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Workforce Education and Development

The Department of Workforce Education and Development offers a major in Workforce Education and Development with a specialization in Organizational Training and Development. Graduates with the degree under the Organizational Training and Development specialization are prepared for such positions as instruction and learning (training) specialist, training curriculum developer/instructional systems designer, human resource specialist, or internal auditor/training evaluator in private sector training departments. On approval of the department, students may complete a minor in WED major within the Organizational Training and Development specialization. A grade of C or better is required in all WED prefix courses. Eligible students may elect to apply for Capstone.

Bachelor of Science (B.S) in Workforce Education and Development Degree Requirements

Degree Requirements	Credit Hours
University Core Curriculum Requirements	39
WED Core Requirement: WED 466	3
Recommended Courses for Major in Workforce Education and Development	78
Total ¹	120

¹ 42 hours of upper level (300-400) coursework is required to meet Senior Institution Hours.

Organizational Training and Development Specialization

The purpose of the Organizational Training and Development (OTD) specialization is to prepare people for training and development positions in corporate, apprenticeship, proprietary, government, military and volunteer organizations, as well as, community colleges and other post-secondary technical institutions. OTD students are prepared in the areas of *instruction and learning, training program development, administration, and supervision*. Also, the OTD specialization establishes a sound academic base for advanced study in the WED graduate concentration. OTD graduates are prepared as technical instructors, occupational analysts, curriculum designers, curriculum writers, managers, supervisors, and related training and development positions.

The OTD specialization is comprised of “Regular” and “Capstone” options. Both options have *University Core, Professional Sequence, Occupational Training, and Work Experience* requirements. The semester hours posted for each area represent the minimum number of semester hours needed to complete the 120 semester hour requirement for graduation.

B.S. Workforce Education and Development - Organizational Training and Development Specialization Degree Requirements

Degree Requirements	Credit Hours
University Core Curriculum Requirements	39
WED Core Requirement: WED 466	3
Recommended Professional Sequence	33
WED 381, WED 382, WED 460, WED 461, WED 462, WED 463, WED 465, WED 468, WED 469, WED 486, WED 498	
Occupational Training: 29 semester hours minimum	29
WED 259 and/or WED 359, and technical/professional transfer work	
Work experience: 16 semester hours minimum	16
WED 258 and/or WED 358	
Total	120

Workforce Education and Development Minor

A minor in Workforce Education and Development consists of 20 hours. The student and advisor plan minors for Workforce Education and Development.

Workforce Education and Development Courses

WED258 - Work Experience 258-1 to 30 Work Experience. Credit granted for past work experience while employed in business, industry, labor, government service or military organizations. Credit determined by departmental evaluation. Restricted to WED majors and completion of 12 semester hours of WED courses with C or better.

WED259 - Occupational Training 259-1 to 60 Occupational Training. Credit is awarded for all formal training beyond high school that prepares an individual for entry-level employment in an occupation; nontransferable training received from "other than accredited educational institutions; that is, corporate, apprenticeship, proprietary, government, military or volunteer organizations or non-accredited post-secondary vocational-technical institutions." Credit determined by departmental assessment of prior learning. Restricted to WED majors. This course does not qualify as SIUC Senior Institution credit.

WED302 - Business Communications 302-3 Business Communications. Creating and managing written and oral administrative communications including the analysis, planning and practice of composing different types of internal and external communications in various administrative and business contexts. To successfully complete this course, a communication competency examination (additional fee required) must be passed with at least 70% accuracy prior to University course drop date. Prerequisite: ENGL 101 or equivalent.

WED327 - Mgmt of Family Resources 327-3 Management of Family Resources. Emphasis of the resources used in Family and Consumer Sciences (clothing, food, housing, money, time and other resources related to daily needs of individuals and families) to enhance family well-being. Emphasis given to life skills reflected in needs of students.

