Syllabus for CTE 430 / 530  
Career and Technical Student Organization Development

Instructor:  
Dr. Robert Torres  
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Email: rtorres@cals.arizona.edu  
Phone: (520) 621-1523  
All questions or comments should be emailed to instructor at CTECertificate@email.arizona.edu.  
Office Hours: Available by appointment. Instructor will be available for both in person, and online meetings to suit students’ needs in this online course.

Course description:  
This course focuses on the Career and Technical Student Organizational aspect of the total CTE program. Understanding your role as an advisor will assist you in carrying out the program of work for your organization, management of the organization, and implementing pivotal leadership training to ensure student success in developing an effective youth organization.

Course Objectives and Expected Learning Outcomes:  
Upon completion of this course, students will be able to:  
Understand the role of youth organizations, and the many facets each student plays within your program will assist in the creation of program of work, officer training programs, and general leadership techniques to reach each student within your program.

Course objectives  
1. Describe the role of youth organizations in motivating students and revitalizing instruction in CTE.  
2. Design a meaningful Program of Work.  
3. Design an effective chapter officer-training program.  
4. To identify the role and duties of the advisor as they relate to the management, organization, and development of effective youth organizations.  
5. Develop proficient in the skills necessary to run an efficient and effective business meeting for youth organizations.  
6. Describe the role of youth organizations as they relate to their various educational purposes.  
7. Develop an adequate department budget based upon the instructional program.  
8. Plan and organize student activities which reinforce the application of subject matter.  
9. Describe the characteristics of basic leadership behavior patterns.  
10. Synthesize characteristics of a successful youth organization.

Reason for the Course:  
The Department of Agricultural Education is in the process of creating a series of six 2-credit courses (graduate and undergraduate level), which will be offered online for the CTE professional in CTE disciplines other than Ag Ed. The courses are for those who have received a provisional certificate based on their career experience and who are required to complete 15 credits of coursework in professional knowledge in order to qualify for a 6-year Standard Arizona K-12 CTE Certificate. These courses in addition to an approved SEI course (60 hours total), an Arizona and US Constitution course, and completion of two years of satisfactory teaching complete the requirement to change from a provisional 3-year CTE certificate to the Standard 6-year certificate.
Location and Times:
- **Location:** All coursework will be delivered online via Desire to Learn (D2L) Learning portal; [www.d2l.arizona.edu](http://www.d2l.arizona.edu).
- **Time:** This is a self-paced, 2-unit course, which the intention of 30 hours of work consisting of course readings, PowerPoint’s, quizzes, and assignments.

### Course Outline:

<table>
<thead>
<tr>
<th>Module 1: Developing a Program of Work (POW)</th>
<th>Quiz 1</th>
<th>Purpose and Need for Program of work (pg. 41-52 Vaughn)</th>
<th>Points Possible CTE 430</th>
<th>Points Possible CTE 530</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Quiz 2</td>
<td>Guidelines for Developing a POW (CSU, D2L)</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Quiz 3</td>
<td>Financial Management (107-120 Vaughn)</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Modular Assignment</td>
<td>Program of Work</td>
<td>80</td>
<td>60</td>
</tr>
</tbody>
</table>

| Module 2: Role of Youth Organization | Quiz 4 | Understanding History of Student Organizations (pg. 15-33 Vaughn) | 20 | 20 |
| | Quiz 5 | Team Leadership and Development (Kozlowski et al., D2L) | 20 | 20 |
| | Quiz 6 | Youth Development (McLaughlin, D2L) | 20 | 20 |

| Module Assignment | Member Development Plan | 50 | 40 |

| Module 3: Advisor Duties | Quiz 9 | Officer Training (pg. 53-66 Vaughn) | 20 | 20 |
| | Quiz 10 | Supervising and Developing Public and Community Relations (pg.93-105 Vaughn) | 20 | 20 |
| | Quiz 11 | Supervising Yearly Evaluations (pg. 153 -161) | 20 | 20 |

| Modular Assignment | Officer Selection and Training Guide | 50 | 40 |

| Module 4: Characteristics and Management of Youth Organization | Quiz 12 | Member Involvement (pg. 3-28 Kouzes and Posner) | 20 | 20 |
| | Quiz 13 | Successful Workshops (D2L) | 20 | 20 |
| | Quiz 14 | Constitution and Bylaws for a Youth Organization (pg. 133-161 Kouzes and Posner) | 20 | 20 |
| | Modular Assignment | Philosophy Paper & Workshop | 80 | 60 |

| 500 Graduate Only* | Literature Review | - | 60 |

| Totals | 500 | 500 |

See D2L for specific module readings, quizzes, and assignment guides. All readings, and quizzes will be found on D2L, while all assignments will be turned into the D2L dropbox.

