Course Information:

Instructor Name: ________________________________

Instructor Email: ________________________________

Instructor Phone: ________________________________

Instructor Office Location: __________________________

Instructor Office Hours: ____________________________

Course Description:

WED 468 is an independent study course designed to enhance understanding of the link between education and the workforce. Particular attention will be given to the exploration and development of a linkage plan. Specifically, this course is designed to develop insight into the following areas: overcoming barriers to the linkage process, developing effective lines of communication, resource sharing, conducting joint problem solving with other agencies within the community, and jointly developing and providing programs and services.

Course Overview:

NOTE: This degree program is about Workforce Education and Development. All papers and projects MUST relate to the education, training, or development of adults in the workforce.

General Objectives:

1. Understands sources of training.
2. Understands workforce development issues.
3. Understands meaning and importance of workforce training linkages.
4. Determines the structure of linkage/network models.
Textbook & Resource Materials:

Required Manuals and Texts:


WED 468 Student Manual (available at SIU Online).

Course Requirements:

**Failure to create your Course Profile, submit your biography and view specific course documents, such as the syllabus will prevent you from seeing any other course materials.** You also will be required to submit assignments via the drop boxes properly in order to see the next assignment. This is intentional to ensure you see the information necessary to perform at the highest levels. It won’t restrict your progress through the course if you adequately prepare yourself to do the work.

Emails received during normal business hours (Central Time) will be acknowledged by the instructor within 24 hours. E-mails received on weekends or holidays will be acknowledged by close of business on the first business day after the weekend or holiday.

Students must maintain access to adequate computer, software, and e-mail systems to complete coursework, to communicate with instructor of record, and keep back-up copies of all written work.

The primary way to submit assignments is via SIU Online (D2L) as MS Word attachments. Alternative formats are PDF or .rtf formats. If this is impossible due to student location or emergency, contact the instructor prior to the due date for an approved alternative method. Use the rubrics included in the course to assist you in preparing your written assignments.

Feedback comments may be included in the actual assignment document or may be submitted back to you via SIU Online. **Failure to submit assignments via the drop boxes properly will prevent you from seeing the next assignment.**

**Unless otherwise directed, all assignments are submitted only once.** Use the templates and examples in the course to assist you in preparing your written assignments. **Failure to submit assignments via the drop boxes properly will prevent you from seeing the next assignment.**

All written assignments must have a cover page, including Assignment #, your name, your contact information, name of instructor, and date of submission. Refer to the
sample cover page in D2L. You need to change the blue text in the sample cover page to black text after you have made your editorial changes.

Academic Dishonesty:

Although group collaboration is encouraged for discussion and study purposes to complete the course, all written assignments must be each student’s own work. For SIUC policy on academic dishonesty, refer to the SIUC Undergraduate Student Catalog, or contact the instructor/coordinator.

Evidence of academic dishonesty, which includes cheating and plagiarism, may result in failing both the assignment and the course. Copying and pasting from another student’s paper and/or from multiple sources (books, journal articles, etc., whether from printed or Internet sources) is plagiarism.

IMPORTANT NOTE:

Course assignments are automatically screened for originality. Assignments containing the intentional use of someone else’s work, falsified information, or lack of proper APA citations is considered plagiarism. Any deception or fraud by any student associated with the assignment submission is a violation of the SIU student conduct code. Either type of violation will result in an automatic failure of the assignment submitted and, potentially, failure of the entire course.

In order to avoid plagiarism issues, SIU uses the Turn-It-In, which allows you to screen your work before submitting your assignment for final grading. Once you have prepared your assignment, you will submit it via the dropbox. It will automatically be screened for originality and a report is generated, which you, the Instructor, and the Teaching Assistants can all see.

Any report that shows a color other than Green or Blue requires you to review the detailed report for duplication, lack of citations, etc. You do not have to worry about common formatting of the paper, as this results only in about a 20-25% match. The second originality report will show almost a complete match to the first report, since you submitted the assignment once already.

ALL ASSIGNMENTS (CORRECTED OR OTHERWISE) MUST BE SUBMITTED ON OR BEFORE THE ASSIGNMENT DUE DATE.

