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Office Hours: View on the instructor’s web page or office door

All components of this syllabus are tentative. As the class progresses, changes may be made by the instructor.

Prerequisites
EDU 250, PSY 310, SEC 351, SEC 352, & Completion of Teacher Admissions File.
Senior standing and instructor permission.

Co requisite
BE 486

Course Description
This course is designed to prepare prospective business and/or marketing teachers for certification in Business and Marketing Education programs. The course offers a study of state department requirements (Kentucky), trends, goals, teaching procedures, tests and measurements, special helps, teaching materials, and technologies. This class will be supplemented with online instruction tools.

Course Objectives
If the major objectives of this course are achieved, the student will leave with a feeling of confidence about their ability to teach in a Business and/or Marketing Education classroom.

The student will be able to perform the following state requirements

Title of Student Performance:  Practicing the Teacher Work Sample

KY New Teacher Standards Addressed:

New Teacher Standard I- Designs/Plans Instruction
   1.1 Focuses instruction on one or more of Kentucky’s student academic expectations.
   1.3 Integrates skills, thinking processes, and content across disciplines.
   1.5 Proposes learning experiences that are developmentally
appropriate for learners.
1.9 Includes appropriate assessment strategies and processes.
1.10 Includes comprehensive and appropriate school and community resources that support learning.

New Teacher Standard IV- Assesses and Communicates Learning Results
4.1 Uses multiple assessments and sources of data.
4.2 Makes appropriate provisions for assessment processes that address social, cultural, and physical diversity.
4.3 Accurately assesses student performance using the established criteria and scoring guides consistent with Kentucky’s assessment program and Commonwealth Accountability Testing System (Cats).
4.5 Systematically collects and analyzes assessment data.

New Teacher Standard VIII- Knowledge of Content
8.1 Accurately communicates the skills and core concepts related to certified academic areas.
8.2 Effectively applies the methods of inquiry related to the certified academic areas.
8.3 Incorporates a multicultural/global perspective in content presentations.
8.4 Utilizes technology related to the certified academic areas.
8.5 Connects knowledge of the certified academic areas to real-life situations.


1.21 The teacher realizes that subject matter knowledge is not a fixed body of facts but is complex and ever evolving. He/she seeks to keep abreast of new ideas and understandings in the field.
1.22 The teacher appreciates multiple perspectives and conveys to learners how knowledge is developed from the vantage point of the knower.
1.23 The teacher has enthusiasm for the discipline(s) s/he teaches and sees connections to everyday life.
1.24 The teacher is committed to continuous learning and engages in professional discourse about subject matter knowledge and children’s learning of the discipline.

Teaching Strategy
The instructor will offer lecture, demonstrations, and guide students through the concepts and technologies to be learned in this course via monitoring progress through a variety of assignments and learning activities. Students will present lessons on initial content as the instructor serves as a coach and resource. Students will participate in group assignments, individual research and projects. Students will participate in exploratory learning.
Required Text/Readings

Course Grading/Evaluation

1. Preparation Unit Teaching Plan--Simulation of the Teacher Work Sample TWS

WKU teacher education students are required to submit a TWS during their student teaching semester.

Components of this assignment include. 100%
A. Contextual Factors 25%
B. Learning Goals 25%
C. Assessment Plan 25%
D. Design for Instruction 25%

These four components will also be viewed as your critical performances for your electronic portfolio.

An X (INCOMPLETE) will be given if the SEC 473 critical performances are not properly uploaded onto the WKU Electronic Portfolio System. Students may not student teach with an incomplete grade in teacher education courses.

Some of the following assignments and projects may be a subset of the practice TWS discussed above.

2. Class Presentations (teaching lessons)
Students will deliver a variety of lessons using initial (new) content. Students are encouraged to use a variety of delivery methods including (but not limited to) multimedia presentations.

Supplemental Readings
Will be determined as the semester progresses.

3. Professional Organization Membership
Each student is strongly encouraged to join two national business/vocational education professional organizations: National Business Education Association (NBEA), and Association for Career and Technical Education (ACTE). Each student is encouraged to join the Kentucky Business Education Association (KBEA), the state business education professional organization.
Membership information may be obtained from each organization at the following web sites.
http://www.acteonline.org/
http://www.nbea.org/
http://www.kbea.org/

Students who chose not to join the professional organizations may opt to conduct a formal research project in APA 5th edition format. A formal presentation will accompany the presentation.

4. Community Involvement
Students are encouraged to become involved in at least one community involvement event. Junior Achievement (JA) has asked for people to teach an economics lesson in the public schools (usually an area elementary school). This is short in nature, usually requiring 1-3 visits. JA supplies the lesson packet for the lesson and the presenter may keep the valuable packet after the lesson. Also, the Alive center offers many opportunities to become engaged in the community (http://www.alivebg.org/). Other community involvement activities may be accepted by the instructor.

5. Bulletin Boards
Students will prepare one representation of a bulletin board display appropriate for a Business & Marketing Education classroom. Students should submit a scale drawing on 8 1/2 X 11" paper and make copies for the resource file.

