

SAM HOUSTON STATE UNIVERSITY COLLEGE OF ARTS AND
SCIENCES DEPARTMENT OF AGRICULTURAL AND INDUSTRIAL
SCIENCES TECHNOLOGY PROGRAM

COURSE DESCRIPTION OCCUPATIONAL ANALYSIS AND
CURRICULUM DEVELOPMENT IT 590.01

Summer 2008

COLLEGE OF ARTS AND SCIENCES

COURSE DESCRIPTION

PROGRAM: Technology
COURSE NUMBER/ TITLE: Occupational Analysis and Curriculum Development
INSTRUCTOR: Dr. Nedom C. Muns
TEXT: Instructional Analysis & Material Development, Bartel,
American Technical Publishers
LOCATION: Thomason 217
TIME: Monday Nights 6:00–9:0 pm Wednesday Nights
6:00-9:00 pm
OFFICE: Thomason 203
OFFICE HOURS: MO-WE 4: 00 pm – 6:00 pm TU-TH 11:00am –
2:00pm Or as needed.
PHONE: 936-295-8323 Home 936-294-1191 Office

Course Description

This course is designed to assist trade and industrial and health occupational instructors in gathering, organizing, and preparing instructional material based upon sound educational and trade practices. This course includes the study of factors involved in the development of vocational instruction, the parts of a course of study, and procedures for trade or occupational analysis. Courses of study will be prepared or revised as completely as time will permit.

Course Objectives

Upon successful completion of this course, the instructor will be able to:

1. Develop and write a job description which will describe what a skilled worker does on the job or in the occupation and the conditions under which work is done.

2. Describe the target population (incoming students) for the course to be taught in terms of the student's physical characteristics, education, motivation, interest, attitudes, biases, and prejudices.
3. Prepare instructional objectives, based upon the job description and current and future needs of local industry, including identified essential elements which identify behavior or performance to be demonstrated by the student at the end of a course and which indicate a standard or criterion of acceptable performance.
4. Develop realistic course prerequisites based upon the target population and course OBJECTIVES.
5. Analyze a trade or occupation, or a portion thereof, to determine jobs and tasks a worker must perform for entry into that trade or occupation.
6. Select jobs, based upon course objectives to be used as the means of teaching basic skills or tasks and the necessary information.
7. Identify and select in informational subjects, based upon course objectives and selected jobs which are essential to the course.
8. Arrange selected jobs, tasks, and information subjects in an instructional order to constitute a course outline and prepare a progress chart or charts for use with the outline.
9. Prepare a plan of instructional practices which will include instructional procedures based upon the type of performance required of students, the type of class organization to be utilized to facilitate student learning, and the means of measuring effectiveness of instruction.
10. Prepare or revise as much of the course of study as time will permit, including various tests and evaluations to be used.
11. Develop an on-going program of evaluation to ensure revision and change to meet the future needs of trade area.
12. Develop and write a sound course philosophy, taking into consideration the local school and state vocational philosophy.
13. List and explain the steps involved in developing a course of study.

ANALYSIS AND COURSEMAKING shall include the following essential elements.

The student shall have the opportunities to:

- 1 Prepare a course outline and partial course of study for trade or occupation to be taught.
- 2 Prepare introductory information for role and scope of course.
- 3 Understand how to analyze and organize the sequence of learning activities.
- 4 Write lesson plans.
- 5 Analyze a task or activity.
- 6 Analyze and/or design instructional materials and procedures for individualized learning activities.
- 7 Identify, select, and/or prepare test or examinations that measure student achievement.
- 8 Understand methods of evaluating and recording student achievement of competencies.
- 9 Develop an instructional module.

