McKinney/Plano/Wylie Center Internship Semester Syllabus Spring 2015

ELED 443: Classroom Management in a Field-Based Setting
RDG 448: Content Reading Methods for Teacher Candidates
ELED 438: Social Studies in a Field-Based Setting
ELED 437: Science, Technology, and Math in a Field-Based Setting

Center Seminar Team: Heather Doyle, M.Ed. Clinical Instructor / Center Coordinator
Dr. Agnes Stryker, and Dr. Tami Morton

Instructor: Heather Doyle, M.Ed. Clinical Instructor
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COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:


Available through online bookstore www.tamu-commerce.edu

Field-Based Teacher Education Program Handbook [revised July 2010].
Available online: Ecollege

Materials: Scissors, markers, tape, and glue.

Course Description:

Internship Seminar Course Work: The following course work required for internship is set in an integrated seminar setting.

ELED 443: Classroom Management for Teacher Candidates in Culturally Diverse Field Based Setting.
A field-based course in which prospective teachers develop and improve the skills of managing classroom environments, curriculum, space and time, and student behavior with culturally, economically, and educationally diverse student populations. Candidates acquire knowledge, skill and ability by observing and working with experienced public school teachers in their elementary and/or middle school classrooms.
Standard I. Domain I.
The teacher designs instruction appropriate for all students that reflects an understanding of relevant content and is based on continuous and appropriate assessment.

1.7k the importance of the state content and performance standards as outlined in the Texas Essential Knowledge and Skills (TEKS);
1.8k relevant content of the discipline being taught, including concepts, principle relationships, methods of inquiry, and key issues;
1.10k how lesson content and skills connect with other disciplines and within the discipline;
1.11k current research on best pedagogical practices.
1.12k the importance of developing instructional goals and objectives that are clear, relevant, meaningful, and age-appropriate;
1.13k the importance of developing instructional goals and objectives that can be assessed;
1.14k the importance of developing instructional goals and objectives that are suitable for students with varied learning needs; and
1.15k the importance of aligning instructional goals with campus and district goals.
1.16k the use of appropriate materials and resources for preparing instruction, presenting lessons, and assessing learning;
1.21k the importance of planning lessons and structuring units so that activities progress in a logical sequence;
1.24k the importance of engaging in continuous monitoring and self-assessment of instructional effectiveness.
1.25k the role of assessment in guiding instructional planning;
1.26k the importance of creating assessments that are congruent with instructional goals and objectives;
1.30k the connection between the Texas statewide assessment program, the TEKS, and instruction; and
1.31k how to analyze data from local, state, and other assessments using common statistical measures.
1.4k plan instruction that motivates students to want to learn and achieve; and
1.5k acknowledge and respect cultural and socioeconomic differences among students when planning instruction.
1.7k exhibit appropriate knowledge of a subject to promote student learning;
1.8k demonstrate awareness of common student misconceptions or likely sources of student error in relation to particular content;
1.9k plan instruction that reflects an understanding of important prerequisites relationships;
1.11k use a variety of pedagogical techniques to convey information and teach skills.
1.16k use various types of materials and other resources to aid in preparing and implementing instruction;
1.17k use technological tools to promote learning and expand instructional options; and
1.18k use resources available outside the school (e.g., museums, businesses, community members) to enhance students’ learning opportunities
1.20k select instructional resources that support instructional goals, enhance student achievement, and engage students in learning;
1.21k use varied activities and instructional groupings to engage students in instructional content and meet instructional goals and objectives;
1.22k allocate time appropriately within lessons and units, including providing adequate opportunities for students to engage in reflection and closure; and
1.23k provide students with opportunities to explore content from many perspectives
Standard II. Domain II.

The teacher creates a classroom environment of respect and rapport that fosters a positive climate for learning, equity, and excellence.

2.2k the impact of teacher-student interactions and interactions among students on classroom climate and student learning and development; and
2.4k the importance of communicating enthusiasm for learning; and
2.5k the necessity of communicating teacher expectations for student learning
2.6k how classroom routines and procedures affect student learning and achievement;
2.7k how to organize student groups to facilitate cooperation and productivity;
2.16k the importance of establishing classroom standards of student conduct and clear consequences for inappropriate behavior;
2.22k physical accessibility as a potential issue in student learning; and
2.23k students’ emotional needs and ways to address needs.
2.1s interact with students in ways that reflect support and show respect for all students;
2.3s use strategies to ensure that the classroom environment and interactions among individuals and groups within the classroom promote active engagement in learning.
2.4s communicate to all students the importance of instructional content and the expectation of high-quality work; and
2.5s ensure that instructional goals and objectives, activities, classroom interactions, assessments, and other elements of the classroom environment convey high expectations for student achievement.
2.8s schedule activities and manage class time in ways that maximize student learning;
2.9s manage transitions to maximize instructional time;
2.18s organize the physical environment to facilitate learning;
2.20s use effective strategies for creating and maintaining a positive classroom environment; and

Standard III. Domain III.