WED358 - Work Experience 358-1 to 30 Work Experience. Credit is awarded for work experience that demonstrates an individual's increased value to the employer through promotion, in-service training, assumed supervisory and/or increased technical responsibilities and years of employment. The credit is awarded for documented (past) work experience. Credit determined by departmental assessment of prior work experience. Restricted to WED majors and completion of 12 semester hours of WED courses with C or better.

WED359 - Occupational Training

WED381 - Technical Communication 381-3 Technical Communication. An introduction to the professional field of human resource development (HRD) with a focus on trends, issues, roles, and competencies. Content and activities are provided to assist students in planning and preparing for a career in human resource development.

WED382 - Career Development 382-3 Developing Your Career. An introduction to the professional field of human resource development (HRD) with a focus on trends, issues, roles, and competencies. Content and activities are provided to assist students in planning and preparing for a career in human resource development (HRD).

WED395 - Field Experience 395-1 to 30 Field Experience. Supervised work experience in a departmental approved position in business, industry, labor, government or military organizations for students in Workforce Education and Development. Clock hours/credit arranged by department coordinator.

WED398 - Special Problems 398-1 to 3 Special Problems. Independent study for qualified students in Workforce Educational and Development. Special approval needed from the instructor.

WED403 - Managing Tech for WED 403-3 Integrating and Managing Technology Applications for Workforce Education & Training. Design of workforce training applications integrating professional advanced features of computer software, communication technologies and multimedia features, including management of educational LAN systems. Restricted to WED majors or consent of department.

WED404 - Apps Technology for WED 404-3 Technology Applications in Workforce Education and Training. Analyses of technology used and demonstration of skill level needed to train others in secondary/postsecondary education and business training environments on technological administrative processes, data management, and curriculum integration. Students will learn advanced computing concepts and applications using integrated software. Prerequisite: WED 403 or equivalent. Restricted to WED majors or consent of department.

WED405 - Multimedia-based Instruction 405-3 Multimedia-based Instruction for Workforce Education. Acquisition of skills to produce multimedia "assets" (web page, audio/sound bytes) and application of instructional design techniques to computer-based instruction in workforce education. Impact of multimedia on workplaces and workforce training and utilization of course management systems to deliver instruction will be analyzed. Prerequisite: WED 404. Restricted to WED majors or consent of department.

WED407 - Admin Commun & Technology 407-3 Administrative Communications and Technology. Application of communication theory, human relations concepts, and information technology to workplace situations. The process of organizational information for productivity will be stressed. Students will acquire skills to make sound decisions of how to best communicate in work-based situations. Students will learn computerized procedures for communication. Prerequisite: WED 404 or equivalent. Restricted to WED majors or consent of department.

WED410 - Issues Business Training Educ 410-3 Issues in Business Training/Education. Study of current issues in business training and education related to history, current status and trends. Organization of instruction, instructional settings, relation to general education, integration and impact of

technology, curriculum development/review and evaluation of business training/education impact in the workplace. Restricted to WED majors or consent of department.

WED413 - Org & Dir Instr-CTE 413-3 Organizing and Directing Instruction in Secondary Career and Technical Programs. Techniques and procedures applicable to effective teaching including planning for instruction, instructional design technology and general teaching strategies for the secondary career and technical classroom. This course will study pedagogy and utilize various techniques and technology to help students master the skills needed in their respective careers. Students will learn about and practice various teaching methods including demonstrations, cooperative learning, service learning, integration of academics and technology into the workplace-oriented class, project-based learning, and contextual learning. A laboratory section will be required. Limited to Workforce Education and Development students admitted to the teacher education program or one of the career and technical education alternative certification programs in workforce education. Restricted to WED majors or consent of department.

WED416A - Inst Methods-Business 416A-3 Instructional Methods in Career and Technical Education. Specific methods, techniques and materials to deliver instruction in (a) Business-accounting, basic business, economics, personal finance, marketing, entrepreneurship. This course requires an additional laboratory meeting time. Prerequisite: WED 413 or WED 462. Restricted to WED majors or consent of department.

