

DOCUMENT RESUME

ED 163 262

08

CE 018 949

AUTHOR
TITLE

Dowler, Lloyd
Common Core Curriculum for Vocational Education.
Category C: Vocational Students. C-5: Assessing the
Needs of the Disadvantaged Student.

INSTITUTION
SPONS AGENCY

California State Univ., Fresno.
Bureau of Occupational and Adult Education (DHEW/OE),
Washington, D.C.; California State Dept. of
Education, Sacramento. Vocational Education
Instruction Services.

PUB DATE
NOTE

78
19p.; Not available in hard copy due to print size
and density. For related documents see CE 018
935-971

AVAILABLE FROM

Director, School of Family Studies and Consumer
Sciences, San Diego State University, San Diego,
California 92182

EDRS PRICE
DESCRIPTORS

MF-\$0.83 Plus Postage. HC Not Available from EDRS.
*Core Curriculum; *Disadvantaged Youth; Federal Aid;
Higher Education; Learning Activities; Learning
Modules; Needs Assessment; Performance Based Teacher
Education; Program Development; Program Evaluation;
State Aid; Student Needs; *Teacher Education
Curriculum; *Vocational Education
California

IDENTIFIERS

ABSTRACT

This module on assessing the needs of disadvantaged students is one of a set of seven on vocational students and is part of a larger series of thirty-four modules constituting a core curriculum intended for use in the professional preparation of vocational educators in the areas of agricultural, business, home economics, and industrial education. Following the module objective and overview and a bibliography of suggested resource materials (readings) for the entire module, four lessons are presented: (1) identification of the disadvantaged student; (2) implementing the program for the disadvantaged; (3) use of federal and state funds; and (4) program review and evaluation. Each lesson contains the objective, overview, a list of suggested learning activities, and a list of suggested resources (readings). Concluding the module is a pre/posttest and an answer key. (The modules have been field tested in various educational settings, including bachelor and masters degree programs, and are considered adaptable to many instructional styles and student entry levels. CE 018 935-937 contain working papers and other materials used in the development of the module series.) (JH)

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ED163262

Common Core Curriculum
for Vocational Education

C-5

ASSESSING THE NEEDS OF THE
DISADVANTAGED STUDENT

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Category C:

VOCATIONAL STUDENTS

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1978

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
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ABOUT THIS MODULAR CURRICULUM

This module is one of a series of 34 modules intended for use in the professional preparation of vocational educators in the vocational education service areas of agricultural, business, home economics, and industrial education. The curriculum can be adapted to various styles of instruction and to various entry-levels of students.

It is recommended that an instructor planning to use these modules review each category to determine if any modification is needed in the objectives and suggested activities so that they conform with local institutional policies and/or vocational education programs. It is also suggested that resources and activities be identified for the specific entry-level of the student to be served.

The activities listed are suggested. The use of any other activity or reading reference which the instructor believes would help to accomplish the objectives of that lesson is encouraged. The choice of the teacher to use the entire module, either through group reports or individualized assignment, will be related to individual student competency requirements.

Since many modules strongly recommend the use of local administrative personnel and community resources, it is suggested that all site visitations and requests for assistance in the community be coordinated by or cleared through the instructor. The instructor may wish to distribute these tasks among the student group and across the community with the class report system being used to disseminate the information gathered.

These modules have been field tested in various settings. They have been used with students working toward a bachelor's or master's degree and with students seeking the designated subjects credential in California. Some modules were tested through student independent study, others as part of total class assignment, and still others as an alternate activity. Workshop participants examined the materials in terms of content, activities, and resources. The adaptability of this curriculum is one of its strengths.

The materials could not have been completed without the participation and contribution of many individuals. Chief among these persons were the module writers, workshop participants, field-test instructor, and students. Conference presentors and evaluators also contributed to this project. Proceedings of the workshop are available upon request.

If we can provide you with information or help in using this curriculum, please feel free to contact us.

