OCTD 4336
SHOP AND CLASSROOM ORGANIZATION AND MANAGEMENT
OCCUPATIONAL TRAINING AND DEVELOPMENT
TEXAS A&M UNIVERSITY–CORPUS CHRISTI
SANDRA CERVANTES
FACULTY CENTER 243A
OFFICE PH# 825-2511
FALL 2011
COURSE SYLLABUS

I. COURSE DESCRIPTION
Organization and management aspects of shop and laboratories, space requirements, equipment, general arrangement, budget, discipline, advisory committee and safety. (May be taken for graduate credit.)

II. RATIONALE
This course includes organization and management procedures used in career and technical education programs. Instruction and practical application will be provided in record keeping systems; systems of issuing tools and materials; using assignment, rotation and progress charts; developing student leadership; setting up a laboratory safety program and development of attitudes.

III. STATE ADOPTED PROFICIENCIES FOR TEACHERS
Students in the Occupational Training and Development program will demonstrate the State adopted proficiencies through:

1. Working knowledge of the subject matter applicable to the program assigned
2. Staying abreast of the knowledges and competencies applicable to each individual field of expertise
3. Participate in applicable professional development activities and collaborate with colleagues within their assigned field of expertise
4. Communicates with community members and others within their field of expertise about program effectiveness

IV. STUDENT LEARNING OUTCOMES
Students in the Occupational Training and Development program will:

5. demonstrate personal characteristics of the successful occupational instructor; (OCTD 3390, OCTD 4305, OCTD 4335, and OCTD 4338 are linked to this student learning outcome.)
6. demonstrate professional qualities of the successful occupational instructor; (OCTD 3390, OCTD 4305, OCTD 4335, and OCTD 4338 are linked to this student learning outcome.)
7. demonstrate instructional strategies to enhance student achievement and growth in the occupational environment. (OCTD 3390, OCTD 4305, OCTD 4335, and OCTD 4338 are linked to this student learning outcome.)
IV. **TExES COMPETENCIES**
1. Pedagogy related information related to the non-traditional classrooms and laboratories.
2. See exam standards for the PPR-TIE #170 for Trade and Industrial teachers.
3. See exam standards for the PPR #130 for Health Science Technology teachers.

V. **COURSE OBJECTIVES AND OUTCOMES**
This course is designed to enable students to:

1. Describe and discuss functions of an instructor.
2. Utilize professional resource material for personal improvement.
3. Evaluate facilities and equipment for safety standards as described by OSHA.
4. Formulate and implement an effective safety program according to standards set by OSHA.
5. Plan and utilize effective methods to be used in controlling the various phases of class management.
6. Organize and work with an advisory committee.
7. Prepare a budget and other necessary records for an effective shop program.
8. Plan effective opening and closing activities for a school year.

VI. **COURSE TOPICS**
The major topics to be considered are:
1. The Instructor
   - Functions of an instructor
   - Professional educational publications
   - Professional development
2. Laboratory/Classroom Management
   - Materials and supplies
   - Tool control
   - Budget request
   - Records
   - Student management
   - Maintenance program
3. Safety Program
   - Responsibilities and liabilities
   - Causes of accidents
   - Accident prevention
   - Teaching safety according to OSHA standards
Eye safety

4. Program Management
   Advisory committee
   Public relations
   First day of class
   Closing the school year

VII. INSTRUCTIONAL METHODS AND ACTIVITIES
Methods and activities for instruction for this course will include traditional experiences, such as lecture/discussion and demonstration by the instructor and students, guest speakers, and video presentations. Students will also participate in cooperative groups, student demonstrations, and oral presentations.

VIII. EVALUATION AND GRADE ASSIGNMENT
See attached Course Schedule and Course Requirements.

IX. COURSE SCHEDULE AND POLICIES
See attached Course Schedule and Course Requirements.

X. TEXTBOOKS
No textbooks are required for this course. The following references will be utilized during the presentations of course content:


Occupational Safety Health Administration. http://www.osha.gov/


XI. Bibliography
There is no bibliography for this course.

XII. COURSE POLICIES

Academic Integrity/Plagiarism
University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one's own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in failure.

**Dropping a Class**
I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. **May 2, 2011** is the last day to drop a class with an automatic grade of "W" this term.

**Preferred methods of scholarly citations**
Publication Manual of the American Psychological Association, Sixth Edition is the preferred method for citations within papers.

**Classroom/professional behavior**
All students are expected to act in a responsible manner with consideration of fellow students and toward TAMU-CC faculty and staff members. Specific rules and information is available in the TAMU-CC Student Handbook and available through the website [http://studentaffairs.tamucc.edu/StudentCodeofConduct.pdf](http://studentaffairs.tamucc.edu/StudentCodeofConduct.pdf).

**Grade Appeals**
As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at [http://www.tamucc.edu/provost/university_rules/index.html](http://www.tamucc.edu/provost/university_rules/index.html). For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

**Disabilities Accommodations**
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Driftwood 101.
If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

*Required by SACS