Professional Technical Education and Instructional Design BAS program

STUDENT HANDBOOK

For more information about the Bachelor of Applied Science (BAS) degree in Professional Technical Education and Instructional Design, please contact the BAS programs office at (206) 934-6783, email Mary.Beans@seattlecolleges.edu; or Lorena.Hernandez@seattlecolleges.edu
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Introduction
Welcome to South Seattle College (South) and the Bachelor of Applied Science (BAS) in Professional Technical Education and Instructional Design (Teach Tech) program. This program prepares students who have completed a two-year technical degree or approved associate degree and have 2-5 years of related work experience for technical teaching positions at Community and Technical Colleges and as corporate trainers.

This 90-credit degree program offers industry professionals a pathway to becoming a skilled Technical Education Teacher. The program emphasizes upper-division coursework that focuses on the complexities of the adult learner, the development of curriculum, and issues of equity. Students will learn how to shift their focus from teaching purely for content mastery to student-centered learning and leadership. Congratulations on being accepted into the BAS program! We look forward to working with you as you complete your degree.

**Importance of Your Student Handbook**

Your success is important to us, and we have developed this handbook to guide you and provide specific information on policies, curriculum, and expectations of the program. Each student is responsible for studying this handbook and understanding its contents. In general, the BAS Teach Tech program follows policies and rules established by South. As this is a unique program offered by the College, please note that some BAS policies may differ from standard College policies. You are responsible for complying with each instructor’s syllabus and this handbook.

**History of the BAS program**
In 2005, the Washington State Legislature approved the development of four applied baccalaureate degree programs at Washington Community and Technical Colleges in order to expand access to bachelor degree education and better serve the State’s workforce needs. Due to South’s reputation in providing excellent training programs in hospitality and related fields, the College determined that it was best suited to offer a Bachelor of Applied Science degree in the area of Hospitality Management. This degree would provide relevant education in a field where no bachelor degree pathway currently exists in western Washington, and it would address a critical demand for managers in an industry that is expected to grow substantially.

The State Board for Community and Technical Colleges selected South to be one of four colleges that would pilot the development of BAS programs in April 2006. The Higher Education Coordinating Board approved the College’s degree request on July 27, 2006. In fall 2009, the BAS program at South received accreditation as a four-year degree granting institution from the Northwest Commission on Colleges and Universities.

Since receiving accreditation from NWCCU, South’s staff worked closely with community members and local businesses to create a second BAS degree in Professional Technical Education (Teach Tech). The Teach Tech program is a unique baccalaureate degree designed to meet the needs of postsecondary, industry specific, education. To date, no other bachelor level program exists in the State of Washington that targets professional technical instructors in heavy duty industries such as Diesel Maintenance, Aviation Maintenance, Welding, and Automotive Technology.

South Seattle College - Student Learning Outcomes
Student Learning Outcomes represent the knowledge and abilities every student graduating with a certificate or degree from South will have. Students will achieve these outcomes as well as specific program outcomes for their academic or technical area of study.

- **Communication**
  - Read and listen actively to learn and communicate
  - Speak and write effectively for personal, academic, and career purposes

- **Computation**
  - Use arithmetic and other basic mathematical operations as required by the program of study
  - Apply quantitative skills for personal, academic, and career purposes
  - Identify, interpret, and utilize higher level mathematical and cognitive skills (for those students who choose to move beyond the minimum requirements as stated above)

- **Human Relations**
  - Use social interactive skills to work in groups effectively
  - Recognize the diversity of cultural influences and values

- **Critical Thinking and Problem-Solving**
  - Think critically in evaluating information, solving problems, and making decisions

- **Technology**
  - Select and use appropriate technological tools for personal, academic, and career tasks

- **Personal Responsibility**
- Be motivated and able to continue learning and adapt to change
- Value one's own skills, abilities, ideas, and art
- Take pride in one's work
- Manage personal health and safety
- Be aware of civic and environmental issues
- Take responsibility for your own learning

- Information Literacy
  - Access and evaluate information from a variety of sources and contexts, including technology
  - Use information to achieve personal, academic, and career goals, as well as to participate in a democratic society

**BAS Professional Technical Education and Instructional Design Program Outcomes**

1. Manage learning environments.
2. Develop outcomes, assessments, and curricula.
3. Develop and review programs.
4. Provide student instruction.
5. Provide support and guidance to students.
6. Perform administrative functions.