The teacher promotes student learning by providing responsive instruction that makes use of effective communication techniques, instructional strategies that actively engage students in the learning process, and timely, high-quality feedback.

3.1k the importance of clear, accurate communication in the teaching and learning process;
3.3k spoken and written language that is appropriate to students’ age, interests, and background; and
3.4k skills and strategies for engaging in skilled questioning and leading effective student discussions
3.7k the use of instructional materials, resources, and technologies that are appropriate and engaging for students in varied learning situations;
3.8k the importance of promoting students’ intellectual involvement with content and their active development of understanding;
3.12k characteristics of effective feedback for students;
3.13k the role of timely feedback in the learning process; and
3.14k how to use constructive feedback to guide each student’s learning.
3.15k the significance of teacher flexibility and responsiveness in the teaching/learning process; and
3.16k situations in which teacher flexibility can enhance student learning.
3.3s use spoken and written language that is appropriate to students’ ages, interests, and backgrounds;
3.4s use effective communication techniques, including questioning and discussion techniques, to foster active student inquiry, higher-order thinking, problem solving, and productive, supportive interactions;
3.5s use carefully framed questions to enable students to reflect on their understanding of content and to consider new possibilities; and
3.9s select and use instructional materials, resources, and technologies that are suitable for instructional goals and that engage students cognitively;
3.19s adjust instruction based on ongoing assessment of student understanding; and
3.20s use alternative instructional approaches to ensure that all students learn and succeed.

**Standard IV. Domain IV.**

The teacher fulfills professional roles and responsibilities and adheres to legal and ethical requirements of the profession

4.4k appropriate ways for working and communicating effectively with other professionals in varied educational contexts;

4.13k legal requirements for educators (e.g., those related to special education, students’ and families’ rights, student discipline, equity, child abuse);

4.17k the importance of adhering to required procedures for administering state-and district-mandated assessments; and

4.18k the structure of the education system in Texas, including relationships between campus, local, and state components.

4.3s communicate with families on a regular basis to share information about students’ progress and respond appropriately to families’ concerns; and

4.5s maintain supportive and cooperative relationships with colleagues;

4.8s communicate effectively and appropriately with other educators in varied contexts;

4.13s enhance content and pedagogical knowledge through a variety of activities (e.g., reading journals, joining professional associations, attending conferences, engaging in coursework);

4.14s use evidence of self-assessment (e.g., portfolio) to identify strengths, challenges, and potential problems; improve teaching performance; and achieve instructional goals; and

4.15s use appropriate resources and support systems inside and outside the school to address professional development needs.

4.16s use knowledge of legal and ethical guidelines to guide behavior in education-related situations;

4.17s serve as an advocate for students and the profession;

4.18s maintain accurate records; and

4.19s use knowledge of the structure of state and local education systems to seek information and assistance in addressing issues.

**ELED 437. Integrated Learning: Math, Science, & Technology in Field-Based Settings.**
Explores the integrated nature of learning with science, and math as content focus and with technology understanding, usage, and how it can enhance best practices. Seminars are conducted in CPDT centers; field-based applications take place in public schools under the guidance of public school teachers and university personnel that comprise the Instructional Leadership Team.

**ELED 438. Integrated Learning: Social Studies in Field-Based Settings.**
Explores the integrated nature of learning with social studies as content focus. Seminars are conducted in CPDT centers; field-based applications take place in public schools under the guidance of public school teachers and university personnel that comprise the Instructional Leadership Team.

**RDG 448. Characteristics and Challenges of English Language Learners in Field Based Setting.**
The characteristics and challenges of English language learners will be explored. Attention will be given to the development of reading fluency and written communications in the content areas with second language learners. Language assessments including the SOLOM will be studied.

