**Curriculum and Instruction for Teaching Professions**

# Subject Code 350020

Students will develop age-appropriate learning experiences and curriculum to engage children and help them learn. They will determine curricular goals, create lesson plans, and employ grading and assessment strategies to measure targeted learning outcomes. In addition, students will develop online instruction using learning management system platforms.

# Outcome 1.1 Employability Skills

Develop career awareness and employability skills (e.g., face-to-face, online) needed for gaining and maintaining employment in diverse business settings.

# Competencies

* + 1. Identify the knowledge, skills and abilities necessary to succeed in careers.
    2. Identify the scope of career opportunities and the requirements for education, training, certification, licensure and experience.

1.1.6 Explain the importance of work ethic, accountability and responsibility and demonstrate associated behaviors in fulfilling personal, community and workplace roles.

1.1.8 Identify the correlation between emotions, behavior and appearance and manage those to establish and maintain professionalism.

1.1.11 Recognize different cultural beliefs and practices in the workplace and demonstrate respect for them.

1.1.13 Manage time, priorities and resources to achieve personal and professional goals.

# Outcome 1.2 Leadership and Communications

Process, maintain, evaluate and disseminate information in a business. Develop leadership and team building to promote collaboration.

# Competencies

* + 1. Extract relevant, valid information from materials and cite sources of information (e.g., medical reports, fitness assessment, medical test results.
    2. Deliver formal and informal presentations.
    3. Identify and use verbal, nonverbal and active listening skills to communicate effectively.
    4. Communicate information for an intended audience and purpose.
    5. Use proper grammer and expression in all aspects of communication.
    6. Write professional correspondence, documents, job applications and résumés.
    7. Use technical writing skills to complete forms and create reports.
    8. Identify stakeholders and solicit their opinions.
    9. Use motivational strategies to accomplish goals.

# Outcome 1.3 Business Ethics and Law

Analyze how professional, ethical and legal behavior contributes to continuous improvement in organizational performance and regulatory compliance.

# Competencies

* + 1. Analyze how regulatory compliance affects business operations and organizational performance.
    2. Follow protocols and practices necessary to maintain a clean, safe and healthy work environment.
    3. Verify compliance with computer and intellectual property laws and regulations.
    4. Identify potential conflicts of interest (e.g., personal gain, project bidding) between personal, organizational and professional ethical standards.

# Outcome 1.4 Knowledge Management and Information Technology

Demonstrate current and emerging strategies and technologies used to collect, analyze, record and share information in business operations.

# Competencies

* + 1. Select and use software applications to locate, record, analyze and present information (e.g., word processing, e-mail, spreadsheet, databases, presentation, Internet search engines).
    2. Verify compliance with security rules, regulations and codes (e.g., property, privacy, access, accuracy issues, client and patient record confidentiality) pertaining to technology specific to the industry pathway.
    3. Use information technology tools to maintain, secure and monitor business records.
    4. Use an electronic database to access and create business and technical information.
    5. Use personal information management and productivity applications to optimize assigned tasks (e.g., lists, calendars, address books).
    6. Use electronic media to communicate and follow network etiquette guidelines.

# Outcome 1.8 Operations Management

Plan, organize and monitor an organization or department to maximize contribution to organizational goals and objectives.

# Competencies

1.8.1 Forecast future resources and budgetary needs using financial documents (e.g., balance sheet, demand forecasting, financial ratios).

* + 1. Analyze the performance of organizational activities and reallocate resources to achieve established goals.
    2. Identify alternative actions to take when goals are not met (e.g., changing goals, changing strategies, efficiencies).

1.8.7 Collect information and feedback to help assess the organization’s strategic planning and policymaking processes.

1.8.9 Develop a budget that reflects the strategies and goals of the organization.

# Outcome 2.4 Operational Responsibilities

Recognize and fulfill the day-to-day tasks that support teaching and learning**.**

# Competencies

* + 1. Identify operational responsibilities of educators and trainers.
    2. Complete and maintain up-to-date records (e.g., incident reports, gradebooks, immunization records).
    3. Identify and document mastery of standards.
    4. Maintain up-to-date financial records.
    5. Determine the nature of needed documentation and paperwork, and complete them according to protocol.
    6. Select and maintain classroom equipment and supplies.
    7. Develop a community resource file for use in planning instructional activities.

# Outcome 5.1 Curriculum Planning

Develop curriculum that ensures learners receive integrated, coherent learning experiences.

# Competencies

* + 1. Identify school, district and state curriculum priorities.
    2. Solicit and use stakeholder input into curriculum planning.
    3. Develop curriculum map through collaboration with colleagues.
    4. Assess learners’ prior level of understanding.
    5. Create instructional calendar to schedule curriculum topics and planned assessments.
    6. Write objectives aligned to desired learning outcome.
    7. Align curriculum to state and national standards.
    8. Integrate standards across the curriculum.
    9. Integrate employability skills into the curriculum and activities.
    10. Identify factors to evaluate in determining mastery of content.

# Outcome 5.2 Instructional Planning

Plan instructional strategies and activities to promote learner development.

