

ETE 6450 Administration and Organization Summer, 2008

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Course Schedule

Daily, 5:00 – 7:00 pm (beginning, July 7 and ending August 1, 2008)
Industrial Science Bldg. Room #116 Exception: July 24, NO CLASS for Pioneer Holiday

Course Description

Administrative, supervisory, and organizational techniques for successful operation of Technology Education and Career & Technical Education programs.

Course Objectives

Upon completion of the course, students will:

1. Understand how Technology Education and Career & Technical Education is organized in Utah and how it is governed and administered
2. Understand the definitions that are commonly used in the field
3. Understand the scope and sequence of Technology Education and Career & Technical Education program offerings
4. Be familiar with current special and innovative programs
5. Understand the certification and licensing requirements for technical teachers
6. Understand private and government technical education
7. Learn techniques of sound administration
8. Know techniques of communications relating to the supervision of employees and students
9. Understand leadership techniques for dealing with people

Course Outline

July 7 - Unit 1 Understanding the Profession

- Common terms used in Technology and Career & Technical Education
- The changing nature of Technology Education and Career & Technical Education

July 8 - Unit 2 Program Governance

- State Office of Education
 - Curriculum and Instruction
 - Career & Technical Education
- State Board of Regents
- UCAT
- Local Administration

July 9 - Unit 3 Programs and Scope and Sequence

- Program content
- Program offering sequence

July 10 - Unit 4 Program Trends and Special Programs

- Tech Prep
- Career Pathways
- Concurrent Enrollment
- Extension/Distance Education
- SLC's

July 11 – Unit 5 – Administrator Interview (arrange off-campus)

July 14 – Unit 6 – Reflections of administrative interviews

- Oral presentation
- 1 page summary

July 15 - Unit 7 Teacher Licensing and Program Funding (**Special guest – Mel Robinson, Technology and Engineering Specialist, Utah State Office of Education)

- Secondary Licensure and Endorsements
- CTE Licensing
- Administrator Licensing
- Funding
 - Federal
 - State
 - Local

July 16 - Unit 8 Accreditation

- The purpose of accreditation
- Typical accreditation boards
- Accreditation standards
- Credit Evaluation

July 17 - Unit 9 Professional Organizations

- The purpose of professional organizations
- Identification of organizations unique to Technology Education

July 18 - Unit 10 CTE Student Leadership Organizations

- Names of organizations
- Purposes of organizations
- Organization and structure of youth organizations

July 21 - Unit 11 Special Programs

- Custom Fit
- Short Term Training
- Apprenticeship and Work-Based Learning
- Job Corp
- Private technical schools
- Military training

July 22 - Unit 12 CTE Directors Role in Technical Education

- Administration
- Budgeting
- Personnel Management
- Program supervision
- Leadership

July 23 - Unit 13 Decision Making and Problem Solving

- Organizational context for decisions
- Types of decisions
- Decision making styles
- Problem solving techniques

July 24 - NO SCHOOL

July 25 – Independent study – Formative Compilation paper and notebook

July 28 - Unit 14 Motivation

- Nature of motivation
- Performance and productivity
- Motivational techniques

July 29 - Unit 15 Effective Communication

- Giving directions
- Listening techniques
- Feedback

July 30 - Unit 16 Conflict Management

- Rewards and punishment
- The discipline process

July 31 – Unit 17 Summary

- Review for final exam
- Submit *Formative Compilation* paper and present/share with class
- Submit notebook

August 1 – Final Examination

Assignments	Weight	Due
1. Compile a thematic, organized notebook of all handouts	50%	July 31
2. Interview a school administrator and prepare a report	20%	July 14
3. Complete a <i>Formative Compilation</i> paper and present to class	10%	July 31
4. Complete a final assessment	20%	August 1

Accommodation for Persons with Disabilities

In cooperation with the Disability Resource Center, reasonable accommodations will be provided for students with disabilities. Please meet with the instructor during the first week of class to make arrangements. Alternative format print materials, large print, audio, diskette or Braille will be available through the Disability Resource Center, 0101 Old Main Hill, Logan, UT 84322-0101

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