*CTE 530 students will be required to complete and submit a literature review as part of their course
requirements in addition to course module completion.

Information on how to use D2L:
1. Go to http://d2l.arizona.edu/ to access D2L
2. Enter your netID login and password
3. Go to “My Academic Courses” If your course does not appear:
   a. Click on the down arrow beside the current semester.
   b. Click on the down arrow beside the department name, and then
   c. Click on your course name.
   d. You should now be at your D2L Course Home Page.

Links to the Directions for all assignments are under the content heading in the course site found in the lower tool bar.

If you have difficulty with D2L, please read the D2L Tip Sheet at http://eebweb.arizona.edu/faculty/dornhaus/courses/d2l%20tip%20sheet%20students.pdf
Problems using D2L can also be reported using this Web link http://help.d2l.arizona.edu/node/153.
Additionally you can contact UITS 24/7 at: http://uits.arizona.edu/departments/the247 or directly at - (520) 626-TECH (8324)

General course policies and requirements:

1. To participate in this online course, students must have daily, reliable access to D2L.
2. Assignments must be turned in by the required date and time. 5% will be deducted from the grade for each day the assignment is late including weekends.
3. **Students are expected to spend a total of 30 hours of work for completion of this course.**
4. You should check D2L announcements daily for new information related to the course.
5. E-mails will be answered within 24 hours.
6. Work turned in early will be held until the due date and graded with the rest of the papers or assignments, unless the student asks for feedback prior to submitting a final draft.
7. Weekly announcements will be posted every Sunday for the upcoming week.

Texts:
Two text are required, and the supplemental readings will be found on the D2L site.

Grading Policy:
The standard University grading scheme will be used for this course.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>E</td>
<td>&lt; 59%</td>
</tr>
</tbody>
</table>

Evaluation:
Your course grade will be based on quizzes, chat participation, participation in discussion, and your paper assignments.

CTE 430 Grading Schematic

<table>
<thead>
<tr>
<th>Module: Topic</th>
<th>Points</th>
<th>% of total grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1: Developing a program of work (POW)</td>
<td>140</td>
<td>29%</td>
</tr>
<tr>
<td>Module 2: Role of Youth Organization</td>
<td>110</td>
<td>21%</td>
</tr>
<tr>
<td>Module 3: Advisor Duties</td>
<td>110</td>
<td>21%</td>
</tr>
<tr>
<td>Module 4: Characteristics and Management of Youth Organization</td>
<td>140</td>
<td>29%</td>
</tr>
<tr>
<td>Total</td>
<td>500</td>
<td>100%</td>
</tr>
</tbody>
</table>

CTE 530 Grading Schematic

<table>
<thead>
<tr>
<th>Module: Topic</th>
<th>Points</th>
<th>% of total grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1: Developing a program of work (POW)</td>
<td>120</td>
<td>24%</td>
</tr>
<tr>
<td>Module 2: Role of Youth Organization</td>
<td>100</td>
<td>20%</td>
</tr>
<tr>
<td>Module 3: Advisor Duties</td>
<td>100</td>
<td>20%</td>
</tr>
<tr>
<td>Module 4: Characteristics and Management of Youth Organization</td>
<td>120</td>
<td>24%</td>
</tr>
<tr>
<td>Graduate Assignment</td>
<td>60</td>
<td>12%</td>
</tr>
<tr>
<td>Total</td>
<td>500</td>
<td>100%</td>
</tr>
</tbody>
</table>

The standard University grading scheme will be used for this course grade determination:
Policies:

**Extra Credit Policy:**
There is no Extra Credit Scheduled for this course, but some opportunities may arise.

**Late Policy:**
An assignment turned in late will be reduced by 5% of its total value for every day it is late including weekends.

**Attendance Policy:**
While attendance will not be taken in this course, it is highly encouraged. In addition to the in-class writing assignments and discussion groups you may miss, a number of the questions on exams will come from lecture materials that are not covered in your readings. If students do miss a class meeting, it is their responsibility to get the materials that they missed. Students will not be allowed to make up any in-class points without notifying the instructor via email of their absence at least 2 hours before class begins.

**Attendance Policy:**
This course is offered online, and as such, attendance is not taken. Students are only required to be online for as much time as it takes them to do the weekly chats and discussions and to download any articles for the week.