7. Create and maintain a professional environment.

8. Promote the program and recruit students.


**BAS Professional Technical Education and Instructional Design Program Goals**

The BAS, Teach Tech program provides formal education to enhance strategies for career development and advancement. The program goals are to:

1. Create an affordable educational pathway for individuals currently working in industry or at community and technical colleges to complete a bachelor degree program without having to leave the state or resign from a job.

2. Provide an avenue for individuals currently working in industry or at community and technical colleges to gain skills that will allow them to become more effective teachers.

3. Offer the opportunity for people working in industry and within community and technical colleges to broaden and advance their skills.

4. Prepare employees who can fill the critical unmet demand for professional technical teachers in various areas of heavy-duty industry; including Diesel Maintenance, Aviation Maintenance, Welding, and Automotive Technology.

5. Develop a well-regarded bachelor degree program that will create a conduit for graduates who wish to enter a master’s degree program.
6. Contribute to the attainment of the state’s higher education and regional economic development goals in a high-growth industry by creating a better career ladder for individuals that are currently working as an educator/trainer with the likelihood of earning higher lifelong wages.

Curriculum to support the above goals will utilize the following instructional areas:

1. General education courses with the breadth, depth and rigor typical of programs at the four-year level.

2. Upper division development and adult education coursework emphasizing student-centered learning.

3. A capstone course that will emphasize the practical application of theory in the working environment.

People to Contact

The BAS program office is located in the TEC Building on South’s main campus Room 141. The Program Manager can be reached at the number below. Each classroom instructor will provide their contact information at the beginning of each quarter.

Program Manager: (206) 934-6783

Lead Faculty: mary.beans@seattlecolleges.edu
Accreditation Status

South Seattle College is accredited to offer two-year and four-year degrees by the Northwest Commission on Colleges and Universities.

Admissions

Admission to the program is competitive. Meeting the minimum requirements does not guarantee admission as the number of qualified applicants may exceed the number of enrollment spaces available.

The application includes the following:

1. A completed application form. Students may obtain an application form by contacting the BAS office at (206) 934-6783 or by downloading a copy from our website at http://www.southseattle.edu/bas

2. A non-refundable check for $35.00, payable to “South Seattle College BAS Program.”

3. Official (sealed) transcripts from a regionally accredited college demonstrating completion of an Associate of Applied Science-Transfer (AAS-T) degree or equivalent (students working on AAS requirements may be provisionally accepted).

4. Two letters of recommendation on appropriate letterhead from individuals who personally know your work (such as your current or past supervisor), that discusses your contributions to your workplace and how he/she believes you will benefit from completion of the BAS program. If you are applying to this program immediately after completing an associate degree program, the letters of recommendation may be from your instructors on college letterhead.
5. A 400 to 600 word personal statement discussing your work experience, your personal and professional goals, advanced certifications you already possess, any specific or unique attributes that you will bring to the program, any personal or imposed challenges or hardships you have overcome in pursuing your educational or career goals, and any other special considerations that you believe will make you a good candidate for the program.

Please mail all completed application materials to:

BAS Program, Professional Technical Education and Instructional Design
South Seattle College (TEC – Rm 141)
6000 16th Ave. SW
Seattle, WA 98106

Or email to: Lorena.Hernandez@seattlecolleges.edu

Admissions Requirements

To be eligible for full admission into the BAS program, each student must meet the following requirements:

• Washington state AAS-T Degree with a minimum of 25 Quarterly General Education Credits, which includes college level:
- Math (5 credits)
- English (5 credits)
- Psychology (5 credits)
- Arts and Humanities electives (10 credits).

Priority will be given to students with a Washington state AAS-T degree or equivalent. Students with a Washington state Associate of Arts-Transfer or Associate of Science-Transfer degree may also be admitted to the program permitting that they meet the 2-year minimum work experience requirement. Students entering under these degrees will still need to complete all upper-division courses, earn a minimum of 180 college-level credits, and will be required to work with the BAS Program Manager to develop appropriate substitutions for lower-division general education requirements.

The admissions review will take the following into consideration: type of associate degree earned, work experience, college-level cumulative grade point average (GPA), letters of recommendation, and personal statement.

The cumulative GPA requirement is 2.5 or above for full and provisional admission into the program and must be maintained while in the program.

