SED 405
Residency for
Secondary Education Teacher Education Field-Based program
In conjunction with SED 302, SED 401, SED 404, SED 405, and EIEd 452 (for all-level degrees only)
COURSE SYLLABUS: FALL 2012
6 Hour Course

Instructor: Susan Bishop, Ad-Interim
Office Location: 
Office Hours: Tuesday and Thursday 11:00 to 12:00 PM and 1:00 to 3:00 or by appointment
Cell Phone: 903.217.2216
Office Phone: 903.886.5534
Office Fax: 903.886.5581
University Email Address: susan.bishop@tamuc.edu

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:
Textbooks Required:

Pearson Custom Education SED 300: The Teaching Profession TAMUCommerce.

What Every Teacher Should Know About: English Language Learners

What Every Teacher Should Know About: Professionalism in Teaching
Beth Hurst, Ginny Reding, 2009.

What Every Teacher Should Know About: Your First Year of Teaching: Guidelines for Success

What Every Teacher Should Know About: Teacher-Tested Classroom Management
Blossom S. Nissman, 2009.

Package ISBN-13: 9780132181686:

Additional materials to be provided by student:
You should have these from your SED 300 class:

✓ English Language Proficiency Standards.
   http://ritter.tea.state.tx.us/rules/tac/chapter074/ch074a.html#74.4
✓ Texas Essential Knowledge and Skills (TEKS) for one of your teaching fields in one course or grade level http://www.tea.state.tx.us/index2.aspx?id=6148
✓ Texas Examinations of Educator Standards (TExES) Preparation Manual
   http://texas.ets.org/prepmaterials
✓ Pedagogy and Professional Responsibilities

Course Description: Directed teaching for one full semester in the secondary school. The first part of the semester is referred to as the Internship the second part of the semester is the Residency.
Student Learning Outcomes:

Domain I. Designing Instruction and Assessment to Promote Student Learning

Competency 001
The teacher understands human developmental processes and applies this knowledge to plan instruction and ongoing assessment that motivate students and are responsive to their developmental characteristics and needs.

Competency 002
The teacher understands student diversity and knows how to plan learning experiences and design assessments that are responsive to differences among students and that promote all students' learning.

Competency 003
The teacher understands procedures for designing effective and coherent instruction and assessment based on appropriate learning goals and objectives.

Competency 004
The teacher understands learning processes and factors that impact student learning and demonstrates this knowledge by planning effective, engaging instruction and appropriate assessments.

Domain II. Creating a Positive, Productive Classroom Environment

Competency 005
The teacher knows how to establish a classroom climate that fosters learning, equity, and excellence and uses this knowledge to create a physical and emotional environment that is safe and productive.

Competency 006
The teacher understands strategies for creating an organized and productive learning environment and for managing student behavior.

Domain III. Implementing Effective, Responsive Instruction and Assessment

Competency 007
The teacher understands and applies principles and strategies for communicating effectively in varied teaching and learning contexts.

Competency 008
The teacher provides appropriate instruction that actively engages students in the learning process.

Competency 009
The teacher incorporates the effective use of technology to plan, organize, deliver, and evaluate instruction for all students.

Competency 010
The teacher monitors student performance and achievement; provides students with timely, high-quality feedback; and responds flexibly to promote learning for all students.

Domain IV. Fulfilling Professional Roles and Responsibilities

Competency 011
The teacher understands the importance of family involvement in children's education and knows how to interact and communicate effectively with families.

Competency 012
The teacher enhances professional knowledge and skills by effectively interacting with other members of the educational community and participating in various types of professional activities.
Competency 013
The teacher understands and adheres to legal and ethical requirements for educators and is knowledgeable of the structure of education in Texas.

### COURSE REQUIREMENTS

#### Instructional / Methods / Activities Assessments

**SED 405 – Field Assignment**

1. When changing to a second mentor assignment, please provide an additional Mentor Handbook to the mentor and **provide the name of your second mentor to the seminar team**.
2. The second mentor’s name will need to be added in order to allow access to the evaluation website.
3. Weekly Lesson Plan Objectives/Activities
4. Formal Weekly Lesson Plan Format
5. Mid-term Residency Instructional Leadership Team (ILT) Evaluation and a Final Residency Instructional Leadership Evaluation (ILT). For all-level students.

