The University Of Toledo

New Course Proposal

Level (check one):  □ Undergraduate  □ Graduate

Will this course impact program requirements?  □ Yes  □ No
*If Yes, a Program Modification must be completed.

Type of course (check all that apply):
□ Academic Skills Enhancement  □ Writing Intensive (WAC)  □

Honors
□ Univ. Core:  □ English  □ Hum  □ Math  □ Nat. Sciences  □ Social Sciences
□ Multicultural:  □ Diversity of US Culture  □ Non-US Culture

College:  J Herb Edu. Hlt Sci, Human Serv  Dept:  Curriculum & Instruction
Contact Person:  Paul Hubaker  Phone: 419-530-7291
Email: paul.hubaker@utoledo.edu

Alpha/Numeric Code (Subject area-number):  CTE 5010
If this is a renumbering, please request an electronic copy of the old course approval through the Register’s Office at x4865, and attach it to form.

Proposed title:  Teaching Occupational Skills  Proposed effective term:  Summer

Planned enrollment per section: 30  Per term: 30

Is the course cross-listed with another academic unit?  □ Yes  □ No
Is the course offered at more than one level?  □ Yes  □ No

If yes to either question, please list additional Alpha/Numeric codes, and submit a separate New Course form or Course Modification form for the course(s) referenced below.

   a. CTE - 4010   b.   c.   

Approval of other academic unit (signature):  

Name and title:
If course is to be offered at more than one level, attach an explanation of the different requirements that students must meet for each level. If the requirements are the same for each level, justification must be provided.

Date Added:  4-22-13
Council Approved:  10-15-13
To Provost:  10-29-13

APR 22 2013

COLLEGE OF
GRADUATE STUDIES

RECEIVED
<table>
<thead>
<tr>
<th>Credit hours:</th>
<th>Fixed: 3</th>
<th>or</th>
<th>Variable:</th>
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<td>Tertiary</td>
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<td>Maximum Credit Hours:</td>
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<tr>
<td>Weekly Contact Hours:</td>
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**Terms offered:**
- [ ] Fall
- [ ] Spring
- [x] Summer

**Years offered:**
- [x] Every Year
- [ ] Alternate Years

Are students permitted to register for more than one section during a term? [x] Yes [ ] No

May the courses be repeated for credit? [x] No [ ] Yes

**Maximum Hours:** 3

### Grading System

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Graduate</th>
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<tbody>
<tr>
<td>Normal Grading (A-F, PS/NC. PR, 1)</td>
<td>Normal Grading (A-F, PS/NC. PR, 1)</td>
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<td>Satisfactory/Unsatisfactory (G only)</td>
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<td>Grade Only (A-F, PR, I)</td>
<td>Audit Only</td>
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### Prerequisites (must be taken before):

- a. -
- b. -
- c. -

- [ ] PIN (Permission From Instructor)
- [x] PDP (Permission From Department)

### Co-requisites (must be taken together):

- a. CTE - 5030
- b. -
- c. -

If course is to replace an existing, course(s) will be deleted, and when should that deletion occur?

<table>
<thead>
<tr>
<th>Course to be removed from inventory</th>
<th>Final Term to be offered</th>
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<tbody>
<tr>
<td>a. -</td>
<td>(YYYYT. i.e. use 20064 for Fall'06)</td>
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<tr>
<td>b. -</td>
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<tr>
<td>c. -</td>
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<tr>
<td>d. -</td>
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</tbody>
</table>
Catalog Description (30 words Maximum):
CTE 5010 Teaching Occupational Skills The development of pedagogical skills designed to assist the beginning teacher with basic classroom techniques and strategies

Attach a copy of a complete outline of the major topics covered. (Syllabus preferred)

Where does this course fit in the University/College/Department curriculum? (Be specific by course level, if applicable). Indicate prospective demand.

Career and Technical Education Licensure core

If the proposed course is similar to another course in the College or University, please describe the difference and provide a rationale for the duplication. (If this course duplicates material covered in another course within your department or college or in another college, attach a letter of endorsement from that area's dean and department chairperson indicating their support. Clarify the manner in which this course will differ).

If the course is intended to meet a University Undergraduate Core requirement, submit a course syllabus and complete the following:

Please explain how this course fulfills the general education guidelines.

COURSE APPROVAL:

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Department Curriculum Authority:</td>
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<td>3 - 20 - 13</td>
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<tr>
<td>Department Chairperson:</td>
<td>[Signature]</td>
<td>4 - 5 - 13</td>
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<tr>
<td>College Curriculum Authority:</td>
<td>[Signature]</td>
<td>4 / 22 / 13</td>
</tr>
<tr>
<td>College Dean:</td>
<td>[Signature]</td>
<td>4 / 22 / 13</td>
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</table>

After college approval, submit the original signed form to the Faculty Senate (UH3320) for undergraduate-level courses; for graduate-level courses submit the original signed form to the Graduate School (UH3240). For undergraduate/graduate dual-level courses, submit the proposals to each office.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Faculty Senate Undergrad. Curriculum Comm.:</td>
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<td>Graduate Council</td>
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<tr>
<td>Office of the Provost</td>
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<td>Registrar’s Office</td>
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The University of Toledo  
Curriculum and Instruction  
Career and Technical Education  

**Teaching Occupational Skills**  
**CTE 5010**  
**Three (3) Semester Hours**

**Course Description:**  
This course is required for the Health Occupations, Trade and Industry, and the six Career-Technical Licenses. Designed as a co-requisite in the professional education series, this course addresses multiple topics critical to workforce education as they apply to the laboratory environment. Students are provided class room and clinical experiences designed to assist the beginning teacher with basic laboratory instructional techniques and management strategies that integrate academic, occupational and employability skills in a contextual framework. Specific topics addressed in this course include: The role of the instructor; learning styles; competency based education (OCAPs, TCAPs and ICAPs); laboratory planning, instruction (including technical media), and management; performance assessment; safety and liability; employability and SCANS skills; community partnerships; etc.