10. Understand the steps utilized to develop a course of study.
11. Organize and assemble all prepared components into a course of study.
12. Write a mission or "statement of purpose" (or goals).
13. List performance objectives for a course.
14. Write a course description.
15. List worker competencies from a job description.
16. Understand how to translate worker competencies from a job description.
17. Develop a criterion test.
18. Receive information on educational and career opportunities.
19. Develop and write philosophy for one's particular course. Course Outline

I. Introduction to Analysis and Coursemaking

- A. Orientation to Analysis and Coursemaking
- B. Course Outline and Course of Study Format

C. Curriculum Materials

II. Introductory Information for a Course

- A. Introductory Statement
- B. Job Description and Target Population
- C. Hierarchy of Objectives
- D. Writing Performance Objectives

III. Course Content

- A. Analysis for Course Content
- B. Select and Arrange in Instructional Order
- C. Course Outline

IV. Course Development

- A. Instructional Unit
- B. Lesson Plans
- C. Performance Objectives
- D. Instruction Sheets - Auxiliary Elements of Unit
- E. Selection of Complementary Material (Visual Aids)

V. Implementation of Instructional Plan

- A. Testing, Evaluation and Recording Student Progress
- B. Instructional Practices
- C. Program Evaluation and Follow-up (Revise and Update)

Grading: A minimum of three exams and one final will be given. The final exam will have a weighted value of 1/3 on the final grade. The regular exams will have a value of 1/3 and the class assignments will have a value of 1/3 on the final grade. Exams will be written in the matching, multiple choice, completion and essay forms. Material covered in the lecture not in the text book will be covered in the examinations.

COURSE EVALUATION:

Each student will be expected to prepare a written report on a given topic and to prepare short reports related to topics in the course material. Students will be required to collect samples of specified materials from their vocational director or school superintendent and to discuss vocational programs at their respective schools.

Attendance: All students are expected to attend each class. Students will be given handout material on each unit but should be prepared to take notes each day for future study. The students should feel free to ask any questions related to the material covered in the course.

STUDENT DISABILITY POLICY

“Students with a disability which affects their academic performance are expected to arrange for a conference with the instructor in order that appropriate strategies can be considered to ensure that participation and achievement opportunities are not impaired.” The physically impaired may contact the Director of the Counseling Center, chair of the committee for continuing Assistance for Disabled Students, by telephone (extension 41720).

Possible template that may be used in your syllabi:

Student Syllabus Guidelines: You may find online a more detailed description of the following policies. These guidelines will also provide you with a link to the specific university policy or procedure:

<http://www.shsu.edu/syllabus/>

Academic Dishonesty: Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. *See Student Syllabus Guidelines.*

Classroom Rules of Conduct: Students are expected to assist in maintaining a classroom environment that is conducive to learning. Students are to treat faculty and students with respect. Students are to turn off all cell phones while in the classroom. Under no circumstances are cell phones or any electronic devices to be used or seen during times of examination. Students may tape record lectures provided they do not disturb other students in the process.

Student Absences on Religious Holy Days: Students are allowed to miss class and other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Students remain responsible for all work. *See Student Syllabus Guidelines.*

Students with Disabilities Policy: It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should visit with the Office of Services for Students with Disabilities located in the Counseling Center. *See Student Syllabus Guidelines.*

Visitors in the Classroom: Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.

The following information is available at the website listed above.

ACADEMIC DISHONESTY:

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials. For a complete listing of the university policy, see:

<http://www.shsu.edu/administrative/faculty/sectionb.html#dishonesty>

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS POLICY:

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Section 51.911(a) (2) defines a religious holy day as: “a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20... A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed. For a complete listing of the university policy, see:

http://www.shsu.edu/~vaf_www/aps/documents/861001.pdf

STUDENTS WITH DISABILITIES POLICY:

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the University. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance are expected to visit with the Office of Services for Students with Disabilities located in the Counseling Center. They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Counseling Center and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Counseling Center. For a complete listing of the University policy, see:

http://www.shsu.edu/~vaf_www/aps/811006.html

VISITORS IN THE CLASSROOM:

Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office