Professional Technical Teacher Education

Bachelor of Applied Science Program

SOUTH SEATTLE COLLEGE
One of the Seattle Colleges

STUDENT HANDBOOK

For more information about the Bachelor of Applied Science (BAS) degree in Professional Technical Teacher Education, please contact the BAS programs office at (206) 934-6783, email TeachTech-SSC@seattlecolleges.edu or visit us at http://www.southseattle.edu/bas or on Facebook at: https://www.facebook.com/pages/South-Seattle-College-BAS-Professional-Technical-Teacher-Education/245305055664153

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Introduction

Welcome to South Seattle College (South) and the Bachelor of Applied Science (BAS) in Professional Technical Teacher Education (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.

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 role of community colleges in society, 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.

About the Bachelor of Applied Science Program

History

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 has been working closely with community members and local businesses to create a second BAS degree in Professional Technical Teacher 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 Teacher Education 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.
9. Learn and adapt new technologies.
10. Perform management functions.

BAS Professional Technical Teacher Education 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 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 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 Gene J. Colin Education Hall (Building C) of the Georgetown Campus, room C222. 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

Accreditation Status

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

Getting Started (And Finished)

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. Applications must be postmarked by **the priority deadline** of each academic year in order to receive priority consideration for enrollment the following fall quarter. 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 pursing 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 Teacher Education

South Seattle College (Building C)

6737 Corson Ave S

Seattle, WA 98108

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) and arts and humanities electives (10 credits).
  AAS-T Degree areas:

  - Auto Body Repair
  - Automotive Maintenance Technology
  - Aviation Maintenance Technology
  - Computer Technology
  - Culinary Arts
  - Heavy Duty Diesel
  - Welding Fabrication Technology
  - Wine Technology
  - Other related areas of study may be reviewed and accepted by the BAS committee

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 quarter. This means that all BAS students will be in the same peer group for the duration of the program. Most program specific Teach Tech classes will be delivered in a hybrid (online and face-to-face) format. Students must be able to meet the BAS course delivery schedule in order to participate (*see page 12*).

Advising and Registration

All BAS, Teach Tech students will be automatically registered for their Teach Tech 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 at http://www.southseattle.edu/financial/tuition.aspx or the current quarterly class schedule for the most current tuition and fee schedule as it is subject to change.

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 http://www.southseattle.edu/financial-aid/ and check with the Financial Aid office in the Robert-Smith Building (RSB).

** Washington state employees may qualify for a partial tuition waiver. If interested, please contact the BAS Program Manager for details and enrollment forms.

Scholarships

There are many of scholarships available for current and prospective students to continue their education. Visit http://www.southseattle.edu/scholarships/ for information on how to search for scholarships on the web.

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

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. We also provide assistance in documenting military training for college credit. More information on Veteran Educational Benefits please visit http://www.gibill.va.gov/ or call (206) 934-5308. The Veteran Affairs Office at South is located in the Jerry M. Brockey Building (JMB) room 135.

Opportunity for Study Abroad

Study abroad opportunities may be available for interested students in the future.

Graduation Requirements

Any student in the BAS programs 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 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

Policies

Absences

Please work with your instructor for any planned or unplanned absences. The BAS program has limited meeting days, so absences could hinder your successful completion of the course. Also, students are entitled to two days of excused absences per academic year for reasons of faith or conscience or for organized activities conducted by a religious organization. These absences will not affect your grade, but it is your responsibility to inform your instructor about the planned absence and to make arrangements to complete the course work for those days. You must request the excused absence two weeks' prior to the date of the absence. If you wish to request an absence for reasons of faith or conscience, you may obtain a form and guidelines for completing the form from the division office.

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 at http://southseattle.edu/bas 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.

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.

**Professional Technical Teacher Education
Sample Sequence**

Quarter 1

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

Quarter 2

PTE	302	Course Development and Design	3
PTE	314	Professional Portfolio	3
PTE	420	Legal Issues and Ethics in Education	3
PTE	490	Internship	1
CMST	220	Public Speaking	5
		TOTAL CREDITS	15

Quarter 3

PTE	313	Methods of Online Teaching	3
PTE	401	Student Support and Guidance	3
PTE	460	Diversity and Globalism in Education	3
PTE	490	Internship (Continued)	1
SOC	101	Introduction to Sociology	5
		TOTAL CREDITS	15

Quarter 4

PTE	311	Technology in Learning	3
PTE	402	Assessment of Learning Performance	3
PTE	489	Professional Development Certification	1
PTE	490	Internship (Continued)	3
PHIL	101	Introduction to Philosophy	5
		TOTAL CREDITS	15

Quarter 5

PTE	495	Capstone	3
PTE	468	Program Management and Recruitment	3
PTE	490	Internship (Continued)	5
Gen Ed		Gen Ed Course	5
		TOTAL CREDITS	16

Quarter 6

PTE	315	Workforce Experience Practicum*	10
LAB		Lab Science Elective	5
		TOTAL CREDITS	15

*credits earned by work experience documentation

Internships

Students are required to complete and document 500 hours of teaching experience.

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 at http://studentlife.southseattle.edu/handbook/ for a complete list of services and activities.

Located at our Georgetown Campus, we have a dedicated Enrollment Manager, Maati Kaawa, who is available to students to help with registration and other questions.

- Colin Education Hall (Bldg C), room C200; (206) 934-6884

Disability Support Services

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

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

South Seattle Community 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:
Voice: 1-800-833-6384
TDD: 1-800-833-6388
Telebraille: 1-800-833-6385

Bookstore

Jerry Brockey Student Center (JMB) ▪ (206) 934-5338

http://bit.ly/sscc_bookstore

The bookstore carries required and recommended textbooks and supplies for courses. In addition, the bookstore sells basic school and art supplies, greeting cards, stationery, and a wide variety of other books including children's books and books in Spanish, a wide array of reference books, South clothing, backpacks, candy, magazines, beauty aids, and educational-priced software.

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 Community 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)**