**Admissions Status**

Students may be admitted to the BAS, Teach Tech program under one of the following conditions:

1. Full Admission: Students will be fully admitted to the program when all admission requirements have been completed and accepted by the BAS Committee.
2. Provisional Admission: Students who are within 25 quarter credits of completing their two-year degree including the program entry requirements may be admitted provisionally into the program if space is available. Students in need of more than 15 credits must complete an educational plan within the first quarter.

3. Probationary Admission: Students with a cumulative GPA below 2.5 may be admitted under probationary status. Students must maintain a cumulative GPA of 2.5 or higher for the first 30 quarter credits and then petition to the BAS committee for full admittance.

4. Non-matriculated students: Students not officially accepted into the program may take up to 15 PTE credits with prior faculty approval. Once admitted to the program, those classes will be applied towards the individual’s degree.

Cohort/Course Delivery

The BAS, Teach Tech program is cohort-based and begins each fall and spring quarter. This means that all BAS students will be in the same peer group for the duration of the program. All program specific Teach Tech classes will be delivered fully-online format. Students must complete all work on Canvas Learning Management Service (LMS).

Advising and Registration

All BAS, Teach Tech students will be automatically registered for their core classes each quarter. Students are responsible for registering for any remaining general education coursework necessary for graduation. If students have questions about what general education classes they need to take, please call the BAS program office at (206) 934-6783.
Each student must develop an educational plan with the BAS Program Manager to ensure that they can complete the program in a timely manner.

**Program Costs**

Tuition and fees for courses offered in the BAS program have the same tuition structure as other Washington state regional baccalaureate degree granting colleges. Please check the South website for the current quarterly class schedule for the most current tuition and fee schedule as it is subject to change.

http://www.southseattle.edu/financial/tuition.aspx

**Financial Aid**

Financial aid is available to all eligible students, including Federal, State, and institutional grant funds, such as the Pell Grant, WA State Need Grant, or Work Study. To determine whether you are eligible for financial aid, you will need to complete the Free Application for Federal Student Aid (FAFSA).

To find out more information about financial aid, please visit the South financial aid website at and check with the Financial Aid office in the Robert-Smith Building (RSB).

http://www.southseattle.edu/financial-aid/

** Washington state employees may qualify for a partial tuition waiver. If interested, please contact the BAS Program Manager for details and enrollment forms. A limited number are available for each cohort.

**Scholarships**
There are many of scholarships available for current and prospective students to continue their education.

http://www.southseattle.edu/scholarships/

The Foundation Office at South also offers scholarships to current students. For more information, visit their website at or call (206) 934-5809. The Foundation Office is located in the Robert-Smith Building (RSB), room 101.
http://southseattle.edu.foundation/foumain.htm

**Veteran Affairs**

The Veteran Affairs Office offers assistance regarding veteran-entitled benefits, such as preparing VA application forms and documentation required by the Department of Veterans Affairs. They also provide assistance in documenting military training for college credit. For more information on Veteran Educational Benefits please visit or call (206) 934-5308. The Veteran Affairs Office at South is located in the Jerry M. Brockey Building (JMB) room 135.

http://www.gibill.va.gov/

**Graduation Requirements**

Any student in the BAS program who has met the following criteria may apply for graduation by meeting with the BAS Program Manager. The Dean and Program Manager will sign your application for graduation. You must apply for graduation at least one quarter before you intend to graduate. In order to participate in the commencement ceremony you must submit your graduation attendance form before the third Friday in May. You may obtain a graduation packet in the Registration Office located in the Robert-Smith building. For more information
regarding graduation go to:
http://www.southseattle.edu/graduation/Default.aspx

Graduation Criteria

• Completion of 60 upper-division quarter credits in the BAS, Teach Tech program with a 2.0 grade or better in each course

• A minimum total of 180 college-level credits earned from transfer and BAS degree programs

• A minimum South cumulative GPA of 2.0

Leave of Absence

Our goal is to have you complete your bachelor degree in a timely and efficient manner. Every admitted student is required to progress through Teach Tech classes as illustrated in the Suggested Sequence in order to maintain active status in the program.

If there is an extenuating circumstance that prohibits you from meeting this obligation, you must submit a written request to the BAS Program Manager to apply for a one quarter leave. Please contact the BAS Programs Manager at least one month before you plan to return in order to maintain priority registration status.

If you are unable to resume your studies after one quarter, you will lose your status as a matriculated student. If you are in danger of being dropped from the program, it is recommended that you meet with the BAS Program Manager immediately. On a space available basis, it may be possible to gain readmission to the program by petitioning for re-enrollment.

