**OTS 405, Directed Work Experience**

**Summer 2008**

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**Syllabus**

**Purpose:** The major purpose of Old Dominion University's education program is to prepare individuals who have knowledge of their discipline, who can plan and present state-of-the-art instruction to students of various cultural and socioeconomic backgrounds and attitudes, and who reflect commitment to teaching and learning as well as lifelong professional growth and development. The Conceptual Framework, *Educator As Professional*, reflects the development of professional educators who can use their pedagogical and academic abilities to educate all students. This course is designed so that students enrolled in the Marketing Education fashion or training option will learn from practical application of learned competencies through university-supervised occupational experience. It is also designed to assist students enrolled in the Marketing Education teacher certification option to become professional educators for the Marketing Education specialty area and to enable them to meet their state certification (occupational experience) requirement.

**Prerequisites:** Must be at least a junior in the Occupational and Technical Studies Department.

**Course Competencies:** As a result of this course and its activities, the learner should be able to:

A. Explain in detail the operational functions of the business where employed. Areas of inquiry are history, organization, functions, duties, skills and knowledge required, and work ethic.

B. Follow the rules, regulations, and policies for employees in the place of employment.

C. Meet acceptable standards of employment in a business related to the major.

D. Understanding of strategies for enabling students to learn all aspects of particular industries—planning, management, finances, technical and production skills, labor and community issues, health and safety, environmental issues, and the technology associated with the specific industry.

**Course Requirements:**

A. Secure employment in an approved business. The instructor must approve the place of employment. Marketing education majors must work in a marketing-related occupation (product or service business). Fashion majors must work in a retail or wholesale merchandise operation. Training Specialist must work in an organization that provides participation in and/or direct access to a training department.
B. Complete a 500-hour practicum in an approved business. (Instructor approved, prior occupational experience related to the student’s program emphasis might be considered for a portion of these hours on a case-by-case basis).

C. Complete the written project that requires specific information about the business where the practicum is experienced. The written project involves the written response to detailed questions about the job and place of employment. Marketing education, fashion and training majors each have a different written project that is tailored to their emphasis area.

D. Maintain a weekly journal of experiences.

E. Turn in monthly “Production Reports” that list hours worked. The reports must be signed by the immediate supervisor and submitted by the assigned date.

F. Turn in a Supervisor’s Performance Appraisal form.

G. Attend all scheduled meetings and seminars.

**Grading:**

The instructor will evaluate the practicum portion of the course using the Performance Appraisal form prepared by the student’s supervisor. An “Outstanding” rating on the Performance Appraisal form will equate to an A, an “Above Average” rating will equate to a B, an “Average” rating will equate to a C, a “Below Average” rating will equate to a D, and a rating of “Unacceptable” will equate to an F on the practicum part of the grade. The instructor will evaluate the written project. Job termination for cause will result in course failure. Students are responsible for getting their assignments to the instructor on time.

The evaluations will be weighted as follows:

<table>
<thead>
<tr>
<th>Evaluation Item</th>
<th>Worth</th>
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<tbody>
<tr>
<td>Practicum (hours)</td>
<td>30%</td>
</tr>
<tr>
<td>Weekly Journal</td>
<td>10%</td>
</tr>
<tr>
<td>Production Reports</td>
<td>20%</td>
</tr>
<tr>
<td>Written Project</td>
<td>30%</td>
</tr>
<tr>
<td>Seminars (2)</td>
<td>10%</td>
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</tbody>
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**Attendance:**

Two seminars (one in April and one in July) are required. On the job, students are expected to follow all their employer’s rules and policies. A job termination for cause will result in course failure. All assignments are to be submitted on time. The written project must be turned in on or before the due date. Late assignments will not be accepted. All materials may be turned in to Education 228 between the hours of 9:00 AM and 3:00 PM, Monday – Friday. **Verify the receipt of all faxed materials.**

**Special Needs:** Students with documented special needs are accommodated within university policy and college guidelines. Please notify the instructor of any special situation so the proper accommodations can be made.
**Honor Pledge:** “I pledge to support the honor system of Old Dominion University. I will refrain from any form of academic dishonesty or deception, such as cheating or plagiarism. I am aware that as a member of the academic community, it is my responsibility to turn in all suspected violators of the honor system. I will report to Honor Council hearings if summoned.” By attending Old Dominion University you have accepted the responsibility to abide by this code. This is an institutional policy, approved by the Board of Visitors.

**Office Hours:**

You may reach the instructors by calling 757-683-4305. This is the number for the OTS office and it may be answered by Mrs. Herline. Leave a message with her or on the answering machine (speak clearly). Mrs. Herline will pass that information the instructor, who will be on the road during much of the course making on-site coordination visits with each student.

The office fax number is 757-683-5227. Students are responsible for verifying that their faxed reports are in fact received at ODU.

**Use of Technology:** Email will be the primary means of communication. Telephone calls are a secondary means of communications. Students are required to have ODU email accounts and regularly check their accounts. Free email accounts are available for all ODU students. The professor will use these addresses to send important messages to all students. Students must have access to the Internet and will be expected to use it to access class assignments and acquire study material. A course web site has been established at www.lions.odu.edu/org/deca/ots405/ or www.lions.odu.edu/~dnethert/Courses/ots405/index.htm. These sites will have important information about the course including a copy of the syllabus, the course schedule, forms, and assignments.

**Textbook:**

A copy of the course guide and all forms are posted on the course website at:

- www.lions.odu.edu/~dnethert/Courses/ots405/index.htm
- http://www.lions.odu.edu/org/deca/ots405/