



**COURSE PREFIX EDAD 597.41T Teacher Instructional Leadership Training
COURSE SYLLABUS: Summer1, 2013**

Instructor: Karen Nix, Ed.D
Office Location: Suite 600, Professional Development Center
Office Hours: by appointment
Office Phone: 972-882-7393
Cell Phone: 214-356-7665
Office Fax: 972-886-7457
University Email Address: knix@mesquiteisd.org

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

The Fundamental Five: The formula for Quality Instruction by Sean Cain & Mike Laird
Instructional Correlates – Larry LeZotte

Course Description:

This course designed to expand the knowledge base of teachers for instructional improvement. Areas of focus include but are not limited to:

- Lesson Design
- Lesson Delivery
- Effective Teaching Practices
- High Yield Strategies
- Student Engagement
- Learning Modalities
- Teacher Leadership

Student Learning Outcomes:

1. Students will design lessons that differentiate for students' learning styles.
2. Students will identify ways in which they can enhance student engagement in their classrooms.
3. Students will identify their leadership strengths and how to use these to benefit their students and campus.
4. Students will identify the high yield strategies that would most benefit their students implement these practices with feedback.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

1. **Adhere to the Code of Conduct.** "All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment." (See Student's Guide Handbook, Policies and Procedures).
2. **Attend Class** – Students who miss scheduled class meetings are subject to a reduction in their final grade. Excused absences include (a) verified illness, (b) participation in a required/authorized university activity, (c) death in the student's immediate family, (d) obligation at legal proceedings, and (e) other absence determined by individual faculty members to be excusable. One unexcused absence will reduce the final grade by one letter. Two unexcused absences will reduce the final grade by two letters. At the discretion of the faculty, a student who misses more than two sessions, regardless of the reasons, may fail the course or be required to take an incomplete and/or repeat the course. Exceptions to this policy are at the discretion of the faculty. When missing classes, students are responsible for obtaining class materials, assignments, and notes from eCollege.
3. **Participate.** A noticeable trait of master teachers is the way in which they actively pursue and interact with their own learning journey. You should commit yourself to active learning by demonstrating the attributes of inquisitiveness, questioning, searching, struggling, contributing, and modifying according to your goals and dreams as a developing master teacher. Your participation, both quantity and quality should be evidence both during our class meetings and through your interactions with the online portion of the courses, e.g., threaded discussions, journaling, etc. Your faculty will make a subjective judgment as to the overall quantity and quality of class participation.

Specific Requirements (Related Student Learning Objective)

4. **Read Assigned Textbooks (Objectives 1, 2, 3, 4).** The assigned texts are shared on the first page of the syllabus. Both texts are required reading.
5. **Threaded Discussions (Objectives 1, 2, 3, 4).** Content understanding and reflection on how new learning is being implemented will be assessed through threaded discussions which require you to interact online with a small group of your colleagues. Threaded discussions are graded on the quality of your contributions to your colleagues.
6. **Instructional Assignments 1-4 (Objectives 1, 2, 3, 4).** Three assignments will be submitted that require you to use new knowledge in your classroom. This semester the emphasis is on learning about innovative and creative instructional strategies that are supported by research on best practices. The Instructional assignments this semester will document what you did and how well your students responded specific to using higher level questions, engaging students and assessing students.

Grading: Evaluating Work Products.

Individual assignments are evaluated on the following factors:

1. Depth of thought behind the writing
2. Language structure

3. Quality of word choice that may be unusually striking, vivid, or creative
4. Organization
5. Thoroughness in the understanding and assimilation of concepts
6. Appropriateness of the content presented
7. Sense of unity in the product, i.e., polished
8. Transitions between concepts or thoughts
9. Frequency of sentence variation which adds to flow and unity of paper
10. Number of errors

Grading Assignments:

Using the grading factors outlined above, you will receive one of the following grades on your work:

- 5 (A) = Exceptional – Exceeds expectations in all areas addressed with exceptional quality.** Typically only a few students will earn a “5” on any one assignment. Students earning a 3, 4, or 5 may not resubmit an assignment for additional evaluation unless directed to do so by the instructor.
- 4 (B) = Above Average – Exceeds minimum expectations in the majority of areas addressed.** The majority of students will earn a “4” or “3” on most assignments. Students earning a 4 may not resubmit assignments for additional evaluation unless directed to do so by the instructor.
- 3 (C) = Average. The product is adequate in most areas and the minimum expectations are addressed.** The majority of students tend to earn a “4” or “3” on most assignments. Assignment earning a “3” may not be resubmitted for additional credit.
- 2 (D) = Below Average. Below average performance in most of the areas addressed.** An assignment earning a “2” may be resubmitted for review; however, the highest grade on resubmit is a “3.”
- 1 (D) = Inadequate. A poorly done product.** An assignment earning a “1” may be redone and resubmitted for review; however, the highest grade on resubmit is a “2.”
- 0 (F) = Not Turned In Or Unacceptable Work.** A grade of “0” is generally associated with the letter grade of F.

