

Course of Study

CTE 801, Occupational Training Methods

David W. Dailey, Ed.D.

322 Whalin Technology Complex
dw.dailey@eku.edu • 859-622-1190

I. Course Description:

An examination and development of training methods in occupational programs. Course content will include an analysis of learning, student and occupational needs, objectives, syllabi and lesson preparation and a discussion of teaching methods.

III. Textbooks:

Bott, P.A. (1998). *Teaching your occupation to others, 2nd edition*. Allyn & Bacon, Boston. ISBN 0-205-27101

Mager, R.F. (1997). *Making instruction work*. Center for Effective Performance, Inc., Atlanta. ISBN 1-879618-02-8

Edmunds, N.A. and Smith, C.L. (2001). *Learning how to teach*. American Vocational Association, Alexandria, VA. ISBN 0-89514-011-X

IV. On-line Course utilizing Blackboard – This course will be presented by means of on-line instruction via the internet. Lectures will consist of presentations in Adobe pdf format located under *Documents* on Blackboard. Discussion will be based on the notes corresponding to each lecture. Each participant is expected to review and respond to the Discussion Board prior to the on-line chat time. The chat time will discuss pertinent details from the readings and the Discussion Board forums. Participants are expected to participate fully in all discussions and chats.

V. Course Objectives:

At the conclusion of this course, each participant will:

- A) assess the need for instruction through performance, goal and task analysis
- B) discuss student learning principles including:
 - 1) learning theory
 - 2) learning styles
 - 3) differences in learning
- C) write course objectives
- D) develop course syllabi
- E) create lesson plans

VI. Course Outline:

Week

- 1 On-campus meeting, course orientation
- 2 A) Analyzing the need for instruction Bott, 74-77; Edmunds, 23-24; Mager, 5-16, 29-71
 - 1) performance analysis
 - 2) goal analysis
 - 3) task analysis
- 3 B) Analysis of the student Bott, 51-56, 61-65; Edmunds, 7-12; Mager, 91-103
 - 1) student differences
 - 2) motivational techniques
- 4 C) Analysis of the instructor Bott, 63-73; Edmunds, 13-15
 - 1) appearance
 - 2) personality
 - 3) proper use of the language
 - 4) self improvement

Week

5	C) Learning theory	Bott, 37-51
6	D) The Teaching Process	Bott, 44-49; Edmunds, 17-18
	1) What is teaching?	
	2) How people learn	
7	E) Instructional objectives	Bott, 77-89; Edmunds, 18-20; Mager, 74-80
8	F) Developing a syllabus	Bott, p. 18-20; Edmunds, 25-26, 29-32; Mager, 197-207
	1) Course description	
	2) Attendance requirements	
	3) Tools, materials and text	
	4) Course outline	
	5) Schedule	
	6) Assignments, projects	
	7) Evaluation	
9/10	G) The lesson plan	Bott, 86-97; Edmunds, 35-39; Mager, 139-186
	1) Organization	
	2) Tools and materials needed	
	3) Objectives	
	4) Teaching method	
	5) Assignments	
	H) Instructional methods	
11	1) Lecture/discussion	Bott, 107-113; Edmunds, 51-54; Mager, 240-243
12	2) Demonstration	Bott, 113-116; Edmunds, 54-55; Mager, 232-234
13	3) Cooperative learning	Bott, 117; Edmunds, 55-61; Mager, 240-247
	a) Instruction in the work place	
14	4) Distance/on-line teaching	
15	Optional – on-campus discussion/industry tour – to be determined	

VII. Course Requirements:

- A. Participate in Discussion Board Forums on Blackboard prior to the on-line chat
- B. Participate in the weekly on-line chat
- C. Complete all assignments and submit on time through Blackboard
- D. Develop a course notebook to include the following:
 - i. Assessments; needs, goals, tasks
 - ii. Course objectives
 - iii. Course syllabus
 - iv. Lesson plans

VIII. Evaluation:

Forum Participation & On-line discussion	25%	92-100	A
Course notebook	25%	80-91	B
Assignments	25%	70-79	C
Final	25%	60-69	D
		59	F

IX. Statement of Disability:

If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the office on the third floor of the Student Services Building, by email at disabilities@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.