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COMMON CORE CURRICULUM
FOR
VOCATIONAL EDUCATION

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This work was developed under a contract with the California State Department of Education under the provisions of Public Law 90-5-76, EPDA, Part F. However, the opinions expressed herein do not necessarily reflect the position or policy of the State Department of Education and no official endorsement by the State Department of Education should be inferred.

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ASSESSING THE NEEDS OF THE DISADVANTAGED STUDENT

Module Objective

Upon satisfactory completion of this module, the student preparing to become a teacher of vocational education subjects will be able to:

- (1) Identify those students in any given high school that may be classified as disadvantaged.
- (2) Organize, implement, and evaluate a program to meet their needs.

Module Overview

According to the California Five-Year State Plan for Vocational Education:

"A disadvantaged person is a person with: (1) an academic or economic handicap whose educational neglect may be the result of poverty, delinquency, incarceration, race, sex discrimination, or isolation produced by linguistic, cultural, or age bias, and (2) who requires special services, assistance, or programs to enable him or her to enter into, progress within, or successfully complete a vocational education program.

Academic disadvantage for purposes of this definition means that a person (1) lacks mathematical skills, (2) lacks reading and writing skills, or (3) performs below grade level, as documented by scoring in the first quartile of a standardized achievement or competency test approved by the State Department of Education and normed for the appropriate grade or age level.

Economic disadvantage for purposes of this definition means (1) that the student's family income is at or below the national poverty level, (2) that the student's parents or guardians are unemployed other than by their own choice or the recipient of public assistance, or (3) that the student is institutionalized or under county or state guardianship."

The lessons in this module will also help the person preparing to become a vocational teacher gain the necessary understandings about sources of funds available at the local, state, and federal level to provide improved instructional programs for the disadvantaged.

This module has been divided into four lessons:

- (1) Identification of the Disadvantaged Student
- (2) Implementing the Program for Disadvantaged
- (3) Use of Federal and State Funds
- (4) Program Review and Evaluation

Resource Materials for Completing the Activities in this Module

Matters, Charles H. "Servicing the Handicapped and Disadvantaged in Special Programs." American Vocational Journal. February, 1974.

McDonough, Frances S. Implications for Curriculum of Vocational Education for Disadvantaged Youth. Directors on Occupational Analysis. December 6, 1968-March 31, 1970. Department of Vocational Education, Colorado State University, Fort Collins, Colorado.

Phipps, Lloyd J., Hollie Thomas, and David Williams. Development of Human Resources Through a Vocationally Oriented Education Program for Disadvantaged Families in Depressed Rural Areas. Final Report USOE Project No. 5-0125, Vocational and Technical Education Department, University of Illinois, Urbana, Illinois, 1970.

Phipps, Lloyd J. Handbook on Agricultural Education in Public Schools. Danville, Illinois: Interstate Printers and Publishers. (3rd ed.), 1972.

Sayette, Robert, and George A. Wistreich. "A Master Plan to Break the Barriers for Disadvantaged Youth." American Vocational Journal. September, 1972.

Schmitt, Henry E. and Ralph J. Woodin. "Strategies for Preparing Teachers to Reach and Teach the Disadvantaged." American Vocational Journal. November, 1970.

State of California. The California Five-Year State Plan for Vocational Education: A Planning Process. Sacramento: State Department of Education. 1977.

Towne, Douglas C. and Sidney Wallace. Vocational Instructional Materials for Students With Special Needs. Northwest Regional Laboratory, 700 Lindsay Building, 710 S. W. Second Avenue, Portland, Oregon 97204. August, 1972.

ASSESSING THE NEEDS OF THE DISADVANTAGED STUDENT

Lesson One: Identification of the Disadvantaged Student

Objective

Upon the satisfactory completion of the activities in this lesson, the student preparing to become a vocational teacher of vocational education will be able to identify disadvantaged students.

Overview

Identifying persons with special needs is not always easy. Although some persons with dire special needs are quite noticeable, others are relatively invisible.

For the purpose of vocational education, the State Plan sets some guidelines for identifying these students. This lesson suggests working with local school administrators and counselors as a means of gaining some understanding of the problem.

