

**EOCS 5030/7030**  
**Organizing and Managing Work- and Community-Based Education Programs**  
**Fall Semester, 2007**

**INSTRUCTOR:** Dr. Clifton L. Smith, Professor, Department of Workforce Education  
**OFFICE:** 205 Rivers Crossing  
**OFFICE PHONE:** (706) 542-4208  
**FAX NUMBER:** (706) 542-4054  
**E-MAIL:** csmith@uga.edu

**CLASS DAY/TIME:** Thursday (August 16, September 20, October 11, October 18, and November 29)  
4:30 - 7:15 p.m.

**LOCATION:** Room 64 River's Crossing, UGA

**Instructor Availability:** The instructor for this course will usually be available on-line on Wednesday afternoons from 1:00 to 4:00 p.m. to assist students in the completion of assignments.

**WEBSITE:** This course will utilize WebCT as the major classroom resource. At this site, all course information will be found and will be utilized for correspondence with instructor, submitting assignments, completing examinations, and other aspects of the course.

### **COURSE OVERVIEW**

Work-based education is a practice that emphasizes the development of knowledge, skills, and attitudes that relate to a student's future participation within the economic sector of one's community and nation. In practice, such intentions become manifest in a considerable variety of program forms including career exploration, world of work, adult re-training, work transition, and high school and college-study courses that combine alternating periods of time in schools and workplaces.

Recently there has been a movement to establish work-based education as a central component of public schooling and community-based "life skills" retraining programs. The establishment of work-based education has been motivated by a variety of concerns, including lowering school drop-out rates, helping students define a "career," helping students gain a sense of pride and accomplishment, and developing a competent and reliable supply of labor for community economic enterprise. With a manifold sense of purpose, work-based education programs have become a feature of a vast number of school districts and community service agencies.

### **BULLETIN DESCRIPTION**

Planning, implementing, and directing various school-to-work transition models in occupational education.

### **COURSE OBJECTIVES**

Objectives for each lesson in the course are provided in the "Discover" section of each lesson on the course website.

## CLASS TIME

This course meets from 4:30 to 7:15 p.m. In order to maximize the learning time available for the course, the following schedule will be followed to the extent possible.

|                   |               |
|-------------------|---------------|
| 4:30 to 5:45 p.m. | Class Session |
| 5:45 to 6:00 p.m. | <i>Break</i>  |
| 6:00 to 7:15 p.m. | Class Session |

A topical course outline for each class session is attached to syllabus. Class meeting dates may be adjusted by the instructor.

## COURSE ASSIGNMENTS

### *Individual Assignments*

Within the lessons on the WebCT are three individual assignments (1a/12 points, 3/24 points, and 11/6 points). A maximum of 42 points may be earned for these assignments. Individual assignments are due by 4:30 p.m. on Thursday of each week (see Topical Course Outline for specific due dates). **NOTE: Assignments 1a and 11 require that you post your assignment to the WebCT Bulletin Board.** *Assignments are not accepted after the due date/time unless there are extenuating circumstances. It is the student's responsibility to contact the instructor prior to the due date.*

### *Simulation Activity*

Within this course a simulation entitled "Athensville" will be utilized to allow students to engage in the development and implementation of a work-based learning program. Athensville assignments are listed with lessons on WebCT. A maximum of 270 points may be earned for the simulation. All assignments, as completed and evaluated, should be packaged in a three-ring notebook with appropriate tabs as a portfolio for your professional use. Students should select a partner to complete the Athensville assignments. Simulation assignments are due by 4:30 p.m. on Thursday of each week (see Topical Course Outline for specific due dates). *Assignments are not accepted after the due date/time unless there are extenuating circumstances. It is the student's responsibility to contact the instructor prior to the due date.*

### *Examinations*

All class members will participate in two examinations. Examination 1 will be completed by 4:30 p.m. on **October 25, 2007** and examination 2 will be completed by 4:30 p.m. on **December 12, 2007**. A maximum of 50 points may be earned for each examination (a total of 100 points). These examinations will be conducted on-line through WebCT.

### *Participatory Activities*

Regular class attendance is expected and considered as part of the participatory grade. It is the student's responsibility to acquire class notes and materials if a class is missed. A series of in-class assignments will be conducted as related to topics and are also considered as part of the participatory grade. A maximum of 25 points may be earned (5 points per class session).

**Graduate Student Activity (EOCS 7030)**

Each graduate student enrolled in the course will select and review one book from the reference list (see WebCT course icon) and prepare a book review following the format in the directions section. A maximum of 25 points may be earned. If a student desires to review a book not on the reference list, please contact the instructor for approval. Book selection must be made by **September 20, 2007**. Book review is due **December 12, 2007 at 4:30 p.m.**

**COURSE EVALUATION**

|                                 | <b>EOCS 5030</b> | <b>EOCS 7030</b> |
|---------------------------------|------------------|------------------|
| Assignments (Individual)        | 42 points        | 642 points       |
| Athensville Assignments         | 270 points       | 270 points       |
| Examination #1                  | 50 points        | 50 points        |
| Examination #2                  | 50 points        | 50 points        |
| Participatory Activities        | 25 points        | 25 points        |
| Book Review (Graduate Students) | <u>--</u>        | <u>25 points</u> |
| Total Points                    | 437 points       | 462 points       |