**Student Learning Outcomes:**

1. The student will be an active and engaged participant in class discussions and Field Based experiences by analyzing, constructing/creating, and evaluating information presented within the textbook, external readings/resources, and class discussion.
2. The student uses problem-solving and decision-making skills, working independently and with others in a variety of settings. The student is expected to (a) use a problem-solving process to identify a problem, gather information, list and consider options,
consider advantages and disadvantages, choose and implement solutions, and evaluate the effectiveness of the solution; and (b) use a decision-making process to identify a situation that requires a decision, gather information, identify options, predict consequences, and take action to implement a decision. (SLO 4. Ethical Decision Making and Social Responsibility/Obj. 2)

3. The student will be able to design appropriate activities and experiences; implementing them in seminar and Field Based settings for math, science, technology, social studies, and reading through lessons that meet the state mandated Texas Essential Knowledge and Skills and the English Language Proficiency Standards.

4. The student will recognize and utilize technology in planning and appropriately implementing learning activities with children in math, science, social studies, and reading, as well as when communicating with parents.

5. The student will be able to identify, create, and apply a variety of teaching and classroom management strategies in seminar and Field Based setting that meet the individual, developmental, and diverse needs of young children.

6. The student will be introduced to and utilize the varied and appropriate assessments and assessment practices to monitor math, science, technology, social studies, and reading content comprehension and learning.

7. The students will associate Early Childhood-Sixth Grade TExES and ELPS for math, science, technology, social studies, and reading competencies with the course content and Field Based experience.

### COURSE REQUIREMENTS

**Instructional / Methods / Activities Assessments**

This course consists of a series of activities, experiences/observations in the field, and assessments to assist students in achieving the outcomes/objectives for the course and instructional units. The student will consistently work on various combinations of assignments, activities, field experiences/observations, discussions, readings, research, etc.

**Professionalism:**

- **Student Learning Outcomes:** 1, 2, 4, 7 (see Student Learning Outcomes)
- **Assessment Method:** Determined by the Instructional Leadership Team, weekly ITEPS/Journals, Professionalism self assessment, and lesson evaluations.
  - Attendance and being on time at ALL university seminars, assigned campus days, school/university meetings, and field based staff development. You will be required to attend all seminar days; field based assigned days, staff development, etc. Your grade will be lowered if you are absent or tardy. You are required to contact your liaison and mentor teacher if you will be missing your assigned campus day or seminar.
  - Professionalism at the highest level to be demonstrated at all school and university functions. An educator demonstrates his/her professionalism in ways such as being on time, participating in, and contributing to class activities, accepting responsibility, and consistently demonstrating professionalism during seminar, on assignments, and in the field.

**The Reflective Teacher:**

- **Learning Outcomes:** 1-7 (see Student Learning Outcomes)
- **PPR Standards/Competencies:** PPR Standard 2
- **Assessment Method:** Instructional Leadership Team, ITEP’s, Journals, and Portfolio
  - Complete ITEPS weekly that should be the focal point of the ILT (Instructional Leadership Team) meetings that express your detailed activities in the field based setting. During this sharing time modifications can be made as agreed by the ILT. Have
your mentor sign your ITEP. These must be submitted on time and completed or points will be deducted.

- Students will evaluate the multidisciplinary perspectives evident in multicultural children’s and adolescent literature. Students will discuss the meaning of culture and identify their own culture. Groups will compile an annotated bibliography of multicultural/global texts appropriate for their various grade level assignments that incorporates multidisciplinary and cultural perspectives that address global issues. The student will write a reflective piece on their culture and how the influence of culture impacts multidisciplinary teaching and learning. (SLO5. Globalization and Cultural Diversity/Obj. 1)

- Teacher Inquiry Project. Students will develop and propose a question for classroom research based on relevant information they have realized since being placed in a field based setting. The question will be developed with the assistance and support of the mentor teacher and Center Team. The Center Team and an assigned research professor will provide ongoing assistance with the proposed research. Once the proposal has been accepted, students will begin finding background research related to their question and then determine the tools necessary for collecting data to answer their inquiry. Students will learn to interpret and analyze data to make decisions, determine whether articles are credible, accurate and reliable by reading many different articles, they will examine data samples and make inferences based on the results, and look at the same data samples. Students will then develop and present a plan summarizing their project. This project will continue and be completed during residency semester. (SLO2. Critical Thinking/Obj. 1,2,&3)

- Daily journal writing in a Reflective Journal while in your placements and in seminar which will include reflections on teaching and learning strategies, organizational/management systems, effective instruction, and diverse learners. Reflection is essential to learning and addressing what you are seeing and areas that you need to address. Be sure to include routines, timing, children’s responses to different situations, etc. This journal will be an invaluable reference, especially when you are a teacher of record. Your journal will be kept in ECollege and must meet writing assignments parameters and turned in on time.