Late Work

All work turned in through eCollege is timed. Late work is considered any work turned in after the due time stated in the *Schedule of Assignments*. Work turned in during class is considered late if it is not ready at the beginning of class. All late work is subject to a reduction in grade as follows:

- Up to 24 hours late – reduction of one numerical grade, e.g., from 5 to 4
- Up to one week late - reduction of two numerical grades, e.g., from 5 to 3.
- Up to two weeks late – reduction of three numerical grades, e.g., from 5 to 2.
- More than two weeks late – Grade of “0”

Determination of Final Grade.

Grades on individual assignments are numerical. Grades are recorded in the eCollege grade book.

Numerical grades are recorded in eCollege and available to you when you click on “Gradebook.” ECollege also calculates a “percentage score” based on the assignments completed to date and also based on the total number of assignments for the semester. The most important percentage is the one based on assignments completed to date.

At the end of the semester, numerical scores are converted to percentage based on the total assignments for the semester. Instructors use percentage scores to calculate a preliminary final grade on a scale of 91-100% (A), 81-90% (B), 71-80% (C), 61-70% (D), etc.

Once the grade is determined based on the criteria above, it is then adjusted upward for participation, enthusiasm, cooperation, and general code of conduct; adjusted downward for attendance, lack of participation, lack of withitness, and other factors that might apply.

Grading

(See syllabus tool for content suggestions)

TECHNOLOGY REQUIREMENTS

Internet Connection. An internet connected is necessary. Internet access/connection – high speed recommended (not dial-up)

Word Processor. MS Word is the recommended word processor for eCollege

Operating Systems. Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (6.0, 7.0, or 8.0).

Browser Testing. It is strongly recommended that you perform a “Browser Test” prior to the start of your course. To launch a browser test, log into eCollege, click on the ‘my Courses’ tab, and then select the “Browser Test” link under Support Services.

ACCESS AND NAVIGATION

This course will be facilitated using Edmodo and the MISD Outlook system. Assignments will be submitted to either, dependent upon the instructor’s directions

How is Course Organized?

This course is organized around 8 face-to-face class meetings; four of which are 6 hours each and four of which are 3.5 hours each. Assignments and due dates will be shared at the first face-to -face class meeting.

Asynchronous discussions. This course includes Asynchronous discussions (not live) using the Edmodo. In Threaded Discussions, you will be placed into a small group of students and assigned a group designation, e.g., Group A, Group B, etc. The size of the

small group is determined by the total number of students in the class. In a typical case you will be asked to respond to a topic or question. You will enter your initial response to that question and everyone else in the group will do the same. A few days later you will be asked to return to the discussion, read over what your group has written about, and then begin to respond to their initial entries and they will respond to yours as well. When someone responds to you and it needs or deserves a reaction, you continue that dialog. Grading for threaded discussion is usually based on (1) how many you dialog with, (2) how much you say, and (3) the quality of your entries.

COMMUNICATION AND SUPPORT

Questions about the course, assignments, syllabus, etc.

Contact me via email any time 24/7. If you have not received a response within 48 hours, or if you have a more urgent need to contact me, please call me.

Submitting Assignments:

All assignments are submitted as an attachment to email. All assignments have due dates and penalties are assessed for late work. **Email Correspondence**

From me to you: All emails from me will be sent to your district email.

From you to me: You may send emails through the district email system.

Emergencies:

Call me at home. Phone number will be announced via first class.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies:

Late Work.

Specific dates and times are established for every assignment. Grades on work not turned in when due are automatically reduced beginning immediately upon exceeding the deadline. For example, assignments typically have a midnight deadline. If you exceed that midnight deadline, your work is automatically reduced by one numerical grade. For the next 24 hour period, the grade is reduced again by one. Work cannot be made up and extra work is not allowed to compensate for missing or later work.

University Specific Procedures:

Appeal of the Final Grade (13.99.99.R0.05 Student's Appeal of Instructor's Evaluation, Effective September 1, 1996. Revised December 15, 1999, Revised February 8, 2007)

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@tamuc.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

(See syllabus tool for content suggestions)