Co-requisite: CTE 5030

**Instructor:**  
Paul Hubaker  
Gillham Hall 2000C  
Office: 419-530-7291  
FAX: 419-520-7292  
Email: paul.hubaker@utoledo.edu

**Class Meeting Dates, Time and Location:**  
Location: University of Toledo  
Gillham Hall  
Time: Three week workshop setting  
Monday thru Friday  
8:00 am to 4:30 pm  
Meeting dates:  
August 12, 2013  
August 13, 2013  
August 14, 2013  
August 15, 2013  
August 16, 2013  
August 19, 2013  
August 20, 2013  
August 21, 2013  
August 22, 2013  
August 23, 2013  
August 26, 2013  
August 27, 2013  
August 28, 2013  
August 29, 2013  
August 30, 2013

**Expectations and Requirements:**  
Class attendance/Participation:
Critical analysis, reflection, inquiry, and active discourse are encouraged. Students are expected to be active participants and opposed to passive recipients of dialogue. Passivity and shyness in not encouraged.

Presentations:
Persons who enter the teaching profession via the Route B process enter the teaching profession having at least four (4) years of occupational experience in the area in which they will teach. It is therefore necessary to provide them with the pedagogy skills to enter the classroom and teach the occupation skills to their students.

1.0 An understanding of the licensure program in the State of Ohio.
Teachers will have an understanding of the Professional Development workshop and the twenty-seven hour (27) Ohio State Licensure program required of Career and Technical teachers as presented by the University of Toledo Career and Technical program.

2.0 Roll of the Teacher in today’s classroom, laboratory, school system and community.
Teachers will have an understanding of the role the teacher, the role of the student, the role of the parent and the role of the schools’ administration in the teaching process. The teachers will have a working knowledge of the demographics of the school system, students and the community in which they will be teaching.

3.0 Principles of Learning.
Teachers will have an in-depth knowledge of the principles of learning. Maslow, Thorndike and Bloom will be discussed as related to Career and Technical Education. Various methods of teaching are explored. The graduate student will apply Maslow’s Thorndike’s and Bloom’s theories to the principles of learning pertaining to Career and Technical Education through an assigned research paper.

4.0 What to Teach and Performance Objectives.
Teachers will analyze their occupation area into teaching competencies following suggestions form the State of Ohio and other curriculum guides. From the competencies the teacher will develop performance objectives. The graduate student will develop a semester’s analysis of teaching competencies and performance objectives to match the competencies.

5.0 Psychomotor Lesson Planning.
Teachers will develop a number of lesson plans (following the Allen Four Step Lesson Plan format) for the first nine weeks in the classroom at their teaching position.

6.0 Cognitive Lesson Planning.
Teacher will develop a number of lesson plan (following the Allen Four Step Lesson Plan format) for the first nine weeks in the classroom at their teaching position.

**Instructional Strategies:**

Lecture
Discussion sessions
Supportive media

Textbook and Reference Material:

Hubaker, Paul E. Professional Development Workshop Workbook. Barnes and Noble.
(Required)
State of Ohio OCAPs, ITACPs, and ICAPs
Teacher Occupation Textbook

Student Expectations, Requirement and Grading:

Workshop attendance Fifteen days @ 25 points per day 375 points
Diversity Activity 100 points
Write Competencies and Builders (18 weeks) 200 points
Develop 20 Psychomotor lesson plans (10 points ea.) 200 points
Develop 20 Cognitive lesson plans (10 points ea.) 200 points
Develop 10 Cognitive/Psychomotor lesson plans (20 points e.) 200 points
Mid-term exam 30 points
Final exam 50 points

Total Points 1355 Points

A 1035 to 1135 points
A- 935 to 1034 points
B+ 835 to 934 points
B 735 to 834 points
B- 635 to 734 points
C+ 535 to 604 points
C 434 to 534 Points

Note: This course is a professional education core, any grade below a “C” must be repeated.

Special Accommodations: Students needing special accommodations should make
arrangements with the instructor during or before the second-class meeting. Every effort will
be make to provide and effective learning experience.

“The above information is subject to change at the discretion of the instructor”

Mission Statement: The mission of The University of Toledo is to improve the human
condition; to advance knowledge through excellence in learning, discovery and engagement;
and to serve as a diverse, student-centered public metropolitan research university.
Thank You!

No need to submit new forms. I will make the correction to 40 and include your email for verification.

Terri Hayes-Lepiarz
Terri Hayes-Lepiarz
College of Graduate Studies

Those have been changed to 40 hours. Do you need a new form or can changes be made on the original submission?

Dr. Hubaker and Dr. Keil:

The following two graduate course proposals, approved by the Graduate Council on October 15, 2013, are being held in the College of Graduate Studies (on your behalf) prior to submitting to the Provost’s office, for clarification of total weekly contact hours. Each course lists the total weekly hours as 48.

CTE 5010  Teaching Occupational Skills  3 credit hours
CTE 5030  Teaching Occupational Knowledge  3 credit hours

Please advise at your earliest convenience.

Regards,

Terri Hayes-Lepiarz