**Grading**

Final evaluation forms that are completed by mentors and liaisons for SED 405 include a grade for that course (automatically calculated by the computer). Mentor and liaison grades will be averaged to determine each student’s final grade (mentor grades should weigh 2/3; liaison grades should weigh 1/3).

### TECHNOLOGY REQUIREMENTS

The following information has been provided to assist you in preparing to use technology successfully in this course.

- Internet access/connection – high speed recommended (not dial-up)
- Word Processor (i.e. MS Word or Word Perfect)
- Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (6.0, 7.0, or 8.0).
- Macintosh OS X along with a recent version of Safari 2.0 or better.
- eCollege also supports the Firefox browser (3.0) on both Windows and Mac operating systems.

- Perform a —Browser Test prior to the start of your course. To launch a browser test, log in to eCollege, click on the “myCourses” tab, and then select the —Browser Test link under Support Services.

### ACCESS AND NAVIGATION

**Access and Log in Information**

This course will be utilizing eCollege to enhance the learning experience. eCollege is the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: [https://leo.tamu-commerce.edu/login.aspx](https://leo.tamu-commerce.edu/login.aspx).

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamu-commerce.edu.
COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:
Use my contact information: cell phone and email address to reach me outside of class. Expect a reply within 48 hours. I also maintain office hours, so do stop by if you are need assistance with your coursework or if you have pressing issues that cannot be handled within class.

Texas A&M University-Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week.

Chat Support: Click on 'Live Support' on the tool bar within your course to chat with an eCollege Representative.

- **Phone:** 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.
- **Email:** helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative.
- **Help:** Click on the 'Help' button on the toolbar for information regarding working with eCollege

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

Please note numerous small group projects take place during seminar meetings requiring your punctuality and presence to complete and receive credit. Students are required to sign-in at each seminar. Absences, tardiness, stepping out and leaving Seminar early will result in a deduction of grade points. Please act in a professional manner. If a student teacher misses more than one (1) seminar class during the semester, he or she is considered at risk and may be placed on a growth plan.

ATTENDANCE POLICY FOR THE FIELD BASED EXPERIENCE: Both the bi-weekly seminar class meetings (SED 302 / 401) and the intern-residency days in the field (SED 404/405) are considered to be class days.

SEMINAR ATTENDANCE - Because of the length of the Seminar sessions, only one (1) excused absence is allowed for the eight seminar sessions for SED 302 / 401. Notify any one of the Seminar instructors of your absence immediately by telephone or email. You may also call the main office at 903.886.5537 and leave a message on the morning of Seminar. Missing more than one Seminar and/or continual tardiness can result in a lowering of your grade, being placed on a growth plan or removal from the program. You have a reached a level of professionalism that no longer tolerates a pattern of absences or tardiness. Please maintain your professional status. You are being observed daily and recommendations for employment will follow.

RESIDENCY ATTENDANCE - Only three (3) excused absences are allowed during the entire semester during your field-based student teaching (SED 404/405). Any missed day/s in excess of the three (3) absences will need to be made up during the week prior to Commencement in order to receive a passing grade. Tardiness is not acceptable in the field. You MUST arrive in your classroom on time. Again, your lack of attendance and/or punctuality will
result in a poor evaluation, being placed on a growth plan, or removal from the program. An excused absence is one for which the Resident has the approval of his or her mentor teacher(s), the university instructor, and the university liaison and follows the attendance policy stated in the college catalog and Student Handbook. Approval for absences must be obtained prior to the start of the school day to be missed. If you are ill and will be absent from the field, you must notify your liaison, assigned mentor(s), university instructor, and school prior to the start of the school day.

If the Resident has more than three absences, an ILT meeting will be held to determine the Resident’s status. Residents will be immediately removed from the program for any unexcused absences.

Required for Residency in SED404/405/452 when applicable

Formal Lesson Plan Format

ALL Resident-teachers are required to use the same lesson plan format based on the “Lesson Cycle” when developing lessons. During formal teaching observations, liaisons expect the lesson cycle and the formal lesson plan format to be followed. The lesson plan will be referenced during formal teaching evaluations. While one may not use such a formal lesson plan after years of teaching, this method will enable the resident-teacher to plan a well-developed lesson as a beginning teacher. Liaisons will ask for the weekly lesson plan objectives/activities during visits and expect a formal lesson plan during teaching evaluations. Please be organized in all subject areas! The resident—is NOT expected to fly by the seat of his/her pants. Plan your work and work your plan!