**GRADING SCALE**

| <b>Scale</b>  | <b>EOCS 5030</b> | <b>EOCS 7030</b> |
|---------------|------------------|------------------|
| A = 100 - 91% | 437 - 397 points | 462 - 420 points |
| B = 90 - 81%  | 396 - 353 points | 419 - 374 points |
| C = 80 - 71%  | 352 - 310 points | 373 - 328 points |

**The University of Georgia's policies and procedures on academic honesty, *A Culture of Honesty*, will be followed in this course. Each student is responsible to inform themselves about those standards before performing any academic work.**

**The University of Georgia is committed to full inclusion of all students. Students who, by nature of a documented disability, require academic accommodations should contract the professor during office hours. Students may also speak with Disability Services at 706-542-8719 to discuss the process for requesting accommodations.**

### TOPICAL COURSE OUTLINE

| <b>Date</b>                      | <b>Course Topic</b>  | <b>WebCT Lessons</b>                                       | <b>Assignments</b>  |
|----------------------------------|--|--|---|
| <b>Aug 16<br/>Session<br/>1</b>  | <b><i>Orientation to the Course<br/><br/>Overview of Lessons 1-4<br/>and Content</i></b> | <b><i>Orientation to Lessons</i></b>                       | Notification of selection of partner by 8/20 via WebCT email  |
| Week of 8/20-24                  |  | Lesson 1: CTE Programs and Initiatives                     | Assignment 1a (POSTED ON WEBCT BULLETIN BOARD) and Athensville Assignment 1b due on 8/23 by 4:30 p.m. |
| Week of 8/27-31                  |  | Lesson 2: Orientation to WBL                               | Athensville Assignment 2a and 2b due on 8/30 by 4:30 p.m.   |
| Week of 9/3-7                    |  | Lesson 3 : Responsibilities of WBL Coordinator             | Assignment 3 due on 9/6 by 4:30 p.m.  |
| Week of 9/10-14                  |  | Lesson 4 : Advisory Committee                              | Athensville Assignment 4 due on 9/13 by 4:30 p.m.   |
| <b>Sept 20<br/>Session<br/>2</b> | <b><i>Overview of Lessons 5-7<br/>and Content</i></b>                                    |  |   |
| Week of 9/24-28                  |  | Lesson 5 : School-Based Curriculum Design                  | Athensville Assignment 5 due on 9/27 by 4:30 p.m.   |
| Week of 10/1-5                   |  | Lesson 6: Admission Policy and Procedures                  | Athensville Assignment 6 due on 10/4 by 4:30 p.m.   |
| Week of 10/8-12                  |  | Lesson 7: Work-Based Learning Sites and Placement          | Athensville Assignment 7 due on 10/11 by 4:30 p.m.  |
| <b>Oct 11<br/>Session<br/>3</b>  | <b><i>Overview of Lessons 8-9<br/>And Examination 1</i></b>                              |  |   |
| Week of 10/15-19                 |  | Lesson 8: Educational Training Agreement and Training Plan | Athensville Assignment 8a and 8b due on 10/18 by 4:30 p.m.  |
| <b>Oct. 18<br/>Session<br/>4</b> | <b><i>Overview of Lessons 10-13<br/>and Examination 2</i></b>                            |  |   |
| Week of 10/22-26                 |  | Examination #1   | Examination #1 must be completed by 10/25 by 4:30 p.m.  |
| Week of 10/29-11/2               |  | Lesson 9: Evaluation of Student's WBL                      | Athensville Assignment 9 due on 11/1 by 4:30 p.m.   |

|                         |                             |   |  |
|-------------------------|-----------------------------|---|--|
| Week of 11/5-9          |                             | Lesson 10: Work-Site Supervisor/Mentor  | Athensville Assignment 10 due on 11/8 by 4:30 p.m.   |
| Week of 11/12-16        |                             | Lesson 11: Legal and Labor Requirements | Assignment 11 (POSTED ON THE WEBCT BULLETIN BOARD) due on 11/15 by 4:30 p.m.                                     |
| 11/21-23                | Thanksgiving Break          |   |  |
| Week of 11/26-30        |                             | Lesson 12: Marketing WBL Programs       | Athensville Assignment 12 due on 11/29 by 4:30 p.m.  |
| <b>Nov 29 Session 5</b> | <b>Online Class Session</b> |   | <b>On-line evaluation must be completed by 12/12 by 4:30 p.m.</b>  |
| Week of 12/3-7          |                             | Lesson 13: Evaluating WBL Programs      | Athensville Assignment 13 due on 12/6 by 4:30 p.m.   |
| Week of 12/10-14        |                             | Examination #2                          | Examination #2 must be completed by 12/12 at 4:30 p.m.<br><br>Graduate student project due on 12/12 by 4:30 p.m. |

|                                 |                                 |   |  |
|---------------------------------|---------------------------------|---|--|
| <b>11/23-11/25</b>              | <b>Thanksgiving Break</b>       |   |  |
|                                 |                                 | Lesson 13: Evaluating WBL Programs        | Athensville Assignment 13 due on 11/30 by 4:30 p.m.  |
|                                 |                                 | Examination #2                            | Examination #2 must be completed by 12/7 at 4:30 p.m.<br><br>Graduate student project due on 12/7 by 4:30 p.m. |
| <b><i>On-Line Session 5</i></b> | <b><i>Course Evaluation</i></b> | <b><i>In lieu of meeting on 11/30</i></b> | <b><i>On-line evaluation must be completed by 12/12 by 4:30 p.m.</i></b>                                       |