

Murray State University
COURSE SYLLABUS

Revised Spring 2015

DEPARTMENT: ADOLESCENT, CAREER, AND SPECIAL EDUCATION

COURSE PREFIX: CTE COURSE NUMBER: 668 CREDIT HOURS: 3-6

I. TITLE: Independent Study in Career and Technical Education

II. COURSE DESCRIPTION: Supervised readings or independent investigative projects in the various aspects of administration, supervision and coordination of vocational programs.

Prerequisite(s): Permission of instructor.

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 Standards for Preparation and Certification (KTS) 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. identify a problem that is relevant to the administration of a specific program or operation of a career and technical education center (KTS #9; InTASC # 4, 5, 9, 10);
- B. describe how career and technical education programs relate to general education at the secondary level and/or postsecondary level or between secondary and postsecondary levels (KTS #1; InTASC # 4, 5);
- C. select at least ten pieces of research literature related to your topic (various sources) (KTS #1; InTASC # 9);
- D. propose a solution to the problem (KTS #1, 9; InTASC # 9);
- E. write a synopsis of each piece of research using the attached format (KTS #1; InTASC # 9, 10);
- F. write a paper (6-10 pages, 12 point, double spaced) stating the problem, developing the review of literature and explaining how you will utilize this new knowledge to solve the identified problem (KTS #1, 9, InTASC # 4, 5, 9); and
- G. write professionally for the field of career and technical education (KTS #1).

The COEHS Theme of Educator as Reflective Decision-Maker is addressed in this course by requiring students to reflect upon their existing curriculum, identify perceived areas of deficit, and describe how they could address the deficits.

The EPSB Themes of Diversity, Assessment, Literacy/Reading, and Closing the Achievement Gap may be explored in selection of project for the course.

IV. CONTENT OUTLINE:

- A. Defining the Supervisor's Job
- B. Understanding Supervisory Challenges in the 21st Century
- C. Planning and Control
- D. Organizing, Staffing and Employee Development
- E. Stimulating Individual and Group Performance
- F. Providing Effective Leadership
- G. Communicating Effectively
- H. Coping with Workplace Dynamics (i.e. Conflicts, Politics and Negotiations)
- I. Dealing with Change and Stress

V. INSTRUCTIONAL ACTIVITIES:

- A. Read and review ten current journal articles related to supervision and administration of career and technical programs. For EACH article, write an APA-style bibliographical citation with your reaction to the article content, and how the information can be applied to your educational setting.
- B. Write an 8-10 page research paper focusing upon a supervisory trend or issue. This should be written in APA-style. Use at least ten references, six of which must be formal journal articles or book chapters. Summarize how you will apply this in your work setting.

VI. FIELD, CLINICAL, AND/OR LABORATORY EXPERIENCES: None

VII. TEXT(S) AND RESOURCES: This course utilizes journals, periodicals, Internet, Kentucky education documents, and any other materials suggested in activities.

VIII. GRADING PROCEDURES

Journal Reviews (10 pt. each)	100 pts.
Review of Literature	200 pts.
Application in your work setting	100 pts.
Graduate Level Project	<u>100 pts.</u>
Total	500 points

Grading scale:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- E = Below 60%

IX. ATTENDANCE POLICY:

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

X. ACADEMIC HONESTY:

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, 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. For more information, contact Director of Executive Director of Institutional Diversity, Equity and Access, 103 Wells Hall, 270-809-3155 (voice), 270-809-3361 (TDD).

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).