Suggested Activities

- (1) Visit the administrative office of a local school district and identify all of the procedures used in identifying the disadvantaged in vocational programs.
- (2) Visit a director in a continuation school to determine (a) what percent of the enrollment is classified as disadvantaged, and (b) list the percentage classified as disadvantaged that has been placed in the school due to inability to read, spell, write, and perform mathematics properly.
- (3) Interview a school administrator to find out the state requirement regarding the identification of disadvantaged students, problems in meeting state/federal regulations and possible solutions to the problem.
- (4) Interview the business manager or vocational director of a local school district to find out how funds for the disadvantaged are being utilized.
- (5) Discuss with school counselors the methods used to identify disadvantaged youth and what use is made of this knowledge.

DEVELOPING EFFECTIVE STUDENT LEADERSHIP IN VOCATIONAL EDUCATION PROGRAMS

Lesson One: Classifying Approaches to the Study of Leadership

Objective

Upon the satisfactory completion of this lesson, the student preparing to become a teacher of vocational subjects will be able to classify approaches to the study of leadership.

Overview

For many years, the most common approach to the study of leadership was a concentration on leadership traits per se. Inherent personal qualities--such as intelligence, physical appearance, and charisma--were felt to be traits possessed by those who were potential leaders. It was felt that only those who were identified as having these leadership traits should be trained as leaders. Their leadership traits were felt to be transferable from one situation to another. However, research has shown that no one personal trait or set of traits can be used to distinguish leaders from nonleaders. Thus, the trait approach to the study of leadership has given way to the situational approach.

Leadership is currently thought of as a dynamic process, varying from situation to situation with changes in leaders and followers. The focus in the situational approach to leadership is on observed behavior rather than on an inborn potential for leadership. Thus, it is believed that leaders emerge with the dictates of the situation. It is further believed that most people can increase their effectiveness in leadership roles through education, training, and development, adapting the most appropriate leadership behavior to given situations.

Suggested Activities

- (1) For all lessons in this module, find a youth group in the community that you can work with as an assistant or aide. Make a plan for observing and working with one or two youths to develop leadership. Discuss your plans with your instructor and youth group advisor.
- (2) As the progress check following Lesson Four, submit a paper detailing your observations and your feelings about youth activities in and out of classroom situations.

Suggested Resources

Phipps, Lloyd J., Hollie Thomas, and David Williams. Development of Human Resources through a Vocationally Oriented Program for Disadvantaged Families in Depressed Rural Areas. Final Report USOE Project No. 5-0125, Vocational and Technical Education Department, University of Illinois, Urbana, 1970.

State of California. The California Five-Year State Plan for Vocational Education: A Planning Process. Sacramento: State Department of Education. 1977.

Towne, Douglas C. and Sidney Wallace. Vocational Instructional Materials for Students With Special Needs. Northwest Regional Laboratory, 700 Lindsay Building, 710 S. W. Second Avenue, Portland, Oregon 97204. August, 1972.

U. S. Department of Health, Education, and Welfare Office of Education. Organization and Operation of a Local Program of Vocational Education, 1968.

Upon successful completion of assigned activities, proceed to Lesson 2.



ASSESSING THE NEEDS OF THE DISADVANTAGED STUDENT

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Lesson Two: Implementing the Program for Disadvantaged

Objective

Upon the satisfactory completion of this lesson, the student preparing to become a vocational teacher will be able to develop and implement a program for the disadvantaged.

Overview

The disadvantaged youth, just as any student, is likely to progress in direct relation to the kind of quality of instruction received.

Successful teachers use their intelligence and innovative ability to relate the required course content to the needs of the student and the specific occupation for which he or she is being trained.

In curriculum adaptation, it is important to tailor the content to the needs of the students, and allow each one to progress from his own level and at his own rate through both group and individualized instruction. If certain individuals are incapable of reaching the total program goals, the vocational teacher should provide concentrated instruction so that these individuals can reach an exit or spin-off point in the training where they achieve employability in some aspect, of a vocational area.