- ABC’s of Culture/Globalization. Students will report on a selected culture and incorporate selections from six components. Upon completing this activity students will engage in group discussions and share their findings. The students will understand the similarities and differences within and among cultures in various world societies. (SLO4. Ethical Decision Making and Social Responsibility/Obj. 1)

- Book Study Group: The students will be grouped across districts and will meet to discuss the chapter reading of the book: Setting Limits in the Classroom, analyzing research based methods and making connections with current experience and planning for your own classroom. Ideas and strategies learned in the classroom and researched by you will be added to your management notebook.

- Professional portfolio. This should be an ongoing assessment of growth as a teacher based on the five state proficiencies. Keep it in a ready-to-go state and add to it during the semester. It needs to be thorough but not bulky. Electronic portfolios are recommended.

**Lesson Plans and Evaluation:**

- **Learning Outcomes:** 1-7 (see Student Learning Outcomes)
- **PPR Standards/Competencies:** Standards 1-4 / 1.4s, 3.1k, 3.4s
- **Assessment Method:** Documentation through lesson plans, evaluations, observations (Mentor/Liaison), Journals, ITEP’s, etc.
Demonstrate your knowledge of the typical stages of cognitive, social, physical and emotional development of your students by developing lessons appropriate for the children you are teaching.

Demonstrate your knowledge of student diversity (children with special needs, gifted and talented, and ELL) by planning learning experiences and assessments that are responsive to difference among students. Lesson plans will show evidence of understanding of global interdependence and its impact on the world. The lessons will additionally be based on global elements that exhibit interdependence. (SLO 5.Globalization and Cultural Diversity/Obj.2)

Design effective and coherent instruction and assessment based on appropriate learning goals and objectives.

Plan effective, engaging instruction and assessment based on learning processes and factors that impact student learning.

Establish a classroom climate that fosters learning, equity, and excellence.

Manage student behavior through organized strategies.

Communicate effectively in varied teaching and learning contexts.

Actively engages students in all teaching and learning contexts.

Use effective technology to plan, organize, deliver, engage, as well as, having students interact with and utilize to evaluate instruction for all students.

Provide timely, high quality feedback to students through written and oral means.

Six formal evaluations must be completed this semester from different content areas (science, math, social studies, and reading). Two formal evaluations from the school (mentor teachers and administrators) and one from the university liaison in each of your placements must be completed. At each evaluation you MUST have prepared for the evaluator the following items: your lesson plan, a lesson evaluation form, a seating chart, all handouts to be used during your lesson, and your pre-lesson reflections. Your university liaison will expect it to be ready and in the location where you would like her/him to sit during your lesson. Plan and organize your time wisely. Once you have switched placements, you MAY NOT return to your first placement to teach a lesson.

Midterm Evaluation covering experiences from first placement.

Final Evaluation covering experiences in the field and seminar.

Lesson Reflections:

Learning Outcomes: 1, 3, 5, 7 (see Student Learning Outcomes)
PPR Standards/Competencies: PPR Standard 1-4
Assessment Method: Students discuss in seminar and Doc Share their reflections

Identify the STEM TEKS in an established curriculum and evaluate them for research-supported best practices. Students will identify the learning cycle format, use; analyze the activities and assessments included. They will adapt the lesson into an effective 5E/7E lesson plan format to address
the needs of all learners. The students will then teach their peers and/or students, if applicable. (SLO7. Problem Solving/Obj.1)

- Observe a lesson performed by mentor or another teacher on the school campus. The student will reflect on the teaching and learning strategies (especially noting strategies utilized for children with special needs, ELL, and gifted and talented), technology, lesson delivery, manipulative usage, lesson cycle implementation, management, assessment, etc. Through the observations and discussions students will show their understanding of global interdependence and its impact on the world. (SLO5. Globalization and Cultural Diversity/Obj.2)
  - Math Lesson
  - Science Lesson
  - Reading Lesson
  - Social Studies
  - Bilingual Classroom (if setting is available in assigned school)

**Strategies Notebook:**

**Learning Outcomes:** 1, 4, 6 (see Student Learning Outcomes)

**PPR Standards/Competencies:** PPR Standard 2

**Assessment Method:** Students will share sections of the strategies they have observed and/or implemented in their field experience. Rubric included for Classroom Management Plan

- A section for each content area (math, science, social studies, and reading) in a strategies notebook. (minimum of five per content area). Write up strategies you have utilized (at least one per content area) and reflect on how implemented and assess the outcome.