WED416B - Inst Mthds-Busi Comp Sys, Etc. 416B-3 Instructional Methods in Career and Technical Education. Specific methods, techniques and materials to deliver instruction in (b)-Business-business computer systems, information processing, keyboarding. This course requires an additional laboratory meeting time. Prerequisite: WED 413 or WED 462. Restricted to WED majors or consent of department.

WED416C - Inst Mthds-Family/Consumer Sci 416C-3 Instructional Methods in Career and Technical Education. Specific methods, techniques and materials to deliver instruction in (c) Family & Consumer Sciences-nutrition, wellness, and hospitality. This course requires an additional laboratory meeting time. Prerequisite: WED 413 or WED 462. Restricted to WED majors or consent of department.

WED416D - Inst Mthds-F/C Sci-Liv Env/App 416D-3 Instructional Methods in Career and Technical Education. Specific methods, techniques and materials to deliver instruction in (d) Family & Consumer Sciences-living environments, apparel, and textiles. This course requires an additional laboratory meeting time. Prerequisite: WED 413 or WED 462. Restricted to WED majors or consent of department.

WED416E - Inst Mthds-Health Careers 416E-3 Instructional Methods in Career and Technical Education. Specific methods, techniques and materials to deliver instruction in (e) Health Careers. This course requires an additional laboratory meeting time. Prerequisite: WED 413 or WED 462. Restricted to WED majors or consent of department.

WED416F - Inst Mthds-Technology Educ 416F-3 Instructional Methods in Career and Technical Education. Specific methods, techniques and materials to deliver instruction in (f) Technology Education. This course requires an additional laboratory meeting time. Prerequisite: WED 413 or WED 462. Restricted to WED majors or consent of department.

WED420 - FCS Profession 420-3 Family and Consumer Sciences Profession. A social, psychological, and philosophical interpretation of family and consumer sciences in today's world. Examination of the profession's history, theory and foundation. Overview of career areas and identification of goals and competencies which serve as a basis for decisions to prepare for a wide variety of business, education, and human services-related careers.

WED426 - Living Environ/Facility Plan 426-3 Living Environment and Facility Planning. This course is designed to provide students with resources, activities, and experiences to learn and prepare to teach principles and elements of design as applied to interior design of residential, commercial, and public space environments including textiles, furnishings, and color. Emphasis is on creating a more knowledgeable consumer with focus on project-based implementation and recognition of design principles.

WED427 - Resource Mgmt/Consumer Econ 427-3 Resource Management and Consumer Economics for Work and Life. Focus on utilizing resources and consumer information to address the diverse needs and goals of individuals in areas such as resource management, home ownership, and financial literacy.

WED460 - Occ Analysis & Curr Dev 460-3 Occupational Analysis and Curriculum Development. System approach to curriculum development. Includes analyzing occupations, specifying objectives and developing curriculum. Restricted to WED majors or consent of department.

WED461 - Workforce Educ Needs Assess 461-3 Workforce Education Needs Assessment Overview of needs assessment and analysis procedures used in workforce education environments. Learners will design and develop needs assessment instruments, collect and diagnose data to identify those workplace performance issues requiring training solutions, and develop a formal report detailing needs assessment findings and training solution recommendations. Restricted to WED majors or consent of department.

WED462 - Instruct Methods & Materials 462-3 Instructional Methods and Materials. Instructional methods in occupational training program. Restricted to WED majors or consent of department.

WED463 - Assess Learner Performance 463-3 Assessment of Learner Performance. Development and use of evaluation instruments to assess student performance in training classrooms and laboratories. Criterion- and norm-referenced objectives, applications of taxonomies in development of written tests, performance tests and attitude measure. Restricted to WED majors or consent of department.

WED465 - The Human Resource Specialist 465-3 The Human Resource Specialist. This course provides an overview of the theoretical frameworks and practices related to human resource management and development. Examines the strategic alignment of human resource functions with organizational goals. Restricted to WED majors or consent of department.

WED466 - Foundations of Workforce Educ 466-3 Foundations of Workforce Education. Examination of the historical, social, economic and psychological foundations of workforce education. Nature and role of education and training in preparing people for the world of work. Restricted to WED majors or consent of department.