Educational programs must have relevance for the individual, for the occupation, and for business and industry. Flexibility in curriculum development, in instruction, and in approach to the disadvantaged is the "name of the game." For success with the disadvantaged, the curriculum must be person-oriented as well as job-oriented. Successful training of the disadvantaged is dependent upon the use of relevant, individualized, and innovative approaches and concepts. There must be an acceptance of this individual for who he/she is, recognition of what he/she has to offer, and acceptance of the educational level at which he/she enters the program. The instructor builds on these facets to develop an employable individual and a useful citizen.

Suggested Activities

- (1) Read and summarize three articles dealing with programs for the vocationally disadvantaged student.
- (2) Explain what is meant by "the changing role of vocational education."

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- (3) Develop a topical outline for a one-semester course of study in the vocational area of your choice for a group of junior or senior students classified as disadvantaged. Indicate in what ways your course outline specifically meets the needs of the disadvantaged.
 - (4) Visit a regional office and review at least three district plans to determine ways in which the plan meets the needs of disadvantaged students in your vocational area.
 - (5) Tape record an interview with a teacher who has conducted a successful program for the disadvantaged student. Analyze the tape and list the critical points in the program's success.

Suggested Resources

Phipps, Lloyd J., Mollie Thomas, and David Williams. Development of Human Resources Through a Vocationally Oriented Education Program for Disadvantaged Families in Depressed Rural Areas. Final Report USOE Project No. 5-0125, Vocational and Technical Education Department, University of Illinois, Urbana, Illinois, 1970.

Phipps, Lloyd J. Handbook on Agricultural Education in Public Schools. Danville, Illinois: Interstate Printers and Publishers. (3rd ed.), 1972.

Sayette, Robert, and George A. Wistreich. "A Master Plan to Break the Barriers for Disadvantaged Youth." American Vocational Journal. September, 1972.

Schmitt, Henry E. and Ralph J. Woodin. "Strategies for Preparing Teachers to Reach and Teach the Disadvantaged." American Vocational Journal. November, 1970.

Upon successful completion of assigned activities, proceed to Lesson 3.

leader, power comes from the position he/she occupies; followers are innately lazy and unreliable (Theory X). To the democratic leader, power is granted by the group; followers can be self-directed if properly motivated (Theory Y).

These are the two extremes in style; there are many styles between the extremes. Sometimes this continuum is extended beyond democratic leader behavior to include a laissez-faire atmosphere which permits the followers to do whatever they want to do. However, this atmosphere is generally considered to reflect an absence of leadership.

Research findings indicate that leadership styles vary from leader to leader, with a different "mix" of authoritarian and democratic styles among effective leaders in various situations and with various followers.

Suggested Activities

- (1) Read the following selection:

Fitch, Stanley K. Insights Into Human Behavior. (2nd ed.). Boston: Holbrook Press, 1974, 297-302.

- (2) a. Think of your experiences with a school or community organization leader who was authoritarian in leading that organization. Then think of your experiences with a school or community organization leader who was democratic in leading that organization.
- b. List two advantages and two disadvantages of the authoritarian leadership style and two advantages and two disadvantages of the democratic leadership style.
- (3) a. List two types of followers who would prefer the authoritarian leadership style.
- b. List two types of followers who would prefer the democratic leadership style.
- (4) Observe leaders in three different situations and describe the styles of leadership observed.

Suggested Resources

American Institute for Research. "Seminar 2: Leadership Styles and Functions of the Curriculum Specialist in Vocational Education." Module for Vocational Education Curriculum Specialist. Palo Alto: American Institute for Research, 1976.

Fitch, Stanley K. Insights Into Human Behavior. (2nd ed.). Boston: Holbrook Press, 1974.

ASSESSING THE NEEDS OF THE DISADVANTAGED STUDENT

Lesson Three: Use of Federal and State Funds

Objective

Upon satisfactory completion of the activities in this lesson, the student preparing to become a vocational teacher will be able to (1) identify the special sources of funds that are available for the disadvantaged and (2) explain the financial policies regarding the allocation of state and federal funds for the disadvantaged.

