited sexual harassment and sexual violence can be found in the “Policy Prohibiting Sexual Harassment” which can be accessed via the link referenced in Appendix 1.

For more information concerning the application of these provisions may be referenced to: 1) the Executive Director of Institutional Diversity, Equity, and Access/ Murray State University Title IX Coordinator, Murray State University, 103 Wells Hall, Murray, KY 42071. Telephone: (270) 809-3155 (voice) Fax: (270) 809-6887; TDD: (270) 809-3361; Email: msu.titleix@murraystate.edu

Students with Disabilities

Students requiring special assistance due to a disability should visit the Office of Student Disability Services immediately for assistance with accommodations. For more information, students should contact the Office of Student Disability Services, 423 Wells Hall, Murray, KY 42071. 270-809-2018 (voice), 270-809-5889 (TDD).