

Trade & Industry Sample Syllabus Format

Course Title:

Program Code:

Course Code:

Course Registration Number (optional item, use for local enrollment catalog number):

Grade Level:

Prerequisites:

Articulated Agreements, and/or Dual Credit Opportunities:

Note: It's important to list this on the syllabus because even though it may not currently qualify for articulation or dual credit it can start the conversation to lead to such opportunities. Perhaps an administrator or instructor didn't even know this was an option for example.

Technical Skill Assessment:

Note: Again, another important item to list as it may not be required, but can lead to discussion among stakeholders and industry partners.

Course Description:

Note: Course descriptions are typically done in paragraph form and give a broad overview of the course. It's important to include career pathway information, experiential learning opportunities and relevant career planning information. Career exploration is a required component of work experience career seminar courses.

CTE Frameworks, Local or National Standards, Benchmarks:

Student Leadership:

***Note:** Career and Technical Student Organizations (CTSOs) or alternative leadership activities play an important role in helping to develop student leaders. Listing them in the syllabus helps students, parents and stakeholders know of these unique opportunities for student growth. They should align with information on the Program Approval form.*

Course Outline, Specific Goals and/or Outcomes for Learners:

***Note:** This is one of the most important of the syllabus. It's an opportunity to list learner outcomes in more detail and specificity. The course outline can be especially helpful to new instructors as it provides the overview needed to develop individual lesson plans. A timeline should be added to the outline to help with planning purposes and to help keep the class flowing in a timely manner.*

Safety Instruction for Lab/Shop:

***Note:** Safety is paramount in CTE courses that require the use of tools and machines. Best practices involve instructor discussion and demonstration followed by the student passing a written test as well as demonstrating for the instructor, proper tool/machine setup and use. It's important for the instructor to keep accurate records and to maintain copies of written safety tests on all students for as long as deemed appropriate by the school's insurance carrier. If the student is involved in any work-based learning or related work experience activities there needs to be shared responsibility between the instructor and the employer to make sure all child labor laws are being followed and enforced.*

Instructional Materials:

***Note:** Listing the date of publication for instructional materials is helpful as most schools use a curriculum review cycle and this can help insure instructional materials are current.*