WED467 - Theory and Practice of HRD 467-3 Theory and Practice of HRD. Students will examine different factors that influence, direct and shape the functions of human resource development (HRD) in organizations. Topics include models, theoretical foundations, and philosophical perspectives with HRD, an overview of the HRD functions within organizations, and the various roles HRD can play within organizations. Restricted to WED majors or consent of department.

WED468 - Educ/Labor Force Linkages 468-3 Education/Labor Force Linkages. Attention given to the following areas: overcoming barriers to the linkage process; developing effective lines of communication; resource sharing; conducting joint problem solving with other agencies and individuals within the community; and jointly developing and providing programs and services. Restricted to WED majors or consent of department.

WED469 - Training Systems Management 469-3 Training Systems Management. Insight and understanding of administration and management of organizational training. Principles and techniques of managing training organizations. Process of planning, organizing, marketing, programming, staffing, budgeting and evaluating a training organization. Restricted to WED majors or consent of department.

WED470 - Quality Systems Mgmt in Educ 470-3 Trends and Issues in Quality Systems Management in Education. This course provides an overview of the economic basis of and trends and issues relevant to Quality Systems Management in Education. The course examines compliance models and criteria models for quality systems. Concentration will be on ISO 9000:2000 series model requirements with specific emphasis on internal audits, documentation, implementation and registration. Restricted to WED majors or consent of department.

WED472 - Organizing Cooperative Educ 472-3 Organizing Cooperative Education. Introduction to cooperative education including history, rationale, legislation, goals and objectives. Programming, public relations and evaluation of cooperative education. Introduction of student selection and management of cooperative education programs. Fulfills three semester hours of six required for State of Illinois certification. Restricted to WED majors or consent of department.

WED473 - Coordinating Cooperative Educ 473-3 Coordinating Cooperative Education. Competencies required for coordination of cooperative education programs. Selection and maintenance of training stations, student placement, related instruction and program management. Fulfills the remaining three semester hours required for State of Illinois Certification. Restricted to WED majors or consent of department.

WED474 - Prepare Instructional Mtrls 474-3 Preparing Instructional Materials. Preparation of instructional materials needed by a student to attain a learning objective. Includes writing and developing various types of instruction sheets, presentation guides, knowledge tests and demonstration, practice and performance evaluation materials. Prerequisite: WED 460 completed with a grade of C or better or consent of the instructor.

WED486 - Adult Learning 486-3 Adult Learning. Course focus is on adult development and learning principles. Adult learning styles and motivation to learn are discussed in the context of designing effective instructional strategies appropriate in various workforce education venues. Restricted to WED majors or consent of department.

WED490 - Readings 490-1 to 4 Readings. Supervised reading for qualified students in Workforce Education and Development. Restricted to WED majors or consent of department. Special approval needed from the instructor.

WED491 - Advanced Occupational Skills 491-1 to 5 Advanced Occupational Skills. Modern occupational practice in selected fields for experienced professionals seeking advanced techniques. Restricted to WED majors or consent of department. Special approval needed from the instructor.

WED494 - Workshop 494-1 to 4 Workshop. Current workforce education issues for teachers, supervisors, and administrators. Emphasis of each workshop will be identified in workshop announcements. Restricted to WED majors or consent of department.

WED495 - Instructional Internship 495-3 to 12 Instructional Internship. Internship in approved education and/or training centers. Intern instructor will increasingly assume responsibilities for preparing, presenting and guiding occupational learning in workforce education and development. Not for graduate credit. Prerequisite: WED 462 and 12 semester hours in Workforce Education and Development. Restricted to WED majors or consent of department.

WED496 - Professional Internship 496-3 to 12 Professional Internship. Research, curriculum development or program management at approved education training sites. The intern will follow the program of a supervising professional in regular and related activities. For students in Workforce Education and Development. Not for graduate credit. Prerequisite: 12 semester hours in Workforce Education and Development. Restricted to WED majors or consent of department.

WED497 - Practicum 497-1 to 6 Practicum. Applications of work education skills and knowledge. Cooperative arrangements with corporations and professional agencies to study under specialist. Prerequisite: twenty hours in specialty. Restricted to WED majors or consent of department.

WED498 - Special Problems 498-1 to 6 Special Problems. Investigation of problems in workforce education and development. Restricted to WED majors and consent of department. Special approval needed from the instructor.

Workforce Education and Development Faculty

Blackstone, Glen, Senior Lecturer, Ph.D., Southern Illinois University Carbondale, 1985.

Owens, Douglas, Senior Lecturer, M.S., Eastern Illinois University, 2003.

Zhong, Lin, Assistant Professor, Ph.D., University of Southern Mississippi, 2015

Emeriti Faculty

Aguirre, Jeanne, Visiting Assistant Professor, Emerita, Ph.D., Southern Illinois University, 1975.

Anderson, Garfield, Visiting Assistant Professor, Emeritus, Ed.D., Auburn University, 1976.
Anderson, Marcia, Professor, Emerita, Ph.D., Southern Illinois University, 1975.
Aydt, Roger, Visiting Assistant Professor, Emeritus, Ph.D., Southern Illinois University, 1987.
Bailey, Larry J., Professor, Emeritus, Ed.D., University of Illinois, 1968.
Bortz, Richard F., Professor, Emeritus, Ph.D., University of Minnesota, 1967.
Bourne, Shirley A., Visiting Assistant Professor, Emerita, Ph.D., Southern Illinois University, 1983.
Buila, Theodore, Associate Professor, Emeritus, Ph.D., Cornell University, 1968.
Davis, Marty S., Visiting Assistant Professor, Emerita, Ph.D., Southern Illinois University, 1995.
Dotzler, Robert J., Visiting Assistant Professor, Emeritus, Ph.D., George Washington University, 1987.
Eversden, Terre, Senior Lecturer, Emerita, Ph.D., Southern Illinois University, 2001.
Gooch, Bill G., Professor, Emeritus, Ed.D., University of Tennessee, 1973.
Griffin, Keith H., Visiting Assistant Professor, Emeritus, Ph.D., Louisiana State University, 1977.
Hagler, Barbara, Professor, Emerita, Ph.D., Arizona State University, 1991.
Hall, M. Eugene, Visiting Assistant Professor, Emeritus, Ph.D., Ohio State University, 1982.
Plessman, Connie K., Visiting Assistant Professor, Emerita, Ph.D., University of Nebraska, 1985.
Putnam, Alvin R., Associate Professor, Emeritus, Ph.D., Oklahoma State University, 1978.
Reneau, Fred, Professor, Emeritus, Ed.D., Virginia Polytechnic Institute and State University, 1979.
Shields, Bill J., Assistant Professor, Emeritus, M.S. in Ed., Southern Illinois University, 1963.
Sidell, Charles, Visiting Assistant Professor, Emeritus, Ph.D., Southern Illinois University, 1999.
Stadt, Ronald W., Professor, Emeritus, Ed.D., University of Illinois, 1962.
Stitt, Thomas R., Professor, Emeritus, Ph.D., Ohio State University, 1967.
Sullivan, James A., Professor, Emeritus, Ed.D., West Virginia University, 1967.
Taylor, David, Visiting Assistant Professor, Emeritus, Ed.D., Alliant International University, 2004.
Washburn, John S., Professor, Emeritus, Ed.D., and Interim Chair, University of Illinois, 1977.

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Southern Illinois University

Carbondale, IL 62901

Phone: (618) 453-2121

Catalog Year Statement:

Students starting their collegiate training during the period of time covered by this catalog (see bottom of this page) are subject to the curricular requirements as specified herein. The requirements herein will extend for a seven calendar-year period from the date of entry for baccalaureate programs and three years for associate programs. Should the University change the course requirements contained herein subsequently, students are assured that necessary adjustments will be made so that no additional time is required of them.