

**MARIAN UNIVERSITY**  
**ADULT AND ONLINE STUDIES**  
**Institute of Professional Development (IPD)**

**COURSE NUMBER:** TDE 604 MU

**SEMESTER/YEAR:** SU 2018

**COURSE TITLE:** Tours of Excellence 2018: Technical Colleges

**INSTRUCTOR:** Mike Valentyn

**CREDITS:** 3

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**I. COURSE DESCRIPTION (Must use approved course description):**

Counselors, Teachers and Administrators tour and participate in hands on learning experiences and interactive educational programs at four different Wisconsin Technical Colleges. Educators choose the four campuses to visit, one each day.

**II. COURSE OBJECTIVE:**

Students will become acquainted with various programs and services of four different Wisconsin Technical College System (WTCS) colleges. Students will learn about the admission process, program selection, program curriculum and career opportunities related to the programs observed. Students will consider how the information learned will be utilized in their own educational setting emphasizing how the information will be disseminated to their student populations. Students will work with the technical college staff who present program information as well as with fellow educators in the class to maximize the learning opportunities.

**III. SEQUENTIAL OUTLINE AND ASSOCIATED LEARNING ACTIVITIES (Describe the instructional approach and method of student engagement):**

This course is a hands on learning experience for four days (8:30 AM – 3:30 PM) culminating with a written plan of action. The presenters are staff from the host technical colleges. Presentations vary from lecture to video presentations to hands on participation depending on the programs being reviewed. Students will hand in their reflection and plan of action one week after the four tours of the technical colleges are completed.

**IV. ASSESSMENT (How is the student's learning determined based on course objectives?) & EVALUATION (How will course grades be calculated?):**

**Grading Scale**

A	93-100	B	83-88	C	73-78	D	63-68
A-	91-92	B-	82-81	C-	72-71	D-	62-61
B+	89-90	C+	80-79	D+	70-69	F	60-0

Daily participation will be evaluated. The completed plan of action and time frame for implementation of the plan will be evaluated.

**GRADUATE CREDIT DISTINGUISHING ATTRIBUTES** for 1 Graduate Credit and Documented Outcomes for 1 Graduate Credit:

**GRADUATE CREDIT DISTINGUISHING ATTRIBUTES** for 2 Graduate Credits and Documented Outcomes for 2 Graduate Credits:

**GRADUATE CREDIT DISTINGUISHING ATTRIBUTES** for 3 Graduate Credits and Documented Outcomes for 3 Graduate Credits:

Students will display professional standards and high quality performance while participating fully in the presentations, discussions and hands on activities delivered by all four technical colleges. Students will reflect on what is learned, develop a plan of action, develop a time frame for implementation of the plan of action, and execute the plan of action with their student populations in their educational setting.

**V. REQUIRED TEXT(S):** Handouts provided by the technical colleges

**VI. REQUIRED READINGS:** Handouts provided by the technical colleges

**VII. OTHER RELEVANT INFORMATION:**

**The Academic Honesty Statement**

Academic Honesty: The rules and procedures dealing with academic honesty set forth in the Marian University Graduate Academic Bulletin will be followed in this class. Students are expected to have familiarized themselves with these rules and procedures. This applies to cheating, plagiarism and intentional misrepresentation of the truth. If a paper is prepared by a student for this class, it is expected that the paper be the student's own work and that any use of the work of another in a student's paper be properly quoted and cited pursuant to Marian University Reference Manual. [Marian University Writing Center](#)

**Withdrawal/Non-Attendance Policy**

A WD grade may be assigned for a student who has withdrawn during the designated withdrawal period. Courses with a grade of WD are included in attempted credits, but not in earned or total credits. A WD grade is not computed into the student's GPA, as the credits attempted were not successfully completed.

The FN grade is awarded to students who fail to attend or stop attending (unofficial withdrawal) a course. If a grade of FN is assigned, the instructor must also enter the "last date attended" in the Overall Attendance view in SabreNet. This grade is calculated as an "F" in determining grade point average.

### **Attendance Policy**

Marian University has at the heart of its core values that it is a community committed to learning. Class attendance is essential to the learning process of the entire community. Absence from class by a student not only limits that student's learning, but it also limits the learning of the entire class that is deprived of that student's input. Any absence, for any reason, prevents the student and the class from getting the full benefit of the course. Students are, therefore, expected to attend all classes of the courses in which they are registered and to be on time. Instructors may include class attendance as a measure of academic performance for grading purposes in the course syllabus. Such criteria are supported by Marian University.

### **Classroom and Campus Expectations**

Students are encouraged to maximize the learning experience offered through Marian University. Ideal learning takes place in environments where trust, mutual respect and active engagement is valued and observed by all participants.

Students enrolled at Marian University are expected to conduct themselves in a manner appropriate to a professional setting. Students are expected to be respectful of the learning environment established by the instructor. No student has the right to be disruptive, disrespectful or uncivil in their conduct – including language – in any setting at Marian University (this includes online, Face Book, web-based venues).

A student who is deemed to be inappropriate in the classroom may be asked to leave the class for a session or longer, or may be administratively withdrawn by University officials.

### **Statement Regarding Persons with Disabilities**

Marian University will provide reasonable accommodations to qualified people with disabilities. If you feel you need accommodations to fully participate in this class, please contact Lisa Olig Coordinator of Disability Services at [lmolig65@marianuniversity.edu](mailto:lmolig65@marianuniversity.edu) or Academic Support at 920-923-8951

**Obtaining Course Grades and Transcripts:** Marian University provides individual grade reports via the student services system referred to as SabreNet. Upon registration, students will be sent information from the Information Technology department to establish a user name and password to allow access to SabreNet. An unofficial transcript may be printed from SabreNet upon course completion. Grades are posted one week after the end of class.