Overview

Federal funds for programs for the disadvantaged are identified specifically as to the percent to be allocated to each state. The California Five-Year Plan for Vocational Education identifies the policy and procedures for distributing these funds to local school districts.

Suggested Activities

- (1) Explain the provisions for the disadvantaged student in the Vocational Education Act of 1976.
- (2) In addition to efforts by the local educational agency to identify, recruit, and enroll the disadvantaged persons, as defined, emphasis shall also be given to the development of programs and services especially designed to overcome such conditions as are prescribed for treatment. Identify new services that constitute logical expenditures of funds for the disadvantaged according to The California Five-Year State Plan for Vocational Education.

Suggested Resources

State of California. The California Five-Year Plan for Vocational Education: A Planning Process. Sacramento: State Department of Education, 1977.

Upon successful completion of assigned activities, proceed to Lesson 4.

ASSESSING THE NEEDS OF THE DISADVANTAGED STUDENT

Lesson Four: Program Review and Evaluation

Objective

Upon satisfactory completion of this lesson, the student will be able to indicate in writing the procedures for the review and evaluation of the program for the disadvantaged.

Overview

The general public should be kept informed of the achievements and progress of programs for the disadvantaged. Evaluation of the program should involve the cooperation of all participants--staff, students, parents, employees, guidance personnel, and related public agencies. The State Department of Vocational Education maintains a staff which reviews all vocational programs conducted by local educational agencies. The criteria used in reviewing a district vocational education system have been developed and updated. Vocational teachers working with the disadvantaged should become familiar with these criteria.

Suggested Activities

- (1) Several methods and instruments can be used either for self-evaluation or external evaluations. List five methods that are considered useful in developing an evaluation instrument.
- (2) Visit the regional supervisor's office for one of the vocational areas of your choice and conduct a 30-minute interview on the evaluation techniques used by that office when reviewing or evaluating vocational education programs for the disadvantaged. Optional: Tape interviews; play it for class and discuss.
- (3) Obtain a copy of a written evaluation of a program for the disadvantaged conducted by a state review team. Note how factual reports are written and filed. Determine the percentage of implementation or recommendations for program revision originating from the site verification team.

Suggested Resources

Vocational Education Section, California State Department of Vocational Education. Guide for Reviewing a District Vocational Education System. Part E. Educational Accountability and Part E-2. Performance Review - Educational Accountability Functions. (recent edition)

Upon completion of the assigned activities in this module, you should be ready to take the Module Posttest. See your instructor for direction and measurement criteria.

ASSESSING THE NEEDS OF THE DISADVANTAGED STUDENT

MODULE PRE/POSTTEST

Student _____

Instructor _____

Date _____

Student: This pre/posttest is designed to assess your knowledge of how to assess the needs of the disadvantaged student. Since this module is an individualized and competency-based learning device, you will need to study only those lessons that are presented on the basis of your response to this test.

1. What percent of the vocational funds allocated to California must be made available to school districts for use in working with the disadvantaged according to the 1976 Amendments?

2. Identify five methods of recruitment of disadvantaged persons.
 - a.
 - b.
 - c.
 - d.
 - e.

3. What is the major criterion for allocation of funds for use for the disadvantaged?

4. To whom are applications for funds for the disadvantaged program submitted and what should be included in the proposal?

Return this test to your instructor.

ASSESSING THE NEEDS OF THE DISADVANTAGED STUDENT

ANSWER KEY

MODULE PRE/POSTTEST

Instructor: Do not reproduce this page in students' booklets. You must retain it for grading and prescriptive purposes. Answers will vary with individuals. A preferred response might be similar to the answer presented.