**Online Student Interaction Guidelines:**
1. The Arizona Board of Regents’ Student Code of Conduct [http://deanofstudents.arizona.edu/student-code-conduct-student-faqs](http://deanofstudents.arizona.edu/student-code-conduct-student-faqs), ABOR policy 5-308, prohibits threats of physical harm to any member of the University community, including one’s self. See: [http://policy.arizona.edu/threatening-behavior-students](http://policy.arizona.edu/threatening-behavior-students).
2. It is expected that students may disagree with the research presented or the opinions of their fellow classmates. To disagree is fine but to disparage others views is unacceptable. All comments should be kept civil and thoughtful.
3. This Class runs under university policies regarding disruptive behavior. [http://policy.arizona.edu/disruptive-behavior-instructional](http://policy.arizona.edu/disruptive-behavior-instructional).

**Missed Classes or Exams Policy:**
Students will be allowed to make-up an exam only on rare occasions for justifiable, extenuating circumstances. Students need to submit a written request attaching supporting documentation (e.g. doctors verification). Students will not be allowed to make-up exams for non-academic reasons (e.g. family vacation, early holiday travel). If a student is allowed to make up an exam, it will most likely be in an essay format. Students will not be allowed to make up in class discussions, or writing assignments without letting the instructor know in advance (via e-mail) that they will be missing class on a given day.
Missed Online Interactions or Exams Policy:
Students will be allowed to make-up a quiz only on rare occasions for justifiable, extenuating circumstances. Students need to submit a written request attaching supporting documentation in an electronic format; pdf files are preferable (e.g., doctors verification). Students will not be allowed to make-up quizzes for non-academic reasons (e.g., family vacation, early holiday travel). If a student is allowed to make up a quiz, it will most likely be in an essay format. Students will not be allowed to make up in discussions, or chat activities without letting the instructor know in before the closing date of the activity (via e-mail) that they have a conflict.

Incomplete Grade Policy:
Incomplete grades will be given only in special circumstances as outlined in university policy as stated in “The University of Arizona Record General Academic Manual”

Academic Integrity:
Students are encouraged to share intellectual views and discuss freely the principles and application of course materials. However, all graded work/exercises must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the UA code of Academic Integrity as described in the UA General Catalog. See:
http://deanofstudents.arizona.edu/codeofacademicintegrity

Policy on Threatening Behavior:
The University seeks to promote a safe environment where students and employees may participate in the educational process without compromising their health, safety, or welfare. The Arizona Board of Regents’ Student Code of Conduct, ABOR Policy 5-308, prohibits threats of physical harm to any member of the University community, including to one’s self. Threatening behavior can harm and disrupt the University, its community and its families. Please see the following document for more information: http://policy.arizona.edu/threatening-behavior-students

Statement of Copyrighted materials:
Students are advised that all lecture notes, lectures, study guides and other course materials disseminated by the instructor to the students, whether in class or online, are original materials and as such reflect intellectual property of the instructor or author of those works. All readings, study guides, lecture notes and handouts are intended for individual use by the student. Students may not distribute or reproduce these materials for commercial purposes without the express written consent of the instructor. Students who sell or distribute these materials for any use other than their own are in violation of the University’s Intellectual Property Policy (available at http://techlaunch.arizona.edu/university-arizona-intellectual-property-policy). Violations of the instructors copyright may result in course sanctions and violate the Code of Academic Integrity.
Confidentiality of Student Records:

http://www.registrar.arizona.edu/ferpa/default.htm. Students should have read and be aware of federal regulations regarding the privacy of their academic records.

Special Needs Policy:
Students needing special accommodations or special services should contact the Disability Resources Center, 1224 East Lowell Street, Tucson AZ 85721, (520)621-3268, FAX (520)621-9423, email: uadrc@email.arizona.edu, http://drc.arizona.edu/. Resources/CDRR (621-5227). You must register and request that the center or DRC send the instructor official notification of your needs as soon as possible. Please plan to meet with via phone or office hours to discuss accommodations and how this course’s requirements may impact your ability to fully participate. The need for accommodations must be documented by the appropriate office.

Course Withdrawal
Students withdrawing from this course must notify me prior to nonattendance in of online activities and must execute drop or withdrawal procedures in accordance with the UA General Catalog (see http://catalog.arizona.edu/ for official dates).

Notification of Objectionable Materials
As part of this course, we will be covering topics that may be uncomfortable for some (e.g., sexuality, relationship violence, etc.). The instructor has noted class topics in the topical outline and will make reasonable attempts to notify students of potentially objectionable material. If a particular topic makes you uncomfortable, please notify the instructor/TA to discuss possible alternatives.

Subject to Change Statement
Information contained in the course syllabus, other than the grade policies, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor.