

CTE320 Classroom Management Class Course Project

This project will engage you in work that fulfills the course student learning outcomes, i.e. *create a comprehensive CTE laboratory manual and assess the effectiveness of safety in a CTE laboratory*. To accomplish these objectives, the class will work together to create, **“New CTE Teacher Guide to Manage a CTE Classroom and Laboratory”**.

The purpose of the **Guide** is to:

1. Provide new CTE teachers with a basic understanding of educators' ethical and legal responsibilities for a safe classroom.
2. Make new CTE teachers aware of dangers and risks associated with running a CTE classroom and laboratory/shop.
3. Provide new CTE teachers with knowledge and tools to make the classroom, lab, or shop a safe environment that meets federal and Guam standards.
4. Provide examples of important records and forms for evidence of compliance.
5. Provide federal rules and regulations related to workplace safety.
6. Provide a **framework** for new CTE teachers to include safety awareness or safety training in their curriculum and daily instructional practices.

Instruction

Part I: Planning

1. You will work collaboratively to determine the content to be included, how the content will be presented, and how tasks will be divided. The content of your Guide must address the purposes listed above.

Progress Report

2. You must develop a team contract and share a copy with me. In your contract, you must address the following:
 - a. Timelines with deadlines and deliverables

- b. How you will communicate between class meetings. Pick a primary form of communication.
- c. Expectations from each team member
- d. Team leader - not to dictate who does what, but to coordinate and keep work on track.
- e. Team contract to be articulated on Google Doc.

Progress Report

Part II: Research and Production

- 3. All materials should be original or include clear citations if you paraphrase and use existing materials. Use quotation marks around directly quoted text and provide source, APA style.
- 4. [Use Google Doc Multi-page Report. Label CTE320_FA2021PBA](#)
 - a. Cover Page
 - b. Table of Content
 - c. **Lab Management and Safety Contents**
Progress Report
 - 10/16/2021
 - d. Assessment of a CTE Laboratory
 - e. Each student's Classroom Management Plan (See CH14)
 - i. Classroom Management Plan Approach
 - ii. Classroom Management Philosophy
 - iii. Classroom Management Theory
 - f. Glossary of Terms
 - g. Reference Page (APA Style)
- 5. Finalized Guide due **11/20/2021**

Criteria	Meets Expectations 2	Needs Improvement 1
Format	Manual was formatted correctly, contained most content, and was well organized.	Manual contained some content that was formatted correctly, but was missing quite a bit.
Content	Manual contained content that was formatted correctly.	Manual contained 5-10 components that were difficult to understand and make sense of.
Organization	Manual was organized between subject materials, a table of contents to guide the reader. Easy to understand.	Manual was somewhat organized with dividers between subject materials. No table of contents or labels making it difficult to follow the manual.
Teamwork	Team communicated on the project, assigned tasks to each member, and helped one another achieve goals.	Team lacked some communication between members. Tasks may not have been clearly understood by its members and it showed in the final project.