Once the Residency begins (approximately February 28th, unless otherwise noted), Resident teachers are required to submit Weekly Lesson Plan Objectives/Activities for the classes they are teaching. When one’s teaching performance is being officially evaluated by the liaison, the Resident teacher is required to complete and submit a Formal Lesson Plan as provided in the Student Handbook. Both the Weekly Lesson Plan Objectives/Activities and Formal Lesson Plans will be calculated into the final grade for SED 404, SED 405, and ELED 452 for the all-level teachers. Following you will find the template for the Formal Lesson Plan and Weekly Lesson Plan Objectives/Activities.

Format for papers handed in for this class:
Margins – Left 1.5, Right 1, Top and Bottom 1; Font - 12 point Times New Roman, Double Space; Use APA style for citations within text and for the reference page; Header – on right side in 8 point include your full name, course identification, and semester; number pages starting with the first page on the bottom right.

Example of citation in text:
The U.S. government states that educational agencies and schools are accountable for student success and that adequate yearly progress as determined by measurable objectives must be met (NCLB, 2001, p. 81).

Example of references:
From a journal:

From a website:
From a book:

University Specific Procedures:

ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu
Student Disability Resources & Services

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Code of Student Conduct from Student Guide Handbook).
COURSE OUTLINE / CALENDAR

Fall 2012

INTERNSHIP/RESIDENCY IMPORTANT DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 16 &amp; 17</td>
<td>Seminar 1 &amp; 2</td>
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<tr>
<td>August 20</td>
<td>First Day of Student Teaching (unless otherwise noted by district)</td>
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<tr>
<td>Monday, September 10</td>
<td>Seminar 3</td>
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<tr>
<td>September 10-21</td>
<td>Mid-ILT (Intern) Evaluation for SED 404</td>
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<tr>
<td>Monday, September 24</td>
<td>Seminar 4</td>
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<tr>
<td>October 1-5</td>
<td>Final ILT (Intern) for SED 404</td>
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<tr>
<td>October 8</td>
<td>Seminar 5</td>
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<tr>
<td>October 8 (or October 15)</td>
<td>All-Level Rotation</td>
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<tr>
<td>Monday, October 22</td>
<td>Seminar 6</td>
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<tr>
<td>October 29-November 2</td>
<td>Mid-ILT (Residency) for SED 405</td>
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<tr>
<td>Wednesday, November 14</td>
<td>Seminar 7 (Graduation Fair)</td>
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<tr>
<td>November 26-December 7</td>
<td>Final-ILT (Residency) for SED 405</td>
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<tr>
<td>Monday, December 3</td>
<td>Seminar 8</td>
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<td>Friday, December 7</td>
<td>Final Day of Residency</td>
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<td>December 10-14</td>
<td>Make-up Week</td>
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<tr>
<td>Saturday, December 15</td>
<td>Graduation</td>
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SEMINAR CLASSES

Seminar classes will meet 9:00 AM to 3:00 PM.
Seminar Classes meet in Education South 104.
Seminars will include a Working Lunch. (Bring a lunch to eat during seminar.)

NOTE:

- Seminar consists of SED 302, 401, 404, 405, and for All-level ElEd 452.
- Special Education students take SpEd 472, SED 302 and SED 401.

Assigned reading for seminars:

Seminar #3

- Transitioning from Student to Teacher - Kellough, Your First Year of Teaching, Pages. 37-45.
• Strategies for Maintaining a Positive Learning Environment – Kellough, *Your First Year of Teaching*, Pages 21-32,
• Peruse Nissman, *Teacher Tested Classroom Management Strategies*.

Seminar #4
• Student Centered Learning and Best Practices – Kellough, *Your First Year of Teaching*. Pages 11-20, 52-68, 85-88.
• Making Assessments Work for you – Kellough, *Your First Year of Teaching*. Pages 76-79.

Seminar #5
• Practicing Professional Responsibilities -Hurst/Reding, *Professionalism in Teaching*, Pages 54-70
• Advice from Professionals -Hurst/Reding, *Professionalism in Teaching*, Pages 72-90

Seminar #6
• Meeting the Needs of a Diverse Population – Kellough, *Your First Year of Teaching*. Pages 1-9, 32-34, 80-85
• Chapter One,

Seminar #7
• Chapters Two and Three, Hadaway, Vardell, &Young, *English Language Learners*.

Seminar #8: TBD

Note: most seminar reading assignments will also include journal articles to be named later