

# Fall 2021 Courses

## Policies and Procedures

By registering for FACTE's online courses, you are agreeing to the policies and procedures set forth below:

- Participants must register using the [online registration system](#), and must log-in to the online course two days prior to the start date. Registration will open on September 15th at 12:01 AM and close on October 1, 2021.
- The email address the participant provides during registration is the email we will use for all course communication. We will not be able to change this email or use a second address.
- Participants are limited to two courses per semester and cannot take courses that meet on the same night.
- Attendance in the online meetings is mandatory; participation is part of the overall grade.
- All assignments must be attempted in a timely fashion. A participant will be awarded a certificate if they earn a passing score of 80% or higher in the course.
- If a participant fails to login for the first course, complete their coursework, or exhibits academic dishonesty, that participant **will be banned from taking any FACTE online courses for the remainder of the school year.**
- If the course a participant needs is full for all sessions, the participant can email [lboyd@facte.org](mailto:lboyd@facte.org) to be added to a waitlist for the full course. If a course fails to have at least 16 participants, it will be cancelled. Those registered for the cancelled course will receive a notification regarding the cancellation prior to the course's start date.

*FACTE's online courses are funded in part by Carl D. Perkins. They are free to Florida Public CTE teachers and in-service points may be used towards re-certification. The suggested in-service points are listed next to each course. Student seeking in-service credit should check with the county district staff development office or CTE director to see if their county will accept the use of these courses toward re-certification.*

# Schedule of Courses

## **Introduction to Career and Technical Education Assessment and Evaluation (20)**

October 4 - November 1, 2021  
Mondays at 6:00 pm  
3 live sessions  
Instructor: Michelle Walker-Crawford

## **Teaching Methods for CTE (20)**

October 4 – 25, 2021  
Mondays at 5:00 pm  
3 Live Sessions  
Instructor: Jodi Tillman

## **Canvas for Beginners (60)**

October 4 – 25, 2021  
Mondays at 5:00 pm;  
Wednesdays at 5:00 pm  
3 Live Sessions; 3 Prerecorded Sessions  
Instructor: John Monda

## **Getting Your Best Teacher Evaluations (24)**

October 10—November 6, 2021  
Sundays at 6:00 pm  
4 Live Session  
Instructor: Technology Divas

## **Introduction to Career and Technical Education Assessment and Evaluation (20)**

October 7 - November 4, 2021  
Thursdays - 6:00 pm  
3 live sessions  
Instructor: Michelle Walker-Crawford

## **CTE – Planning & Implementing Effective Program Evaluation Plans (20)**

October 12 – November 8, 2021  
Tuesdays – 6:00 pm  
3 Live Sessions  
Instructor: Paula Fugel

## **Teaching Students with Disabilities (20)**

October 14—November 10, 2021  
Thursdays – 6:00 pm  
3 Live Sessions  
Instructor: Paula Fugel

## **Classroom Management for CTE (60)**

October 20 – November 24, 2021  
Wednesdays at 5:00 pm  
5 Live Sessions  
Instructor: Jodi Tillman

## **All Things Google (24)**

November 7-27, 2021  
Sundays at 6:00 pm  
3 Live Sessions  
Instructor: Technology Divas

## **Project-Based Learning (60)**

November 1-15, 2021  
Mondays at 5:00 pm;  
Wednesdays at 5:00 pm  
3 Live Sessions; 3 Prerecorded Sessions  
Instructor: John Monda

## **Philosophy & Principles of Career & Technical Education (20)**

November 2—December 6, 2021  
Tuesdays– 6:00 pm  
3 Live Sessions  
Instructor: Paula Fugel

## **Teaching Students with Disabilities (20)**

November 4 – December 15, 2021  
Thursdays at 6:00 pm  
3 Live Sessions  
Instructor: Paula Fugel

## **Technology Basics (24)**

November 21 -December 14, 2021  
Sundays at 7:00 pm  
3 Live Sessions  
Instructor: Technology Divas