6. Unit Learning Activities
Students will complete the learning activities that are assigned by the instructor for each chapter/section of the course. Most of the learning activities will be related to practicing the Teacher Work Sample (TWS).

7. Research Activities
Students will complete research activities concerning current issues/trends or questions in business education.

8. Examinations
Students will complete several examinations. Examination questions will include multiple choice and true/false questions. Examinations will be administered via blackboard in a WKU computer lab.

9. SBEA Conference
Students are encouraged to attend the SBEA Conference in Louisville KY. Because this conference is held so close to WKU, students have a valuable opportunity to attend this regional conference with a minimum of expense and effort. Extra-credit will be awarded for those students that attend and participate. More information about the conference may be obtained on the web at http://www.sbea.us/.

10. Field Experience
Students must complete 16 hours of classroom observations and learning activities in public schools. The instructor will distribute (electronically or in hard-copy) more
detailed instructions. Students will be required to provide their own transportation to and from their field experience site and to conduct their selves professionally.

**Attendance**
Attendance will be recorded at the beginning of each class. If a student is late, they should inform the instructor after class to change the attendance record.

**Turning In Assignments/Projects/Exams**
All assignments turned in *must* be keyed. Hand-written assignments will not be graded. The following information should be placed at the beginning of each assignment:

1. student name  
2. student I.D. number  
3. date  
4. exercise identification (i.e. Chapter 9, Key Terms, p. 239).

Most assignments will be turned in via the class Blackboard "Assignments" tool.

Certain assignments indicated by the instructor will be done in groups of two or more students. Participants are strongly encouraged not to divide work due to the lack of exercise in certain skills. Participants are advised to aid each other in completing each assignment.

**Evaluation**
The variety of activities, assignments, and written evaluations provides the instructor of this course with a multitude of materials and performances upon which to base your final grade. During this semester, students will be engaged in a wide variety of activities that require different amounts of time and effort. Each assignment will be assessed a different point value which reflects variables such as the amount of work involved and the weight given to the assignment. Grades will be determined by calculating the percentage of the total points the student acquired. The following grading scale will be used.

**Grading Scale**

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100</td>
<td>A</td>
</tr>
<tr>
<td>80 - 89</td>
<td>B</td>
</tr>
<tr>
<td>70 - 79</td>
<td>C</td>
</tr>
<tr>
<td>60 - 69</td>
<td>D</td>
</tr>
</tbody>
</table>
Class Policies

1. Information is offered and many assignments are prepared during class time; absences may adversely affect your final grade. Students absent without a doctor’s excuse should obtain help from another student with any material not understood. Assignments turned in late without a physician’s excuse will be given a grade of zero (0) or a reduced grade at the discretion of the instructor. Work done in class will be based on knowledge of previous assignments; therefore, students must keep up with assigned readings and/or assignments. To receive credit for group assignments, students must participate fully in all group work.

2. Because of the professional orientation of the course, all assignments are expected to be completed in a professional manner by the assigned date. Severe penalties will be assigned to work submitted late or work carelessly completed. Zeros will be given for work not submitted by the assigned time. All take-home work is due at the beginning of class on the date due.

3. All assignments are to be keyed and printed at a computer. Hand-written assignments will not be graded.

4. All quizzes and examinations will be delivered via Blackboard in WKU computer labs.

Academic Offenses
(Taken from the Western Kentucky University student handbook at http://www.wku.edu/Dept/Support/StuAffairs/StuLife/handbook/P1Policy/14AcademicOffenses.htm)

The maintenance of academic integrity is of fundamental importance to the University. Thus it should be clearly understood that acts of plagiarism or any other form of cheating will not be tolerated and that anyone committing such acts risks punishment of a serious nature.

Academic Dishonesty - Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the course work in which the act is detected or a failing grade in a course without possibility of withdrawal. The faculty member may also present the case to the Office of Student Life for disciplinary sanctions. A student who believes a faculty member has dealt unfairly with him/her in a course involving academic dishonesty may seek relief through the Student Complaint Procedure.

Plagiarism - To represent written work taken from another source as one’s own is plagiarism. Plagiarism is a serious offense. The academic work of a student must be his/her own. One must give any author credit for source material borrowed from him/her. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage without reference to the source after having changed a few words is also plagiarism.
Cheating - No student shall receive or give assistance not authorized by the instructor in taking an examination or in the preparation of an essay, laboratory report, problem assignment or other project which is submitted for purposes of grade determination.

Other Types of Academic Dishonesty - Other types of academic offenses, such as the theft or sale of tests, should be reported to the Office of Student Life for disciplinary sanction.

**Diversity**

The instructor of this class and the Department of Curriculum and Instruction recognizes the diverse nature of the student body at Western Kentucky University. The instructor and department intend to present educational experiences that do not hinder any group by way of verbiage, actions, or written communication. Any person that recognizes an incident that is a breach of this mission should contact the instructor.

**Disabilities Act**

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for student Disability Services, Garrett Conference Center 101. The OFSDS telephone number is (270) 745-5004 V/TDD.

Per university policy, please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Disability Services.