

## **Course Syllabus**

### **Description:**

Planning, organizing, and developing programs in technical-vocational education as required by the Texas State Plan for Vocational Education.

### **Goals:**

Students will develop an understanding and appreciation of the following:

1. The understanding of curriculum and its purposes.
2. The comprehensive curriculum as it relates to the community technical college, secondary school, and industry
3. The techniques of program/curriculum development

### **Objectives:**

1. Given an overview of the seven programs and services of the curriculum, each participant(s) will individually or as a member of a small group:
  - a. give a presentation on a select program or service (no topics may be repeated)
  - b. prepare a written topical outline for each member of the class
2. Satisfactorily complete a written examination.
3. Construct a community college program for a particular field of study. (see Term Assignment)

### **Outline:**

1. Definitions
2. Purpose of Curriculum
3. Academic Organization
  - a. Broad fields
  - b. Basic fields
  - c. Specialized field
4. Programs and Services of the Community College
  - a. Transfer education
  - b. Occupational education
  - c. General education

- d. Continuing education
  - e. Developmental education
  - f. Community education (service)
  - g. Student personnel services
5. Characteristics of occupational education programs.
  6. Steps in developing an occupational program.
  7. Accrediting agency practices, procedures, and standards.
  8. Texas Higher Education Coordinating Board, Texas Education Agency, and other approving board guidelines.

**Grading:**

Preparation and attendance	10%
Presentation	20%
Program/Curriculum project	50%
Final examination	<u>20%</u>
	100%

### Term Assignment

#### Objective:

1. Demonstrate an understanding of curriculum and its purposes.
2. Demonstrate an understanding of comprehensive curriculum as it relates to community college, secondary, post secondary and business/industry.
3. Demonstrate competency in techniques of curriculum development.

#### Assignment:

Construct a diploma, certificate or degree program of instruction in a community college, secondary, post secondary and business/industry for a particular field of study.

#### Program:

A systematically arranged group of courses designed to prepare students for a field of work, for a specific job, or for a liberal education.

*Innovation is appropriate in this paper.*

#### Guidelines:

- I. Introduction
  - A. Philosophy of the institution
  - B. Student characteristics
  - C. Other information which might be important
- II. Describe your institution and its community
- III. Title of your program of study
  - A. General objective(s) of the program
  - B. List courses with catalogue descriptions and justification of each (not just course under major but all courses in program) (as many as 9 hrs elective without description)
  - C. Select four courses:
    1. Write performance objectives for each
    2. Describe teaching methodology to achieve objective. Include:
      - a. Visitations
      - b. Resource people
      - c. Institutional media, resources, and other enriching activities
    3. Describe evaluation process.

Note: Assume submission to coordinating board or other approval agency and financing is not a problem.

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## **Students with Disabilities**

"If you have a disability, including a learning disability, for which you request an accommodation, please contact Ida MacDonald in the Disability Support Services office so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Support Services counselor. For more information, call or visit the Student Services Center located in the University Center, Room 111. The telephone number is 566-7079 (TDD 565-5579).

### ***Academic Dishonesty***

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment of the award of a degree, and/or the submission, as one's own work of material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

<http://www.uttyler.edu/academicaffairs/syllabuspolicies.pdf>

### **Students Rights and Responsibilities**

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/StudentRightsandResponsibilities.html>

### **Grade Replacement/Forgiveness**

If you are repeating this course for a grade replacement, you must file an intent to receive grade forgiveness with the registrar by the 12th day of class. Failure to do so will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates will receive grade forgiveness (grade replacement) for only three course repeats; graduates, for two course repeats during his/her career at UT Tyler.

### **State-Mandated Course Drop Policy**

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped

after the 12<sup>th</sup> day of class (See Schedule of Classes for the specific date).

Exceptions to the 6-drop rule include, but are not limited to, the following: totally withdrawing from the university; being administratively dropped from a course; dropping a course for a personal emergency; dropping a course for documented change of work schedule; or dropping a course for active duty service with the U.S. armed forces or Texas National Guard.

Petitions for exemptions must be submitted to the Registrar's Office and must be accompanied by documentation of the extenuating circumstance. Please contact the Registrar's Office if you have any questions.

**Disability Services**

In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Support Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact Ida MacDonald in the Disability Support Services office in UC 282, or call (903) 566-7079.

**Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

**Student Absence for University-Sponsored Events and Activities**

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

**Social Security and FERPA Statement:**

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.