Satisfactory Progress and Grading
Students must receive a grade point of 2.0 or higher to remain in the program. Each instructor will identify his/her grading procedure in the syllabus presented at the start of every course. If you have questions about the instructor’s grading policy, please speak directly with the instructor.

**Probation and Dismissal**

Students that do not adhere to academic and conduct related expectations may be placed on probation, dismissed from the program, or dismissed from the College. For a full description of student misconduct, refer to the Washington Administrative Code, WAC 132F-121-110. More information regarding student discipline, probation and dismissal can be found in the South student handbook.

**Grievances**

The following departments at South are available to support students with grievances:

- **Dean of Student Life** – Available to talk about concerns or issues
  
  Jerry M. Brockey Student Center (JMB), room 135 • (206) 934-6749

- **Counseling & Advising Services** – Provides academic, career and personal counseling
  
  http://www.southseattle.edu/services/advising-counseling/

  Robert-Smith Building (RSB), room 11, Information Desk •
(206) 934-5387

• Diversity & Retention Office – Provides guidance and advice for all students.  
  http://www.southseattle.edu/diversity-and-retention/

Robert-Smith Building (RSB), room 158 • (206) 934-6455

• Educational Support Services – Provides academic support, community resources and physical accommodations for eligible students

Robert-Smith Building (RSB), room 12 • (206) 934-5137

http://www.southseattle.edu/educational-support/

**Equal Opportunity Statement and Accommodations**

South Seattle College is committed to the concept and practice of equal opportunity for all its students, employees, and applicants in education, employment, services and contracts, and does not discriminate on the basis of race or ethnicity, color, age, national origin, religion, marital status, sex, gender, sexual orientation, disabled veteran status, or presence of any physical, sensory, or mental disability, except where a disability may impede performance at an acceptable level. Reasonable accommodations will be made for known physical or mental limitations for all otherwise qualified persons with disabilities.

**Course of Study Information**

A complete list of the courses offered can be found on the South website. As the program continues to grow, there may be changes made to courses offered; check the program website to see what new courses have been added. If you
would like to suggest a course to be developed, please speak with the BAS Program Manager of Faculty Lead.

http://southseattle.edu/bas

**Suggested Sequence**

The suggested sequence on the following page shows approximately when courses will be offered. However, as the program grows, courses may be added to meet student needs. Please check with the BAS programs office for the most current suggested sequence.

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**Professional Technical Education and Instructional Design**

**Sample Sequence**

**Quarter 1**

- PTE 301 Workforce Instructional Methods and Materials (3 cr)
- PTE 310 Managing the Learning Environment (3cr)
- PTE 345 Adult Learning (5 cr)
- ENG 102 English Composition 2 (5 cr)
TOTAL CREDITS 16

Quarter 2

- PTE 302 Course Development and Design (3 cr)
- PTE 314 Professional Portfolio. (3 cr)
- PTE 420 Legal Issues and Ethics in Education. (3 cr)
- PTE 490 Internship (1 cr). **
- CMST 220. Public Speaking. (5 cr)

TOTAL CREDITS 15

Quarter 3

- PTE 313 Methods of Online Teaching. (3 cr)
- PTE 401 Student Support and Guidance. (3 cr)
- PTE 460 Diversity and Globalism in Education. (3 cr)
- PTE 490 Internship ( Continued). **. (1 cr)
- SOC 101. Introduction to Sociology. (5 cr)

TOTAL CREDITS 15

Quarter 4
o PTE 311 Technology in Learning (3 cr)

o PTE 402 Assessment of Learning Performance (3 cr)

o PTE 489 Professional Development Certification (1 cr)

o PTE 490 Internship (Continued). ** (3 cr)

o PHIL 101 Introduction to Philosophy (5 cr)

TOTAL CREDITS 15

Quarter 5

o PTE 495 Capstone (3 cr)

o PTE 468 Program Management and Recruitment (3 cr)

o PTE 490 Internship (Continued). ** (5 cr)

o Gen Ed Course (5 cr)

TOTAL CREDITS 16

Quarter 6

o PTE 315 Workforce Experience Practicum** (10 cr)

o Lab Science Elective (5 cr)
TOTAL CREDITS

15

**credits may be earned by work experience learning documentation through Portfolio and PLA

Internships

Students are required to complete and document 500 hours of teaching experience. (May be completed by Portfolio documentation.)