1. Percentage requirements. Federal funds made available to California (L1) under Section 102 (a) of the Act will conform to the following minimum usage:
 - a. Vocational education for disadvantaged persons: at least 15 percent of the total allotment for any fiscal year or 25 percent of the allotment for any fiscal year or 25 percent of the allotment which is in excess of the base allotment, whichever is greater.
 - b. Post secondary vocational education: at least 15 percent of the total allotment for any fiscal year or 25 percent of the allotment which is in excess of the base allotment, whichever is greater.
2. Five methods of recruitment are; (L1,2)
 - a. Search and analysis of school records.
 - b. Inventory of population statistics filed with community agencies.
 - c. Advertisement of vocational education offerings with community information systems.
 - d. Coordination with community action groups.
 - e. Demonstration of innovative recruitment activities.
3. Areas having high concentration of youth unemployment or school drop-outs. (L3)
4. The application will be submitted to the state board staff. Included (L4) in the application will be descriptions of the nature, purpose, and plan of the project along with justification of the project.

MODULES -- COMMON CORE CURRICULUM FOR VOCATIONAL EDUCATION

Category A: Introduction to Vocational Education

- A-1 History, Philosophy, and Trends in Vocational Education
- A-2 Scope, Function, and Organization in Vocational Education
- A-3 Vocational Legislation
- A-4 Assessing the Job Market and Employment Trends

Category B: Cooperative Relationship

- B-1 Rationale for Cooperative Relationships
- B-2 Advisory Councils
- B-3 Cooperative and Work Experience Programs

Category C: Vocational Students

- C-1 Promoting Vocational Education and Recruiting Eligible Students for Vocational Education
- C-2 Assessing Students' Personal Characteristics
- C-3 Guidance and Counseling
- C-4 Assisting Students with Special Needs in Vocational Education Program
- C-5 Assessing the Needs of the Disadvantaged Student
- C-6 Developing Student Leadership Qualities in Vocational Education Programs
- C-7 Student Organizations

Category D: Administration and Supervision

- D-1 Fiscal Management of a Vocational Education Program
- D-2 Writing a Vocational Education Project/Budget
- D-3 Record Keeping in Vocational Programs
- D-4 Conference Leadership
- D-5 Selection, Supervision, and Evaluation of Personnel
- D-6 School Law and Its Relationship to Vocational Education
- D-7 Staff Development
- D-8 Implementation of Change

Category E: Curriculum Design in Vocational Education

- E-1 Developing a Curriculum Design in Vocational Education
- E-2 Applying Learning Theory to Vocational Education
- E-3 Instructional Strategies

Category F: Stages and Structure of Curriculum Development

- F-1 Theories in Curriculum Development
- F-2 Building a Curriculum for Vocational Education
- F-3 Applying Curriculum Specifics to Vocational Education
- F-4 Safety

Category G: Evaluation and Research

- G-1 Evaluation Models
- G-2 Evaluation Procedures for Local Programs
- G-3 Introduction to Research Procedures in Vocational Education
- G-4 Research Design in Vocational Education
- G-5 Development of a Research Proposal in Vocational Education

Pra/posttest (continued)

5. Under what circumstances would the authoritarian leadership style be most effective? Under what circumstances would the democratic leadership style probably be most effective?
6. List approximately ten leadership characteristics which are often cited as being important factors in leader-follower relationships.
7. Define effective leadership in relation to its adaptability to various situations and various followers.
8. How do vocational student organizations provide opportunities for the development of leadership potential?
9. What might be the topics considered in a half-day leadership training conference?

Return this test to your instructor.

DEVELOPING EFFECTIVE STUDENT LEADERSHIP
IN VOCATIONAL EDUCATION PROGRAMS

ANSWER KEY
MODULE PRE/POSTTEST

Instructor: Do not reproduce this page in students' booklets. You must retain it for grading and prescriptive purposes. Answers will vary with individuals. A preferred response might be similar to the answer presented.

1. (L1,4) A leader is the member with the top status in an organizational hierarchy. He/she influences the group in shaping its goals, in striving to accomplish the established goals, and in evaluating the effectiveness of performance of the established goals. The leader also speaks for the group. The leader is expected to perform in a more exemplary manner than any other member of the group. At the same time, the leader is limited by other role relations and traditions of the group.

2. (L1) The trait approach to the study of leadership was most common for many years. It was felt that some people were born leaders and others were born nonleaders; that is, some possessed inherent qualities of leadership while others lacked these qualities. Only those who possessed these traits of leadership should be trained as leaders.

