

ACED 7510 -- Communication in Adult and Career Education (3 Credits)

Valdosta State University -- College of Education -- Department of Adult and Career Education
Conceptual Framework: Guiding Principles for Graduate Programs

1. Graduates of this program are committed to students and their learning.
2. Graduates know the subjects they teach and how to teach those subjects to students.
3. Graduates are responsible for managing and monitoring student learning.
4. Graduates think systematically about their practice and learn from experience.
5. Teachers are members of learning communities.

Developing Professionals through Standards-Based Practices

COURSE DESCRIPTION

Study of the proper use of APA writing style; effective electronic, organizational, and multicultural communications; and presentation techniques in adult and career education environments.

VSU GENERAL EDUCATION OUTCOMES (GEO's):

- I. Students will demonstrate understanding of the society of the United States and its ideals.
- IV. Students will express themselves clearly, logically, and precisely in writing and in speaking, and they will demonstrate competence in reading and listening.
- VII. Students will demonstrate the ability to analyze, to evaluate, and to make inferences from oral, written, and visual materials.

COURSE OBJECTIVES

Numbers in parentheses following each objective refer to the College of Education Conceptual Framework Guiding Principles (above)

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

- CO 1. Cultivate an understanding of communication as a dynamic process basic to individual and organizational life. GEO I, IV, VII (1, 2, 5)
- CO 2. Perceive the role of the administrator/manager/executive as that of one who uses communication to reach his/her own goals as well as the goals of the organization. GEO I, IV, VII (5)
- CO 3. Engage in management-level activities involving oral and written communication responsibilities. GEO I, IV, VII (2)

- CO 4. Through self-analysis, recognize both proficiencies and defects in his/her own communication. GEO I, IV, VII (2, 4)
- CO 5. Develop the ability to improve his/her individual communication techniques. GEO I, IV, VII (2, 4)
- CO 6. Foster an appreciation of communication barriers arising from cultural and linguistic differences. GEO I, IV, VII (1, 5)

TEXTBOOK AND/OR REQUIRED READINGS

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COURSE REQUIREMENTS

- 1. Readings (CO 1, 2, 3, 6)
- 2. Discussions (CO 1, 2, 6)
- 3. Case Analyses (CO 1, 6)
- 4. Collaborative Learning Project (CO 3)
- 5. Self-Analysis Project (CO 4)
- 6. Individual Presentations (CO 5)
- 7. Final Reflective Paper (CO 1, 2, 3, 4, 5, 6)

COURSE EVALUATION

The following grading structure for this course has been accepted by the ACED Department:

Online Discussions	= 150 points
Case Analyses	= 150 points
Collaborative Research Project	= 200 points
Self-Analysis Project	= 100 points
Individual Presentations	= 100 points
Final Reflective Paper	= <u>300 points</u>
	1000 points

Final Grading Scale

895-1000 = A 795-894 = B 695-794 = C 595-694 = D below 595 = F

PARTICIPATION/ATTENDANCE POLICY

Only students who participate in required discussions, projects, and other assignments during the appropriate sessions *by the deadlines set forth in the schedule* will earn points for those tasks.

ATTENDANCE POLICY

Attendance at all sessions is mandatory. In the case of unavoidable absences, the instructor should be notified as soon as possible, so that alternate assignments can be arranged. Prior notice is preferred, when possible. Any student missing in excess of 20% of class time will be subject to withdrawal from the course by the instructor. In the case of an unexcused absence, 20 points will be deducted from the student's final score for each block of time (evening or morning) missed. Since much of this class is conducted on-line, it is expected that students will maintain a reasonable presence on the discussion forum and must respond promptly to the instructors e-mail contacts and telephone contacts, as applicable.

POLICY STATEMENT ON PLAGIARISM AND CHEATING

The full text of this policy is available in the College of Education Dean's Office, EC room 227. The following penalties will be enforced, as stated in the Policy:

FIRST OFFENSE: The student will earn a "0" on the assignment, test, project, etc.

SECOND OFFENSE: The student will earn the letter grade "F" for the course.

THIRD OFFENSE: The student will earn the letter grade "F" for the course, and further action involving referral of the matter (with documentation) to the appropriate college (university) officials within the administrative structure will be taken. (Please also see page 39 of the VSU Student Handbook.)

SPECIAL NEEDS STATEMENT

Valdosta State University is an equal opportunity educational institution. It is not the intent of the institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin or handicap of the individual. It is the intent of the institution to comply with the Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as Title XI in Section 504 of the Rehabilitation Act of 1973.

Students requesting classroom accommodations or modifications because of a documented disability must contact the Access Office for Students with Disabilities located in Room 1115 Nevins Hall. The phone numbers are (229) 245-2498 (voice) and (229) 219-1348 (tty).

INSTRUCTOR

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