Student Services

As a student at South Seattle College, you are eligible for all services offered by the college. The fees you pay entitle you access to student computer labs, the library, disability resource center, student clubs and programs, reading and writing labs, the career center, and all other South services. Please refer to the online South Student Handbook for a complete list of services and activities.

http://studentlife.southseattle.edu/handbook/

Disability Support Services

RSB, Room 12 ▪ (206) 934-5137 ▪ Relay: 1-800-833-6384

http://www.southseattle.edu/disability-support/

South Seattle College believes in the inclusion of persons from a wide variety of cultural and ethnic backgrounds, persons of varying ages, and persons who have disabilities. With the passage of the Rehabilitation Act of 1973 and the American
Disabilities Act in 1990, an increasing number of individuals with disabilities are graduating from college, becoming employed, and fulfilling their career goals. The college is committed to making each student's time at South a successful and rewarding experience.

South complies with all Federal and Washington State laws related to disability access and does not discriminate in service or employment. The president of the college has assigned authority to the Educational Support Services office for reviewing student's documentation and determining what, if any, reasonable and appropriate accommodations will be provided by the college to ensure equal access for all students.

All college programs and buildings are accessible. METRO buses serve the campus and are equipped with wheelchair lifts.

Additional Resources

Washington State Relay Service:


Help With Your Studies

eLearning Office

Library Building, Room 131 (southeast corner of the campus library building) • (206) 934-7930 • http://sites.southseattle.edu/online/

Our eLearning Office offers support for all aspects of digital and online learning at South – including tutorials and support for using CANVAS, our online course
portal. Many questions can be answered just by visiting the website, and staff are available for any further assistance.

**Tutoring**

Robert-Smith Building (RSB), Room 12 • (206) 934-5137

http://www.southseattle.edu/tutoring/tutor-center.aspx

We offer informal tutoring services to students who request additional aid in mastering a subject area, the tutoring program goal is to help students be successful in their courses. Students who wish to apply for a tutor must fill out a “Request for Tutor” form (available in the Tutor Center), have their instructor sign the form, and return it to the Center; however, the tutoring center cannot guarantee that a tutor will be available for every subject area. Tutors are assigned to students on a first-come, first-serve basis. All tutorial appointments take place on campus.

Math and Science Tutoring Center (MAST)

Robert-Smith Building (RSB), Room 18 • (206) 934-5137

http://www.southseattle.edu/tutoring/mast.aspx

This is a warm, friendly place where course assistance is available for anyone having difficulties in math, at no charge; MAST is also a quiet place to study. Credit is available for students who use MAST on a regular basis.
**Writing Center**

Library (LIB), Room 205 • (206) 934-6412  
http://www.southseattle.edu/tutoring/writing-center.aspx

Writing assistance is provided to all students. The Writing Center is staffed with peer writing assistants and instructors who are available for half-hour conferences. Students are encouraged to come to the Writing Center if they are having difficulty understanding writing assignments, brainstorming, focusing, organizing, editing, and other problems. As many of the BAS classes include a research component, it is highly recommended that students utilize this resource. Computers are available for student use and are equipped with software for word processing, grammar skills, reading comprehension, and vocabulary development.

Library/Instructional Resource Center LIB • (206) 934-6408  
http://libguides.southseattle.edu/home

The library houses a collection of appropriate books, pamphlets, periodicals, and audiovisual materials and subscribes to a number of Internet-accessible electronic databases. All databases may be accessed from campus; remote access is also available using your last name and SID. The library staff provides assistance and information to students to help them locate needed materials. In addition to library services, the Instruction Resource Center offers group study rooms, a pay-per-use copy machine, film previewing, non-graphic calculator check out, access to the Internet, as well as to library collections from North Seattle and Seattle Central Colleges. The library also houses the Information Commons (open computer lab) and the Copy Center.
Computer Labs

http://www.southseattle.edu/computer-labs/

All users must have a login and password (updated quarterly) to use the computers in the computer labs on campus. Users are required to show their current student ID at the Computer Lab in the Informational Commons, and read and sign the Acceptable Use of Information Technology document prior to being given a login and password. This initiative is funded in part by the Student Universal Technology Fee (UTF). Computers in all our labs and classrooms run on a PC platform.

Open Labs (hours vary by lab):

- Library Commons (LIB) • (206) 934-6408
- MAST (RSB 18) • (206) 934-5137
- Computer Labs (LIB / TEC)