

Southern Arkansas University Tech  
P.O. Box 3499 ~ East Camden, AR 71701 ~ 870-574-4500  
[www.sautech.edu](http://www.sautech.edu)  
Online Course Information Form

**Course Number:** ED2123

**Course Title:** Organization & Management for Vocational Education

**Course Description:** Organization and management is the analysis of the teaching-learning process in career and technical education. Included are the teacher's roles, lesson planning teaching methods, evaluation techniques and classroom management. This course can help assist the student to become an effective and competent vocational educator.

**Instructor:** Lisa Oden

**Instructor Bio** Lisa Oden has been an educator for 20 years and serves as the Teacher Education Coordinator of SAU Tech.

- BSE in Elementary Ed/Social Studies – Southern Arkansas University
- MSE in Elementary Ed/Reading/Principal Certification – Southern Arkansas University/Henderson State University
- EdD in Higher Education/Faculty Development (currently working on Dissertation) – University of Arkansas at Little Rock

**How can you reach me?**

- 1) Office: AD 236
- 2) E-mail: loden@sautech.edu
- 3) Phone: 870-574-4548

**Prerequisite:** None

**Textbook Title:** Thompson, Julia G. *First-Year Teacher's Survival Kit*. The Center for Applied Research in Education 2002.

**Learning Outcomes:**

1. Summarize the existing body of knowledge related to instructional theory and practice in Career and Technical Education.
2. Develop lesson plans for a selected program or instructional method in CTE.
3. Select and identify instructional materials.
4. Demonstrate oral presentation and questioning strategies.
5. Demonstrate concept, principle or manipulative skills.
6. Demonstrate discussion and other group participation techniques.
7. Measure and evaluate student achievement.
8. Identify effective learning environment.

9. Reflect, critique and solve classroom situations using problem-solving process.

**Teaching Methodology, including description of interaction between student and instructor:**

I really like to form an on-line “community of learners” form of communication between the students and me and between the students themselves. I strive to create and facilitate a “user-friendly” course that translates to your classroom performance as an educator. Here is some information about the required work:

**Assignments:** In this section, you will find assignments for one lesson per unit. Once you submit an assignment, it will be graded and your grade will be posted.

**Projects:** In this section, you will find the selections for a variety of projects you will develop during this course. There are 2 projects for this course: An online discussion board for reflection and discussion, a videotaped teach with a written lesson plan and reflection. Guidelines for the projects will be provided.

**Discussion/Journal:** In this section, you will occasionally be asked to respond to one topic provided by your instructor. Please use this as a tool for sharing thoughts and opinions regarding educational issues.

**Methods of Testing:** Quizzes will be provided for each lesson of the course. You will have a Unit Exam at the end of each unit. You will have a Proctored Final Exam at the end of the course. You may take each quiz a maximum of three times. Unit Exams can only be taken once.

**Special Attendance Requirements (student contact with instructor, proctored examinations, etc.):**

You should log onto your class at least every other day and you should email your instructor once a week telling how you are progressing in the class.

If you have technical difficulties (computer crashes, etc.) or personal problems that cause you to fall behind in your work, you should let the instructor know **immediately**. Contacting the instructor does not relieve you of the responsibility of doing your work, but it does allow the instructor to work with you to overcome the problems you are encountering.

The final exam must be taken at an approved proctor site. Visit the college web site at [http://www.sautech.edu/docs/proc\\_sites.pdf](http://www.sautech.edu/docs/proc_sites.pdf) for more detailed information.

**Other Considerations (writing ability, assignments/projects, time considerations, etc.)**

Prior computer skills are essential for success in an online class. Prior to enrolling in an online class, you should be able to:

- Surf the Internet and download web pages
- E-mail and attach files and know proper e-mail etiquette
- Use word processing (MS Word) skills and submit papers with correct format, grammar and spelling