

Professional Technical Education & Instructional Design
300 & 400 – Level Course Descriptions
Revised October 2018

PTE 301 Workforce Instructional Methods and Materials (3 credits)

Provides an overview of established training principles and practices for aspiring instructors or trainers. A variety of instructional methods will be focused on, including: lecture, discussion, demonstration, and small group work.

PTE 302 Course Development and Design (3 credits)

Presents models and processes for course design appropriate to the adult setting. Content includes: scope and sequence, competency-based models, syllabus development, writing course objectives, and creating assignments. Program planning, technical advisory boards, industry standards, and accreditation standards will be discussed.

PTE 310 Managing the Learning Environment (3 credits)

This course is designed to help students develop a management plan for instructional materials and supplies. Emphasis is on shop, laboratory, and classroom safety practices.

PTE 311 Technology in Learning (3 credits)

This course is designed to identify, evaluate, and implement new and emerging technologies relevant to instruction. A variety of applications will be practiced for infusion into curriculum. The focus will be on current curriculum development practices.

PTE 313 Methods of Online Teaching (3 credits)

This course is designed to implement best practices for fully online and hybrid teaching. Building and maintaining student community is emphasized using discussion posts, and group assignments. Students will work on designing an appropriate online course shell for their discipline.

PTE 314 Professional Portfolio (3 credits)

This course will require students to document prior learning experience (PLA) by developing an e-portfolio and will culminate in receiving Workforce Experience Practicum credit.

PTE 315 Workforce Experience Practicum (10 credits)

Credits earned will be on successful completion of the Professional Portfolio (PTE 314). Students must have demonstrated at least 2 years of relevant work experience in their area of interest.

PTE 345 Adult Learning (5 credits)

This course will explore adult learning theory, learning styles, motivation, and cognitive development. Emphasis will be placed on identifying student learning styles and targeting instruction and lessons to increase student motivation and retention.

PTE 401 Student Support and Guidance (3 credits)

This course will evaluate student completion theories and develop the skills necessary to respond to student needs. Topics include: scheduling and holding office hours, providing multiple modes of communication, and understanding professional obligations in regard to student contact.

PTE 402 Assessment of Learning Performance (3 credits)

This course explores the process of student evaluation. Students will learn how to design and develop assessments and integrate them into the learning process. Content includes: prior learning assessment, formative and summative assessment, linking to outcomes, and course evaluation.

PTE 420 Legal Issues and Ethics in Education (3 credits)

This course is designed to explore how legal implications for local, state, and federal sources guide and impact professional practices. Students will examine cases and statutes that have affected instruction or practices in education.

PTE 460 Diversity and Globalism in Education (3 credits)

This course examines cultural competence in the classroom and the effects of globalism in the educational setting.

PTE 468 Program Management and Recruitment (3 credits)

This course is designed to inform students about all aspects of program management and leadership. Topics include: student recruitment, program budgets, staffing, and scheduling. Students will develop a recruiting plan for a program.

PTE 489 Professional Development Certification (1 credit)

Students completing this course will have a professional development plan per WAC 131-16-92 and attain an initial Washington State Professional Technical Teacher Certification (Additional requirements for certification include CPR/First Aid).

PTE 490 Internship (10 credits)

The teaching internship provides students with the opportunity to observe, reflect, and practice teaching adult learners in a technical, post-secondary environment. Each student will find a technical teaching placement in their field of interest and work with an adult educator (site supervisor) to develop and deliver relevant curriculum. Students currently teaching do not need to find other placements.

PTE 495 Capstone (3 credits)

This project-based course will be offered near the end of the program. The project will draw on previous courses and internship experiences.

PTE 498 Special Topics (1-10 credits)

This class is designed to offer credit for Special Topics in teaching or leadership as agreed upon by the student and faculty member.