

# *BVED 434: Managing Career and Technical Student Organizations (CTSO's)*

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BVED 434 is taught spring semester online, via IVN, and in a summer workshop format.

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## I. Catalog Description:

Introduction to planning and implementing Career and Technical Student Organizations. This course is designed for advisors at the secondary or post-secondary level wishing to begin, expand, or promote a CTSO.

## II. Course Description:

This course is one of six career and technical education courses required for the Career and Technical Education Baccalaureate Degree and for Trade, Industry, Technical, and Health Education (TITH) certification by the ND Department of Career and Technical Education. It is designed to aid teachers and students in developing Career and Technical Student Organizations that pertains to general and career and technical education. A study of the various aspects of CTSO programs that are offered at the secondary and post-secondary levels and how CTSO's can be used as instructional tools is emphasized. Students who complete this level five course will have met the Ability "Collaboration" and the Skills "Positive Interdependence" and "Leadership."

## III. Student Objectives/Goals:

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

- A. Describe the philosophy, purpose, and role of CTSO's.
- B. Develop and disseminate information establishing the value of CTSO's.
- C. Describe state and federal policies which regulate CTSO's. Integrate CTSO activities into the curriculum.
- D. Describe advisor roles/attitudes/responsibilities.
- E. Identify career and technical student organizational strategies for the non-traditional student.
- F. Acquire and interpret information using the internet as a research tool.
- G. State the value of teamwork, cooperative learning situations, and the advisor's role in implementing and advising CTSO's.
- H. Demonstrate the ability of collaboration through positive interdependence.
- I. Facilitate ways for young people to develop leadership and personal skills through vocational & technical student organizations.
- J. Conduct officer election and orientation
  1. Develop year long programs of activities to meet current student's needs.
  2. Develop student's skills to conduct effective business meetings.
  3. Provide students opportunities to manage and coordinate financial

- activities.
- 4. Prepare students for competitive events.
- 5. Help students to utilize community resources.
- 6. Utilize individual/chapter achievement activities to recognize students.
- k. Acquire and interpret information using computer skills via the world wide web

#### IV. Learning Activities:

Class material is covered in class lecture, discussion, student panels and independent study and research. Students complete and evaluate reading assignments. Resource persons are invited to address the class. Students are encouraged to demonstrate the use of educational technology as a means of learning.

#### V. Assessment:

Evaluation is achieved through a comprehensive essay examination, individual contributions to class discussions and group projects, a position paper, related written assignment from www research and/or a report on a chapter visit.

#### VI. Topic Outline:

- A. Overview of needs of adolescents
- B. The role of Career and Technical Student Organizations in adolescent's lives
- C. Philosophy and history of CTSO's
- D. Federal and state policies directing CTSO's
- E. Purposes of CTSO's
- F. The role and responsibilities of the advisor in CTSO's
- G. Establishing an advisory committee
- H. Development of youth leadership and personal growth through CTSO's
- I. Coordination of a CTSO program of activities and chapter calendar
- J. Conducting effective meetings
- K. Financial planning and budgeting for CTSO activities
- L. Development of public relations programs and community service projects
- M. Awards and recognition programs
- N. Involvement of all students-special needs and under represented groups
- O. Program Evaluation
- P. Liability issues
- Q. Relations and negotiations with school administrators

#### VII. Course Requirements and Special Projects:

- A. Complete the Final Exam.
- B. Write a position paper on the topic of "the purpose and philosophy of Career and Technical Student Organizations."
- C. Complete a letter, handout or Power Point designed to convince prospective members of the value of CTSO's.
- D. Develop a program of work and a chapter calendar for a CTSO.
- E. Locate a CTSO chapter that needs to plan an event or activity and work with them to carry out that event or activity. Report on what occurred while working with this chapter **OR**
- F. Read 5 articles from hard copy or web-based, related to your service area in career and technical education, and write a brief report on the articles answering how the articles would relate to a CTSO **OR**

- G. Research and evaluate 5 World Wide Web sites related to your service area and explain how each web site would relate to a CTSO.

#### VIII. Research Base and Standards:

This course follows the guidelines as set forth by the North Dakota State Board for Career and Technical Education and applicable state and federal statutes. It also helps fulfill the Career and Technical Education Standard 17000.1 and 17000.2 and the North Dakota Business Teacher Standards 03020.1, 03020.4 and 03020.5. The North Dakota State Department of Career and Technical Education standards and certification requirements may be viewed at [www.nd.gov/cte](http://www.nd.gov/cte).

#### IX. Textbooks and Selected References:

Leadership in Career and Technical Student Organizations, Annual Student Guide, David Melgaard  
Techniques, Association for Career and Technical Education  
Career and Technical Student Organizations, a Reference Guide  
The Art of VICA, Advisor Reference and Training Modules  
Hand Book for Advisors of Career and Technical Student Organizations, 4<sup>th</sup> Ed, Vaughn

#### X. ACADEMIC INTEGRITY:

Academic dishonesty is a violation of recognized values at Valley City State University. Copying from another student's test stealing examinations, gaining unauthorized access to examinations, using notes during an exam, or the facilitation of another person's dishonest action will result in imposition of sanctions. All instances of academic dishonesty will be reported to the Chief Academic Officer. The instructor has the right to assign "zero" points to a particular test or give a course grade of "F" when there is evidence of academic dishonesty.