## **Classroom Management for CTE (60)**

November 22 – December 20, 2021  
Mondays at 5:00 pm  
5 Live Sessions  
Instructor: Jodi Tillman

## **Standard-Based Learning: Designing Curriculum Around Standards (60)**

November 29 – December 13, 2021  
Mondays at 5:00 pm;  
Wednesdays at 5:00 pm  
3 Live Sessions; 3 Prerecorded Sessions  
Instructor: John Monda

## **Teaching Methods for CTE (20)**

December 1 – 22, 2021  
Wednesday at 5:00 pm  
3 Live Sessions  
Instructor: Jodi Tillman

*Discrimination on the basis of race, ethnicity, religion, national origin, gender, disability, sexual orientation, marital status or genetic identity against an individual who qualifies for participation in the organization or activities supported by this organization is prohibited. No person shall, on the basis of race, ethnicity, religion, national origin, gender, disability, sexual orientation, marital status, or genetic identity, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any FACTE program or activity, or in any contracted services conditions or practices conducted by FACTE.*

*All courses are in Eastern time.*

# Course Descriptions

## All Things Google

Google is an incredibly powerful tool for all teachers, and if you're using it just for Internet searches, you're missing out on tons of fabulous features!

All Things Google is a 3 week, 24-point online course exploring Google Workspace for Education along with many other fun Google tools and inspiring ways to use them. We'll look at some of the fabulous ways teachers are experimenting with Google Slides and Bitmoji, as well as Google Sites and Google Classroom.

Empower your classroom and your students to do more and know more via Google! Live sessions will be held weekly and include a presentation, demonstration of the week's assignments, and a Q&A session.



Speakers and a microphone or headset with mic are required for class participation.

## Classroom Management for CTE Teachers

This course was designed for new secondary career and technical education in Florida, but it is also open to any CTE teacher interested in classroom management strategies. The course content will be located on the Canvas platform, which is available to participants 24 hours a day, 7 days a week. Sixty points will be awarded for successful completion of this course. The course is divided into five modules:

1. **Creating a Classroom Culture** – Topics for this module include rules and procedures, bell-ringers, exit tickets and examples of other successful classroom management strategies that contribute to a learning atmosphere.
  2. **Teacher Effectiveness** – Topics for this module include communication with parents, relationships with students, effective use of praise, and the importance of mindset.
  3. **Setting High Academic Expectations** – Topics for this module include the Depth of Knowledge chart and how to use it to build rigorous assignments, big ideas and essential questions to stretch student learning, and Common Career Technical Core Standards to raise expectations.
  4. **Literacy in Career and Technical Classes** – Topics for this module include reading strategies and graphic organizers.
  5. **Technology and Classroom Management** – Topics for this module include blended learning and flipped classrooms. If time permits, other technology uses for the classroom will be included.
- Participants must commit to attending all live sessions.

