Instructor Information

Terre Eversden, Ph.D., CFCS
Pulliam 207C
Office Hours: Monday 1:30 – 4:30 and Wednesday: 1:00 - 4:00
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Course Description:

WED 462 the second of a three-course sequence designed to expand your knowledge of occupational analysis and curriculum development for work education programs in post-secondary institutions and agencies. Upon successful completion you will gain a basic knowledge of a systems approach to curriculum development, occupational analysis and instructional methods used in the workforce, vocational/technical and occupational education. The course includes: selection of methods and materials, selection of lesson content, organizing content for effective learning, presenting lessons, and analyzing effectiveness of instruction.

Primary emphasis will be placed on the general skills of planning, preparing, delivering and evaluating instruction. Study will include instructional/training methods, techniques, materials and media which lead to the communication of professional and technical related information, knowledge, skills, and attitudes.

Prerequisite: WED 460 Occupational Analysis and Curriculum Development

Rationale:
In preparation for training program management and/or instruction, it is imperative that one

has a basic understanding of the concepts and principles of instructional training methods, techniques, materials and technologies. It is important that the trainee has the
opportunity to plan for instruction (training plans) and delivers several presentations to a group prior to his/her first actual instructional/training assignment. Participation in this course will provide these pre-instructional experiences.

**Objectives:**

1. Demonstrate the procedures and principles required for the planning and preparation of plans of instruction.

2. Demonstrate the procedures and principles required in the teaching/delivery process.

3. Analyze the teaching process in order to improve your own and others’ instructional abilities.

**Text and Resource Materials:**


**Course Evaluation:**

<table>
<thead>
<tr>
<th>Planning &amp; Preparing</th>
<th>30%</th>
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<tbody>
<tr>
<td>Performance</td>
<td>40%</td>
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<tr>
<td>Evaluation</td>
<td>30%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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Percentile Points

100 - 90 = A  
89 - 80 = B  
79 - 70 = C  
69 - 60 = D  
59 - 0 = F

**Class Policy:**

1. Roll will be taken at the beginning of each class meeting. Attendance is expected.
2. If you miss class, anticipate missing class, have questions or concerns, contact the instructor.
3. Students are required to complete presentations on scheduled date.
4. Follow the guidelines for all assignments including typed, 12pt. Arial or Times New Roman font and double spaced with a title page.
6. Emphasis is placed on material-production therefore special attention to detail is emphasized.
7. Assignments and schedules are subject to change at the discretion of the instructor.
8. Students must find a replacement if they will be absent from a scheduled presentation. Points are lost when a student is a “no show”.
9. Local rules, policies and regulations are to be followed regarding food, drinks, recycling and other policy guidelines.
10. An Incomplete (INC) grade is not an option. **If for some reason course requirements are not completed by the due date students will receive a WU instead of an F or INC.** Consideration will be given at the discretion of the instructor in the event of a personal Emergency.

11. Students are expected to attend class, read assigned materials, participate in class activities, and complete other requirements as may be assigned. You are encouraged to ask your instructor about any issue not understood. Informal attire is permitted, but please dress in a manner appropriate for a university classroom. Regarding all other matters, students are expected to be familiar with and adhere to the Student Conduct Code.

**Students with Disabilities**

Any student with a disability that may require a reasonable accommodation (i.e., seating, hearing, reading, and testing) should contact the instructor early in the course for assistance.

**Academic Honesty Policy**

Plagiarism as defined as the use, without proper acknowledgement, of the ideas, phrases, sentences, or larger units of discourse from another is a serious form of academic dishonesty. This includes cheating on exams and copying from others. Actions of an “F” will result.

**University’s Emergency Procedure Clause**

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our
control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on BERT’s website at www.bert.siu.edu, Department of Public Safety’s website www.dps.siu.edu (disaster drop down) and in the Emergency Response Guideline pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. **It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.** The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

**Disabled Students:**

Instructors and students in the class will work together as a team to assist disabled students out of the building safely. Disabled students will stay with the instructor and communicate with the instructor what is the safest way to assist them.

**Tornado:**

During the spring semester we have a **Storm Drill.** Pick up your belongings and your instructor will lead you to a safe area of the basement. No one will be allowed to stay upstairs. Stay away from windows. The drill should not last more than 10 minutes. You must stay with your instructor so he/she can take roll calls. Students need to be quiet in the basement as the BERT members are listening to emergency instructions on handheld radios and cannot hear well in the basement.

**Fire:**

During the fall semester we have a **Fire Drill.** Pick up your belongings and your instructor will lead you to either the North or South parking lot depending on what part of the building your class is in. You must stay with your instructor so he/she can take roll calls. As soon as the building is all clear, you will be allowed to return to class. These drills are to train instructors and the Building Emergency Response Team to get everyone to a safe place during an emergency.

**Bomb Threat:**

If someone calls in a bomb threat, classes will be suspended and students will be asked to pick up their belongings, evacuate the building and leave the premises. Do not leave anything that is yours behind. We will not allow anyone back into the building until the police and bomb squad give us an all clear. **DO NOT USE YOUR CELL PHONES.** Some bombs are triggered by a cell phone signal.

**Shooter in the Building:**

When it is safe to leave, move to a safe area far from the building where the shooter is located. If you have any information about the shooter, please contact the police after you return home. If
you cannot leave, go into a room, lock the door, turn out the lights, and if possible, cover the glass on the door. Silence all cell phones after one person in the room you are in calls the police and informs them of your location and how many are in the room. Be quiet and wait for the police to arrive. The police are looking for one or more shooters, and they have no way of knowing if the shooter is in the room with you. For that reason, when the police enter the room, no one should have anything in his/her hands and each person **MUST** raise his/her hands above his/her head.

**Earthquake:**

In the event of an earthquake you are advised to take cover quickly under heavy furniture or near an interior wall, a corner, to avoid falling debris. Outside the building are trees and power lines and debris from the building itself that you will need to stay away from. In the building, large open areas like auditoriums are the most dangerous. Do not try to escape on a stairway or elevator. Do not hide under a stairway. We **do not** recommend that you stand in a doorway because the door could shut from the vibrations and crush your fingers trapping you there.