The situational approach to the study of leadership replaced the trait approach because research had shown that no one trait or set of traits could be found to characterize leaders and separate them from nonleaders in all situations. The situational approach recognizes that various leaders emerge in various situations and that people can increase their leadership capabilities for given situations and followers through education, training, and development.

3. (L1) The answer will vary from individual to individual. A possible answer would be John F. Kennedy as typical of the trait approach and Gerald R. Ford as typical of the situational approach.

4. (L2) The authoritarian style is characterized by a leader who feels that his/her leadership power comes from the position occupied. This leader feels that he/she must tell followers what to do and how to do it because followers are innately lazy and unreliable.

The democratic leadership style is characterized by a leader who feels that his/her leadership power is granted by the group;

Pre/posttest Answer Key (continued)

- this leader feels that followers can be self-directed if properly motivated in sharing responsibilities.

The laissez faire style provides an atmosphere where there may be no leader or followers; group members do whatever they wish.

5. (L2) The authoritarian leadership style would be most effective under conditions where it is imperative to accomplish a great deal in a limited amount of time and where the individual members of the group had been previously subjected to this style.

The democratic leadership style would be most effective under conditions where the tasks could best be accomplished by group cohesiveness and where the group would be likely to remain together for a great amount of time so that it would be possible and important to develop the potential of group members. For example, trainees in a management training program might perform well under a democratic leader who would share responsibility with them so that they would be ready to assume greater responsibilities.

6. (L3) The answer might include the following:

Intelligence
Emotional stability
Positive self-concept
Respect for others
Empathy
Feeling of ease among subordinates
Sociability
Integrity
Enthusiasm
Energy
Adaptability

Others

7. (L4) Effective leadership is not a one-time performance; it is more than successfully accomplishing established goals. It is also ongoing; that is, it sets the stage for shaping goals and accomplishing established goals.

An effective leader possesses characteristics developed through education and training.

8. (L4) Vocational student organizations give individuals positions as officers and as committee chairpersons. In carrying out their functions as elected or selected leaders, they gain the experience, confidence, education, and training to develop their leadership potential.

Pre/posttest Answer Key (continued)

9. The answer might include the following:
(L4)
- Organizational techniques
 - Delegation of responsibility techniques
 - Coordination techniques
 - Parliamentary procedure
 - Public speaking
 - Human relations
 - Time management techniques
 - Orientation and training of followers
 - Orientation to the purposes of the organization

MODULES -- COMMON CORE CURRICULUM FOR VOCATIONAL EDUCATION

Category A: Introduction to Vocational Education

- A-1 History, Philosophy, and Trends in Vocational Education
- A-2 Scope, Function, and Organization in Vocational Education
- A-3 Vocational Legislation
- A-4 Assessing the Job Market and Employment Trends

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- C-3 Guidance and Counseling
- C-4 Assisting Students with Special Needs in Vocational Education Program
- C-5 Assessing the Needs of the Disadvantaged Student
- C-6 Developing Student Leadership Qualities in Vocational Education Programs
- C-7 Student Organizations

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- D-4 Conference Leadership
- D-5 Selection, Supervision, and Evaluation of Personnel
- D-6 School Law and Its Relationship to Vocational Education
- D-7 Staff Development
- D-8 Implementation of Change

Category E: Curriculum Design in Vocational Education

- E-1 Developing a Curriculum Design in Vocational Education
- E-2 Applying Learning Theory to Vocational Education
- E-3 Instructional Strategies

Category F: Stages and Structure of Curriculum Development

- F-1 Theories in Curriculum Development
- F-2 Building a Curriculum for Vocational Education
- F-3 Applying Curriculum Specifics to Vocational Education
- F-4 Safety

Category G: Evaluation and Research

- G-1 Evaluation Models
- G-2 Evaluation Procedures for Local Programs
- G-3 Introduction to Research Procedures in Vocational Education
- G-4 Research Design in Vocational Education
- G-5 Development of a Research Proposal in Vocational Education