# Course Descriptions

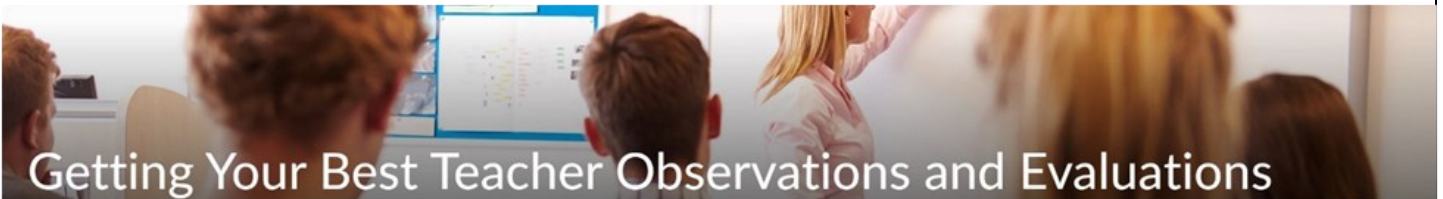
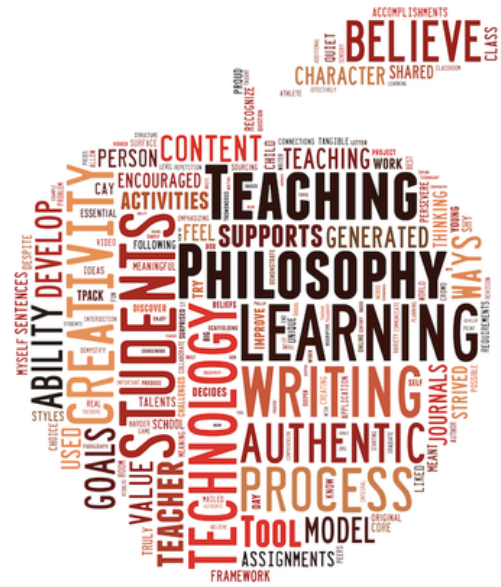
## Philosophy & Principles of Career & Technical Education

This is a 4 week - 20 Point online course that is designed to familiarize Career & Technical Educators with an overview of the history, philosophy and principles of CTE.

The online training components include 3 live sessions and 4 weeks of content on the following topics:

- What is Career & Technical Education: The Then & Now?
- What is the legislative history of CTE?
- What are the philosophies, rationale and concepts providing the basis for the development of CTE?
- How has CTE evolved to meet the needs of the 21 Century workforce?
- What is the role of CTE in public education?
- How is CTE implemented across Florida and what are some Best Practices?
- Review & Reflect on your attitudes & philosophy of education and your role as a CTE teacher and how this will affect classroom instruction.

Participants are required to participate in all 3 of the live sessions. The four week course includes three live sessions of 1.5 hours each. The completion of course content, assignments, research, creation, organizing and presentation of materials and activities outside of the sessions will require approximately 5 hours per week.



## Getting Your Best Teacher Observations and Evaluations

### Getting Your Best Teacher Evaluations

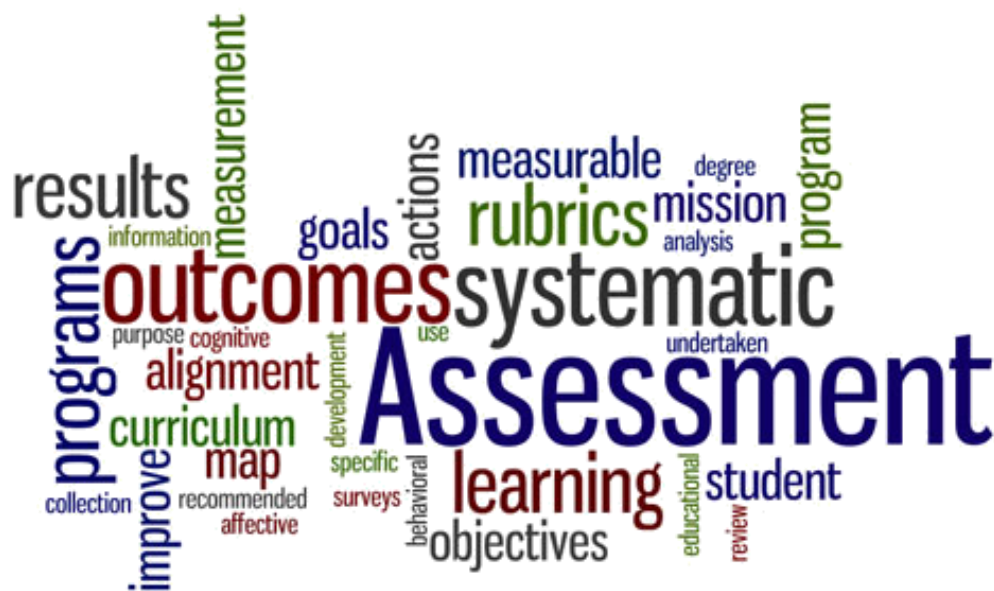
This is a 4-week, 24-point online course that examines classroom teacher instructional models and educator accomplished practices including ideas, tips, and brainstorming for planning and delivering instruction that is more effective; resulting in better student performance and teacher observations. Techniques to increase confidence and planning activities that will encourage enthusiastic student participation are highlighted. One of the best received and most valuable parts of this course has been hearing other instructor and participant experiences, along with suggestions and input to address participants' questions and concerns about evaluations.

# Course Descriptions

## Introduction to CTE Assessment and Evaluation

This is a 4-week online training program that will provide participants with an understanding of CTE assessment tools and best practices for measuring student performance. Participants will also learn the relationship between assessment and instruction and how to use assessment to guide instruction and monitor student progress. The course components will include the following topics:

- Quality components of a comprehensive classroom assessment process
- Florida and Federal Legislative requirements for student performance accountability i.e. Perkins, CAPE, ESSA
- Florida Standards Assessments Requirements (FSA)
- Florida End of Course Assessment Requirements
- CTE & Student Performance – Measuring mastery of CTE Student Performance Standards. How do SPS influence the classroom assessment process?
- CTE Programs & Industry Certification
- Implementing Authentic Assessment Measures
- Portfolios
- Project Based Learning
- Developing Authentic Tasks from your CTE standards
- Performance Assessments
- Student Investigations
- Self-Assessment & Reflection
- Rubrics
- Data Collection & Tracking Progress – How to collect and use Student Performance Measures to improve your CTE program.
- Student Performance Evaluation Tools & Templates
- Self-Assessment – What is the status of your classroom assessment plan?
- Student Evaluation Action Steps: Planning, Implementation, Data Analysis & Using Results
- Effectively Communicating Student Performance Information
- Developing a Student Performance Plan for your CTE program - “Next Steps”





# Course Descriptions

## **Teaching Students With Disabilities**

This is a 4 week - 20 Point online course that is designed to familiarize Career & Technical Educators with the introductory information about the foundations of exceptional education in Florida and on the national level. The course includes: special education law, definitions, programs and instructional best practices for Career & Technical Education.

The online training components include 3 live sessions and 4 weeks of content on the following topics:

- Special Education: The Then & Now?
- That is the legislative history of Special Education? A review of major special education legislation.
- Perkins Legislation and Special Populations Overview
- Special Education Definitions
- Americans with Disabilities Act
- Exceptional Student Education – Individuals with Disabilities Act
- Individual Education Plans, Adult and Transition IEP's
- Section 504 of the Rehabilitation Act of 1973
- Accommodations & Modifications for Students with Disabilities
- How can CTE programs help to meet the needs of special needs students?
- Strategies for developing CTE programs to facilitate the learning of special needs students.
- Teacher Resources & Technical Assistance for Special Populations
- Review & Reflect and Assess your CTE program and how it currently meets the needs of special needs students.
- Develop a Special Populations Action Plan & Strategies for your CTE program.

Participants are required to participate in all 3 of the live sessions. The four week course includes three live sessions of 1.5 hours each. The completion of course content, assignments, research, creation, organizing and presentation of materials and activities outside of the sessions will require approximately 5 hours per week.

## **Technology Basics**

This is a 3-week, 24-point online course that covers computer fundamentals for career and technical educators. The program includes the following topics: Internet skills, key software applications, basic computer hardware, technology standards, and digital literacy. Participants are first oriented in the live conferencing system, as well as the online course. An overview of the National Education Technology Standards (NETS) for teachers is provided, along with tips on maintaining your computer and organizing your files and inbox. Learn to enhance your presentations and discuss “digital citizenship” (networks, the Internet, evaluating electronic information issues, Internet hoaxes and scams). A fun overview of some of the Div will be sprinkled in throughout the course.

Participants will be provided a course syllabus upon enrollment.



# Course Descriptions

## CTE Teaching Methods

This course was designed for new Florida secondary or postsecondary career and technical education teachers, but it is also open to any CTE teacher interested in teaching methods for CTE courses/programs. The course content will be located on the Canvas platform, which is available to participants 24 hours a day, 7 days a week. The live sessions will meet weekly on Zoom for a four week period. Twenty points will be awarded for successful completion of this course.

The course is divided into four modules:

1. **Unpacking the Frameworks** – Topics for this module include how frameworks are arranged by cluster, developed and adopted; Program Structures, Academic Alignment Tables, Common Career Technical Core-Career Ready Practices, Standards and Benchmarks, Basic Skills, Accommodations and Career and Technical Student Organization Instruction
2. **Lesson Plans and Syllabi** – Topics for this module include components of lesson planning; lesson plan resources, and the purpose of and how to create a meaningful syllabus
3. **Assignments and Assessments** – Topics for this module include using data to make decisions, rigorous assignments, integrating academics, hands-on activities, projects, work-based learning, formative and summative assessments, grading with rubrics, CAPE and other Industry certifications
4. **Components of a Quality Program**– Topics for this module include tools for evaluation of the Quality of CTE Programs. Components include: Integration of Academics, Use of Technology, CTSO Participation, Professional Development, Industry Certification Attainment, Programs of Study, Appropriate Equipment and Supplies, Advertising Programs, Advisory Boards and Parent and Community Involvement. Participants must commit to attending all live sessions.



# Course Descriptions

## Standards Based Instruction: Designing Curriculum around Standards

Are you interested in learning how to use the standards and learning objectives in your program's curriculum framework to drive high-quality, industry-relevant, and engaging instruction for your students? You've come to the right place! You will earn sixty master in-service plan points through the three live virtual meetings which will equip you with the tools you need to complete a project in the three pre-recorded sessions.



## Project-Based Learning

Are you interested in learning how to develop high-quality project-based learning activities that will intellectually challenge your students, provide an opportunity for their authenticity, lead to publicly sharable products, allow for collaboration between students, teach them how to manage and monitor each other's work, and allow them to reflect on their learning in a meaningful way? If so, then this is the course for you! You will earn sixty master in-service plan points through the three live virtual meetings which will equip you with the tools you need to complete a project in the three pre-recorded sessions.



## Canvas for Beginners

Are you interested in using Canvas to elevate how you plan high-quality instruction, deliver engaging student-centered content, and assess students in an efficient and effective way? Look no further! You will earn sixty master in-service plan points through the three live virtual meetings which will equip you with the tools you need to complete a project in the three pre-recorded sessions.





# Course Descriptions

## CTE Planning & Implementing Effective Program Evaluation Plans

This is a 4-week - 20 Point online course that will provide participants the basics of program evaluation and the strategies needed to develop and implement a CTE Program or Career Academy evaluation plan at the school or district level. The program course components will include the following topics:

- Components of a “Quality” CTE Program
- CTE Programs & Career Academies - Essential Evaluation Components
- Perkins Funding & Performance Requirements
- CAPE Academy Requirements
- CTE Programs & Industry Certification
- National Career Academy Standards of Practice
- CTE Programs & Career Academy Performance – What does the research say?
- Data Collection – Program & Student Performance Measures
- CTE Programs & Career Academy – Evaluation Tools & Templates
- Sample Evaluation Plans – Florida & National “Best Practices”
- Sample Evaluation Reports – A model for your CTE Program or Career Academy
- Self-Assessment – What is the status of your program?
- Evaluation Action Steps: Planning, Implementation, Data Analysis & Using Results
- Developing an Evaluation Plan for your CTE Program or Career Academy “Next Steps”

Participants are required to participate in all 3 of the live sessions. The four week course includes three live sessions of 1.5 hours each. The completion of course content, assignments, research, creation, organizing and presentation of materials and activities outside of the sessions will require approximately 5 hours per week.

