<u>Policies and Procedures</u>

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

- Participants must register four days prior to the course start date using the online registration system, and must log-in to the online course two days prior to the start date.

- 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 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.

Schedule of Courses

Using Canvas to Teach Post-Secondary CTE Programs (60)
June 3 – July 8th, 2020
Live Sessions on Wednesdays at 5:00 PM
Instructor: John Monda

Classroom Management (60)*
June 8– June 29, 2020
Live Sessions on Mondays at 6:00 PM
Instructor: Linda Cortelyou

CTE Teaching Methods (20)
June 10 - July 1, 2020
Live Sessions on Wednesday at 5:00 PM
Instructor: Jodi Tillman

CTE Teaching Methods (20)
July 1 - July 22, 2020
Live Sessions on Wednesdays at 5:00 PM
Instructor: Jodi Tillman

Standards Based Instruction for CTE Teachers(60)*
July 6 – July 27, 2020
Live Sessions on Mondays at 6:00 PM
Instructor: Linda Cortelyou

Teaching Students with Disabilities (20)
July 28 – August 24, 2020
Live Sessions on Tuesdays at 6:00 PM
Instructor: Paula Fugel

Introduction to CTE Assessment & Evaluation (20)
July 30 – August 26, 2020
Live Sessions on Thursdays at 6:00 PM
Instructor: Paula Fugel

* These are typically 6 week courses, but they have been consolidated into 4 week sessions for the summer. The coursework for these courses will be heavier than normal. Please plan accordingly.

Course Descriptions

Using Canvas to Teach Post-Secondary CTE Programs

What will I learn in this course?

You will learn how to navigate the learning management system of Canvas from the basics of designing a course and enrolling students, to the intermediate level of creating assignments with multi-media, studio screen-captures and web-captures with embedded questions, and virtual conferences that promote student engagement with interactive whiteboards and polls, to the advanced tactics of developing learning mastery paths, rubrics, and outcomes that yield course and student data analytics.

Why should I take this course?

You should take this course because it is a unique opportunity to not just learn how to use Canvas while earning 60 master in-service plan points to apply toward your educator certificate, but rather how to use Canvas to teach career and technical education programs to adults in a distance model of instructional delivery. You should take this course because you will learn each topic in Canvas through direct instruction, reading training guides, watching training videos, completing assignments that require you to submit screen-captures of applying the new topic in a sandbox course with a specific career and technical education program, as well as participating in virtual discussions and chats with your peers.

Classroom Management for CTE Teachers

This course was designed for new Florida secondary career and technical education, but it is also open to any CTE teacher interested in classroom management strategies. The course content will be located on the Desire2Learn site, 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

Introduction to CTE Assessment and Evaluation

This is a 4-week online training program that will provide participants 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*"
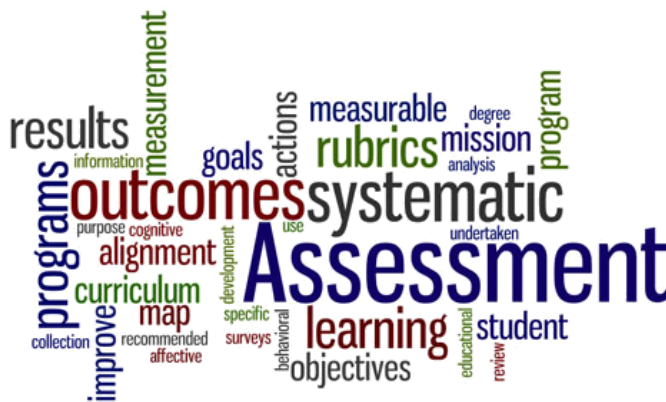
Course Descriptions

Teaching Students With Disabilities

This is a 4 week online training program 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?
- What 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
    - Adult Individual Education Plan
    - Exceptional Student Education – Individuals with Disabilities Act
    - Individual Education Plan
    - Transition IEP
    - 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.
    - How are CTE programs meeting the needs of special populations across the state of Florida? What are some Best Practices?
    - 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 will need a computer with Internet access. High-speed connectivity is recommended. Live sessions will be held weekly on Blackboard/Collaborate. Participants are required to participate in all 3 of the live sessions. The four week program includes three live sessions of 1.5 – 2 hours each. The completion of course content, assignments, research, creation, organizing and presentation of materials and activities outside of the sessions will require 5 hours per week.

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 Desire2Learn site, which is available to participants 24 hours a day, 7 days a week. The live sessions will meet weekly on Blackboard Collaborate 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.