

**AFE 571—Program Development
Syllabus 2014**

Course Syllabus

Course Description This course addresses the theoretical and practical principles of planning, funding, and conducting effective educational programs in Agricultural Sciences and Family and Consumer Sciences.

Course Objectives Upon successful completion of this course the student should be able to:

1. Distinguish between various types of educational programs.
2. Define key terms associated with program development.
3. Apply various program development models to initiatives in Career-Technical Education and Cooperative Extension, as well as other school and community-based settings.
4. Conduct needs assessments.
5. Organize and utilize advisory committees.
6. Identify and discuss opportunities and advantages associated with youth development programs such as 4-H, FFA, and FCCLA.
7. Describe responsibilities of chapter advisors and club managers.
8. Identify key issues related to parent and community relations.
9. Recruiting and manage volunteers in accordance with organizational and/or institutional guidelines, policies, and procedures.
10. Recognize potential causes of litigation regarding youth organizations.
11. Develop program proposals.
12. Identify potential sources for funding educational programs.
13. Compare types and sources of grant funding.
14. Determine criteria to be used for program evaluation.
15. Participate in professional development activities associated with program development, improvement, and evaluation.

Grading Policy This course is organized into relevant, semi-independent units of instruction. It will take approximately one week of course time during this summer session to complete each unit. The units are arranged by "weeks" for time management purposes but are established with enough flexibility that you may work on more than one unit at the same time and may possibly complete the units out of numerical sequence. All assignments or assessment activities are due as specified in the course calendar.

Grading Criteria

Grades will be based on the following:

40	Assignment 1-Week 1
20	Quizzes Weeks 1 & 2 @ 10 each
40	Assignment 2-Week 2
100	Assignment 3-Week 3-Professional Development
100	Exam (over Weeks 1, 2, 3, & 4)
50	Assignment 4-Budget & Grant Writing
100	Weekly discussions @ 20 per week
100	Assignment 5-Program Proposal Project

Grading Scale

Grades will be assigned based on the following point ranges.

A	495-550
B	440-494
C	410-439
D	360-409
F	less than 360

Grades are based on student's performance on assignments, quizzes, exam, discussion, reports, and projects. Grading is subject to standards assessed by the instructor. Students with a disability seeking special accommodations for this class must contact Disability Resources & Services at 903.886.5150.

The professor of this course reserves the right to modify assignments and/or the point value of specific assignments. Additionally, the professor may apply his discretion regarding the acceptance of work beyond the due date. Such acceptance shall be based on extenuating circumstances beyond the normal control of the student.

Textbook(s) There is no official textbook for this course. Students will use a variety of handouts and Internet-based resources to complete the course activities. However, the primary reference for this course, *Agriculture Teacher's Manual*, consists of several sections of information and sample forms that may be very useful to you in collecting and organizing information related to your teaching career. Although it was designed for agriculture teachers, the manual has many features applicable to

teachers of other disciplines. Family and consumer science teachers and Extension agents should also find it useful.

(available in *.pdf* from the link below)

[Agriculture Teacher's Manual](#)

Note regarding the interpretation and use of Agriculture Teacher's Manual:

If you teach (or plan to teach) in some other discipline, substitute the word or phrase for your discipline (family and consumer science, science, special education, etc.) for the word *agriculture*. Similarly, substitute the organization(s) or activity you sponsor wherever you find *FFA* or *National FFA Organization*.

The following sections will be specifically relevant for this course.

<u>Section</u>	<u>Title</u>	<u>Pages</u>
3	Administrative Matters	1-21
6	Program Development	1-7
9	The <i>FFA</i> Chapter	1-10
13	Working With Students	1-7
14	Working With Administrators	1-6
15	Working With Parents/Guardians	1-6
16	Working With Colleagues	1-5
17	Working With Business/Community	1-5
18	Working With Advisory Committees	1-8

Reasonable Accommodations

Requests from students with disabilities for reasonable accommodations must go through the Academic Support Committee. For more information, contact Coordinator of Disability Services at 903/886-5835.

Office Hours for Summer II

The following office hours are the official times that I will be available for drop-in student consultation. I have an open door policy and will try to assist students any time that I am available. However, advising, outreach and research activities may prohibit immediate drop-in service. Typically, I will be in the office on the following days

Monday	8:30-11:50 a.m.	or	by appointment
Tuesday	9:00-11:00 a.m.	or	by appointment
Wednesday	by appointment only		
Thursday	Off campus		
Friday	Graduate student appointments only.		

I will be attending the VATAT Conference and FCSTAT Conference during this summer session. I will also be conducting some workshops for current teachers and visiting other universities on personal and professional venues. These activities should prompt you to use email to contact me. However, you may also reach my cell number at _____ and leave a voice mail. Please do not call before 7:30 AM or later than 8:00 PM or before 1:30 PM on Sunday unless it is an emergency.

The professor reserves the right to modify this syllabus during the semester, if needed. The instructor also reserves the right to extend credit for alternative assignments, projects, or presentations on an individual basis when determined to be in the best interest of the student and class activities.