THE LAST ASSIGNMENT IN A DROPBOX ON THE ASSIGNMENT DUE DATE WILL BE CONSIDERED A FINAL SUBMISSION FOR GRADING.
Follow these general APA guidelines for Assignments:

- Double-spaced text, except for table of contents, title page, and as noted elsewhere in directions within the rubrics or templates
- 1" margins on all four sides of a page (left-right-top-bottom)
- Left-hand, flush margin, alignment
- 5-space indentation for new paragraphs
- 12 point Arial or Times New Roman font
- Correct APA references and in-text citations are required.
- For direct quotations, use quotation marks followed by APA style citation with page numbers; for paraphrasing, use APA style citation without page numbers. See the *Publication Manual of the American Psychological Association* (6th Ed.) (2010) for details on correct in-text citation of sources and proper listing of resources on a Reference Page.

**Graded Written Assignments:** Total points: 455

**Grading Scale:** Based upon total points for all assignments:

<table>
<thead>
<tr>
<th>Points</th>
<th>%</th>
<th>Grade</th>
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<tbody>
<tr>
<td>455-409</td>
<td>100-90</td>
<td>A</td>
</tr>
<tr>
<td>408-364</td>
<td>89-80</td>
<td>B</td>
</tr>
<tr>
<td>363-318</td>
<td>79-70</td>
<td>C</td>
</tr>
<tr>
<td>317-273</td>
<td>69-60</td>
<td>D</td>
</tr>
<tr>
<td>272-0</td>
<td>59-0</td>
<td>F</td>
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- You must have a C or better for any WED course to graduate.
- Your instructor may invoke a point penalty of up to 10% per week for late assignments.

**Action Items, Assignments and Due Dates**

<table>
<thead>
<tr>
<th>Summary</th>
<th>Readings and Self-Guided Activities</th>
<th>Assignments</th>
<th>Due Dates and Assignment Grade Point Values</th>
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</thead>
<tbody>
<tr>
<td>Course Overview</td>
<td>Read the Course Syllabus</td>
<td>Post photo and complete online profile in SIU Online.</td>
<td>First time you sign into course.</td>
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</table>
| 1. Linkage Article Reports | Read Unit I of the student manual. | **Assignment 1 (Both Options):** The assignment will consist of two parts: the article itself, which is attached to the summary, and the article summary. The article summary consists of the actual summary, the program strengths and weaknesses, and the linkage application. No part of the summary should exceed 2 paragraphs. The summary will explain what program specifics were discussed in the article. Discuss the strengths and weaknesses of the program in the article and compare it to model programs described in your student manual. The linkage model and application must relate the article facts to the linkage information. Refer to the sample article summary found online. Select and complete either Option 1 OR 2:

**Option 1:** Collect and read three (3) newspaper and/or popular magazine articles about education-to-work or workforce training. All articles must be, at least, 500 words in length and published within the last 12-18 months. Prepare and submit a brief summary for each article, citing each article per APA format, including a separate reference page. **DO NOT SUBMIT OR USE HYPERLINKS!**

**Option 2:** Select and read two articles from professional journals that describe a linkage program or a workforce/vocational training program. All articles must be, at least, 500 words in length and published within the last 12-18 months. Prepare and submit a brief summary for each article, citing each article per APA format, including a separate reference page. **DO NOT SUBMIT OR USE HYPERLINKS!** |
| 2. Interview #1 | Read Unit II and Appendix A of the | **Assignment 2, 3 and 4:** Conduct a **personal interview** with a person at a community college, workforce/vocational |
|  |  | **A2**
|  |  | **Mar. 2, 2016**
|  |  | **105 Points**

Feb. 10, 2016
70 Points
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<td><strong>3. Interview #2</strong></td>
<td>student manual.</td>
<td>training program, training profession company, or community workforce/vocational or co-op program, who has linkages as part of their job description. You may visit, teleconference, use a formal interview, or attend a meeting with several people.</td>
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<td><strong>4. Interview #3</strong></td>
<td></td>
<td><strong>DO NOT EMAIL THE QUESTIONS TO YOUR INTERVIEWEES AND RELY ON THEIR WRITTEN RESPONSES!! THEY MAY NOT KNOW APA WRITING AND CITATION REQUIREMENTS!! This isn’t personal interview either!! You will be penalized for using their written responses as your own work!!</strong></td>
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These people should match your WLP identity from WED 382 as closely as possible. Use the prepared questions provided to get you started with the interview process. You may add your own questions, but you must use the same questions for every interview.

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<td><strong>5. Final Report</strong></td>
<td>Review above readings as needed. Read the articles and interview reports above.</td>
<td><strong>Assignment 5:</strong> Write a (2) page report on what you learned from the first four assignments. At a minimum, you should answer these questions: What information did you gain from your articles and interviews that were insightful? Did you get any good ideas that you can apply now or in the future? Did you get an idea of what you would like to do in the WED field of work?</td>
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