# Competencies

* + 1. Incorporate relevant, real-life experiences into lessons.
    2. Evaluate game-based learning and gamification.
    3. Describe types of learning styles and their influence on instruction.
    4. Use multiple strategies within a lesson to support differentiated instruction.
    5. Create instructional plans.
    6. Determine time required for implementation of instructional activities.
    7. Plan developmentally appropriate learning experiences that engage learners in individual and collaborative learning activities.
    8. Integrate language and literacy into all classroom activities.
    9. Incorporate instructional scaffolding.
    10. Use reflection strategies for evaluating the effectiveness of a lesson.
    11. Select reflection strategies for learner implementation.
    12. Determine adjustments to instructional plan based on learners’ growth, development and understanding.
    13. Incorporate evaluation strategies that measure a lesson’s learning outcomes.

# Outcome 5.3 Resources

Select, prepare, and utilize resources; and provide opportunities to promote learner development and advancement.

# Competencies

* + 1. Determine resources needed to support identified learning objectives.
    2. Select materials that extend or reinforce learning and comprehension.
    3. Utilize resources that facilitate the global learning process.
    4. Select and implement learning materials and experiences that provide a multicultural perspective.
    5. Determine opportunities for involving stakeholders in learners’ activities.
    6. Prepare and engage stakeholders for participation in learning experiences with learners.
    7. Identify technology resources to support the needs of learners.
    8. Engage learners in community activities that extend classroom curriculum.
    9. Implement intra-curricular activities that can be used to extend or reinforce learning.
    10. Create opportunities that support learner growth and development through extra-curricular activities.
    11. Identify opportunities available for learners to acquire postsecondary credit.

# Outcome 5.4 Instructional Implementation

Implement instructional strategies and methods to meet the needs of all learners.

# Competencies

* + 1. Determine advantages and disadvantages of instructional strategies and methods.
    2. Use theories and research-based principles of learning to deliver effective instruction.
    3. Use techniques to develop learner interest in lessons.
    4. Implement pacing and time-management techniques to ensure achievement of a lesson’s outcomes.
    5. Review performance criteria with learners to clarify their understanding of desired outcomes.
    6. Implement current and emerging technology to deliver instruction.
    7. Utilize questioning techniques to determine, clarify or extend learner understanding.
    8. Contextualize concepts and examples to facilitate learner understanding.
    9. Scaffold new ideas to learners’ existing knowledge.
    10. Provide clear and specific directions and feedback to learners.
    11. Anticipate and clarify learner misconceptions.
    12. Implement and adjust instructional plan to accommodate learner needs or unforeseen circumstances.
    13. Apply grouping strategies to support instructional activities.
    14. Implement strategies to overcome language barriers between instructor and learner.
    15. Implement developmentally appropriate instructional activities that support differentiated learning.
    16. Implement learner reflection strategies to extend and enhance learning.

# Outcome 6.1 Technology for the Learning Environment

Understand tools and applications that provide the basis for the use of technology in the learning environment.

# Competencies

* + 1. Identify the capabilities of technology.
    2. Explain technology concepts that emphasize user-generated content used in learning environments.
    3. Engage in continuous learning in relation to current and emerging technologies used in the learning environment.
    4. Engage colleagues, learners and stakeholders in educational networking sites.
    5. Compare and contrast the use of social media for personal and educational purposes.
    6. Follow established protocol and practices necessary to maintain professional identity and reputation while using social media and educational networking sites.
    7. Assist learners in understanding short and long-term impacts of digital footprints.
    8. Develop and maintain an online personal learning network.
    9. Assist learners in using educational networking tools to communicate and problem-solve.
    10. Collaborate with learners and stakeholders to address technology gaps.

# Outcome 6.2 Blended and Online Learning Foundations

Apply principles and concepts of online learning to course design and implementation.

# Competencies

* + 1. Compare online learning versus traditional learning environments.
    2. Describe types of online learning.
    3. Describe components of effective online learning.
    4. Describe issues associated with accessibility and inclusivity in online learning.
    5. Explain issues associated with copyrights and property norms in online learning.
    6. Describe how online learning can be used to promote higher-order thinking skills.
    7. Describe the implications of behavioral, cognitive and constructivist perspectives for online learning.
    8. Describe influences that affect the design of online learning activities.
    9. Analyze trends in online instructional design and implementation.

# Outcome 6.3 Online Instructional Design

Design online courses or materials to deliver curriculum.

# Competencies

* + 1. Use online design principles to identify course materials suited for a blended learning environment.
    2. Select background colors and fonts that contribute to readability.
    3. Determine capabilities of available learning management system.
    4. Design online course navigation.
    5. Develop introductory material and syllabus for online course.
    6. Structure content in learning management system.
    7. Use multimedia tools and online learning management system to enrich blended and online learning opportunities.
    8. Design and sequence planned online learning interactions.
    9. Apply interactive capabilities of online learning management system.
    10. Prepare resources that can be used to support learners’ learning styles.
    11. Construct online learning content, activities and assessments utilizing Universal Design principles.
    12. Incorporate online tools that facilitate teacher-to-learner and learner-to-learner communication.
    13. Integrate digital literacy strategies into the curriculum.
    14. Incorporate formal and informal course and curriculum feedback methods for learners and stakeholders.

# Outcome 6.4 Online Implementation

Implement online instructional strategies and methods to meet targeted goals.

# Competencies

* + 1. Orient learners to online platform and course processes and procedures.
    2. Instruct learners on providing online peer-to-peer feedback.
    3. Implement instructional methods and electronic media to support standards-based lessons.
    4. Interact with online learners through regular postings.
    5. Implement engagement techniques for online instruction.
    6. Monitor and respond to learner feedback and questions.
    7. Address technical challenges and issues encountered.
    8. Foster collaboration through online community platforms.