Course Syllabus
WED 416A/F - SIUC
Instructional Methods for Business Education
Instructional Methods for Industrial Technology
Fall 2013

Course Instructor:

Dr. Glen Blackstone
Department of Workforce Education and Development
Southern Illinois University
Phone (WED Office) 618-453-3321 (Office) 618-453-7390
Email: gbstone@siu.edu

Course Description

The 416 series is designed to provide Business Education/Industrial Technology students the opportunity to develop competency in instructional methods of teaching for specific courses offered at the secondary level.

Rationale

This course is an introduction to the task of teaching career and technical education students to be successful teachers. The students in this class are technicians in their subject area but need method for student learning, developing and maintaining a learning atmosphere, skills in diversity and individual learning differences. Various methods of delivering learning will be examined and practiced.

Textbook

None.

Course Objectives

1. Trace the history and development of Business Education/Technology Education as it pertains to instruction in accounting, basic business and marketing education.

2. Identify key issues involved in delivering instruction in Business Education/Technology Education in response to increasing needs of workplaces, school reform, tech prep, education-to-careers, integrated curricula, national standards and other work programs.
3. Prepare article reviews and read material to assist in identifying appropriate course content and teaching strategies for Business Education/Technology Education encompassing national standards and best practices.

4. Discuss instruction in Business Education/Technology Education curriculum as part of an intergraded education-to-careers cluster.

5. Investigate and discuss the effect of while reviewing available software and other programs.

6. Prepare lesson plans and deliver lessons for courses using appropriate instruction formats and working from a detailed plan.

7. Prepare an extensive unit plan designed to meet national and state learning standards that include intergraded academic content in business courses/technology.

8. Identify appropriate student assessment methods for business/tehcnology and develop an instrument to be included in the plan.

9. Discuss nontechnical competencies and their importance to the employee.

10. Discuss skills in establishing and managing student organizations and identify the benefits for students and teach advisers involved with them.

11. Create a recruitment plan for Business Education/Technology Education classes.

12. Discuss development of a resource file of material to be used for supplements and aids in instruction in business/technology classes.

13. Evaluate the effectiveness of an integrated curriculum and the move toward application of academics with the framework of national standards.

14. Discuss demands of the workplace in context with gender equity, diversity and harassment.

Course Materials

D2L: All students must have access to Desire to Learn. Necessary course
materials such as, assignments, instructions, review materials, announcements, course calendar, course grades, and email are found here.

Grading

1. Tests – Three hourly tests will be administered. Each test will consist of objective-type questions. A final exam will be given at the end of the semester that is required of all students.

2. Quizzes – Quizzes will be in a take-home format. There will be 3 quizzes per semester. Quizzes will be worth 25 points each.

3. Class Assignments – It is your responsibility to know what assignment is due and when and how it is to be submitted. Later assignments are not permitted.

4. Scale--The grading scale is based on a percentage of total possible points. You may check your scores in the gradebook in D2L.

   92% to 100% = A  
   84% to  91% = B  
   76% to  83% = C  
   68% to  75% = D  
   69% & below = F

5. Points
   
<table>
<thead>
<tr>
<th>Points</th>
<th>Weight</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Hourly Tests</td>
<td>3 @ 50</td>
<td>150</td>
</tr>
<tr>
<td>3 Quizzes</td>
<td>3 @ 25</td>
<td>75</td>
</tr>
<tr>
<td>Presentations</td>
<td>2 @ 50</td>
<td>100</td>
</tr>
<tr>
<td>Paperwork for Presentations</td>
<td>2 @ 25</td>
<td>50</td>
</tr>
<tr>
<td>Recruitment Plan</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>Final Project Unit Plan</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>Teacher Points</td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

General Rules and Procedures

In order to have maximum time to read and evaluate students’ work, all students must follow the same procedures. Please study and follow these procedures.
1. Electronic and Hard Copy Submission of Assignments -- Each assignment will specify the type of submission required, either electronic via D2L or hard copy. You may NOT substitute submission formats. Use 12 point Times New Roman or Arial font for most of your work.

2. Businesslike –Your work should be free of typographical and mechanical errors, and it should be completed in a neat and businesslike manner. The content of all your work must be realistic and professional.

3. Language Usage --All assignments in the class will be graded on the assumption of language competency.

4. Late Assignments are Not Accepted – Check D2L often.

5. Group Work --Students cannot switch from work group to work group except at the Instructor’s discretion.

6. Keeping Scores --Be sure to maintain a record of your scores on all class activities. A score sheet will be available on D2L.

7. Attendance --It is expected that you will be present for all course activities.

8. Course Changes --You are responsible for noting changes in the class schedule and other announcements. Listen and establish your own communication network.

9. Businesslike Appearance --Your ideas are vital, but how they look is also very important. Strive to use neat, uncluttered and professional formats in everything you submit in this class (and in your other classes).

10. Plagiarism/Academic Dishonesty --All University, College, and Department policies on academic honesty will be enforced. The usual consequence of academic dishonesty is failure in the course and referral of the case to the Dean of the College for additional disciplinary action. Representing someone else’s work as your own will not be tolerated in this course.

The place and the amount of plagiarism are not relevant. Representing another’s work as your own can include such activities as:

a. Taking material from a published or other source and not documenting the source.
b. Taking material from a published or other source and not attributing the work to the other source.

c. Using a current or former student’s work in Business Communications.

d. Modeling the language of your work after the examples given by the instructors or in your text or any other source.

11. No Incompletes --Incomplete grades (or post-dated withdrawals) will not be issued because students fail to pass the CCE, fail to attend class, or fail to achieve desired grades. It is the student’s responsibility to withdraw from the course, following University procedures, if they deem it necessary.

12. Cost Planning --In order to produce quality businesslike materials, some extra costs may be involved in this course. Please plan for them. Such costs might involve: renting a word processor/computer, printing supplies, duplicating various materials, packaging the final group project, developing and preparing a visual aid, and purchasing computer storage media.

13. Protocol --Written and unwritten protocols exist in business, and the same applies in this course. Do not disrupt lecture. Please turn off cell phones, cooperate with group members, and conduct yourself in a respectful, business-like manner at all times.

14. Emergency Procedures: 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 the 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 Guidelines 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.
Schedule of Classes
WED 416 A/F
Instructional Methods for Business Education
Instructional Methods for Industrial Technology
Fall 2013

Week of
Aug 22  Welcome, Syllabus, General Orientation
Aug 29  Overview of business and technology education
Sep 5    Effective administration
Sep 12   Planning for instruction
Sep 19   Goals, outcomes, objectives, targets
Sep 26   Lesson Plans
Oct 3    Instructional strategies
Oct 10   Assessment strategies
Oct 17   Presentation 1
Oct 24   Presentation 1
Oct 31   Common Core vs. No Child Left Behind
Nov 7    Using common core in your curriculum
Nov 14   Unit plan
Nov 21   Presentation 2
Nov 28   Thanksgiving – no class
Dec 5    Presentation 2
Dec 12   Final Exam