

COURSE OUTLINE

Malcolm Grothe
June 2, 2011

DEPARTMENT:	Professional Technical Education
CURRICULUM:	Professional Teacher Education
COURSE TITLE:	Student Support and Guidance
COURSE NUMBER:	PTE 401
TYPE OF COURSE:	Hybrid
COURSE LENGTH:	Variable
CREDIT HOURS:	3
LECTURE HOURS:	33
LAB HOURS:	0
OTHER HOURS:	0
CLASS SIZE:	30
PREREQUISITES:	Student must be enrolled in the BAS Professional Teacher Education program or have instructor approval.

COURSE DESCRIPTION:

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

STUDENT LEARNING OUTCOMES ADDRESSED:

1. Communication – Students will demonstrate the ability to converse through classroom, on-line and written communication. Demonstrate reading and listening skills necessary for interacting with students and colleagues.
2. Human Relations – Students will use social interactive skills to work and teach in groups effectively. Recognize the diversity of cultural influences and values in the classroom and workplace.
3. Critical Thinking and Problem-Solving – Students will adapt critical thinking skills and problem solving to develop provide student support and guidance.
4. Technology – Students will select and use appropriate technological tools to deliver educational materials.

5. Personal Responsibility – Students will demonstrate the value of life-long learning. Be motivated and able to continue learning and adapt to change. Take pride in well developed course work and incorporate civic and environmental into curriculum as appropriate.
6. Information Literacy – Students will access and evaluate information from a variety of sources and contexts, and will demonstrate how to access Information Literacy remotely.

PROGRAM OUTCOMES:

1. Manage learning environments
2. Provide Support and Guidance to Students
3. Create and maintain a professional environment
4. Learn to adapt new technologies

GENERAL COURSE OBJECTIVES:

The student will:

1. Courteously and respectfully respond to diverse student needs using a variety of acceptable communication modes.
2. Manage time effectively in responding to group and individual student requests for assistance.
3. Maintain professional boundaries in accordance with college policies and procedures while working with students.
4. Demonstrate knowledge of college degree and certificate requirements, including general education and related instruction, to inform students of academic options and college resources.
5. Assist student in assessing their strengths and interests, understanding and interpreting their placement test scores and creating an educational plan.
6. Explain ADA and what are considered to be “reasonable accommodations” in the workplace and in the classroom.
7. Assess student employability qualities, skills and interests and advise on the culture of the workplace to make appropriate student referrals for job placement.

TOPICAL OUTLINE

APPROX. HOURS

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| <ol style="list-style-type: none"> 1. Campus Policies and Procedures <ol style="list-style-type: none"> a. Designing Student-Centered Schedules b. Student Contact <ol style="list-style-type: none"> i. Office Hours ii. Email and Face-to-Face c. FERPA d. American Disabilities Act (ADA) e. Maintaining Professional Boundaries | 8 |
| <ol style="list-style-type: none"> 2. Campus Resources <ol style="list-style-type: none"> a. Registration b. Financial Aid and Scholarships c. Advising and Counseling d. TRIO / SSS | 7 |

- e. Tutoring
 - f. Writing Center / Math Lab
- 3. Working with Diverse Student Populations 3
 - 4. Academic Advising 5
 - a. Student Progress Reports
 - b. Grade Justification
 - 5. Career Advising 5
 - a. Working with your Technical Advisory Committee
 - b. Internships
 - c. Job Placement Support
 - 6. Conflict Management 5

APPROX. HOURS:

33

Originated by: Malcolm Grothe
4/26/11