- A section for strategies for working with students that are gifted and talented, special needs, and ELL.

- Section added to strategies notebook of professional materials. Keep a list of professional books, journals, articles, etc. that you encounter during the internship semester.

- You will collect and organize strategies/ideas in a notebook that include but not limited to the following categories:
  - Time on Task/Student Engagement
  - Preparing Materials in Advance/Planning
  - Pacing/Time Management
  - Positive Reinforcement
  - Redirection
  - Grouping
  - Transition Time
  - Relationship Building
  - Communication – Parents, Students, Colleagues, Administration
  - Getting and Maintaining Student Attention

  As part of the section, create your own Classroom Management Plan:

At the end of the semester, the student will submit their own management plan. (handout given in class)

They will determine the rules, procedures, signals, positive rewards, monitoring system, how to begin and end the day, transitions, classroom helpers, etc…you want to utilize for your own classroom.
The expectation is that you will take ownership of this and create/set-up for you and your future classroom; going beyond what is given in seminar.

- Section added to strategies notebook listing all the outside activities and professional activities that you have participated in during this year. Attend a PTA meeting, a school board meeting, an ARD meeting, Open House, "Meet the Teacher" night and community functions and professional development. These need to be documented by creating a list of activities attended, the location, the date, and a brief summary of what you learned from the event.

**Team Lessons:**

- **Learning Outcomes:** 1-7 (see Student Learning Outcomes)
- **PPR Standards/Competencies:** PPR Standards 1-3
- **Assessment Method:** Presentation of lessons, formal lesson evaluation and feedback, and Doc Sharing of lesson.

- Design, present, and assess a lesson for the following content areas (language arts and social studies).
- Lessons will be prepared and presented in teams. Individual team members will assess one another on participation and working cooperatively.
- Each lesson will be 45 minutes in length and will be presented as if to the assigned grade level.
- Technology must be utilized in most aspects of the lesson (planning, engagement, presenting, interaction of students, and assessment).
- Topics and grade levels will be assigned and evaluated by the Center Team. Professional feedback will be given upon completion of the lesson in seminar.
- The lesson will be shared with the rest of the seminar group.
- Evaluation and feedback will be given to the groups by the Center Team.

**STEM (Science, Technology, Engineering, and Mathematics):**

- **Learning Outcomes:** 1-7 (see Student Learning Outcomes)
- **Assessment Method:** Creation/Modification and presentation of formal lesson, Lesson evaluation form and feedback, and Doc Sharing of lesson plan.

- Identify and understand that districts and schools have an educational policy and curriculum choice to improve linking technology development with the core subject matter and that many educators believe that using STEM integrated approach will help students to be prepared for the global high-tech world in which they live.
- Design a STEM lesson utilizing the 5E-7E lesson plan format. Present and assess this lesson that will be assigned by the center team based on the models and information shared by the team.
- The formal STEM lesson will be prepared and presented in teams. Individual team members will assess one another on participation and working cooperatively.
- STEM lessons will be 45 minutes in length, will have an assigned grade level, and will be presented as to the rest of the seminar students for that assigned grade level.
- STEM integration will be evident in the lesson plans, engagement, cooperative learning and interaction of students, and assessment.
- Evaluation and feedback will be given to the groups by the Center Team utilizing the formal lesson evaluation form.
TeXes Study Groups:

Learning Outcomes: 1-7 (see Student Learning Outcomes)
Assessment Method: Documentation of study procedures and resources. Success on the EC-6 Generalist TeXes

- Students will be required to participate in TeXes study group outside of seminar meetings and will utilize multiple resources for their group meetings.
- The groups will share a plan of action for being studying for successful results on the TeXes with the other groups in seminar.
- Students are to log and turn in at least six hours of outside study activities for each test (PPR, Generalist, and ESL Endorsement) for a total of 18 hours. These are to include, but not limited to; study groups’ sessions, one on one prep, self-study, and practice exams.
- The seminar team will guide student on test taking strategies, resources, and review of previously learned material.

Grading (Determined by criteria shared below)

1. Professional growth as demonstrated by:
   a. Professional growth portfolio
   b. Anecdotal records kept by the mentor teachers, university liaisons and seminar instructors
   c. ITEPs and/or weekly resident reports
   d. Lesson Evaluations by mentor teachers and university liaison
   e. Professionalism (major component)
2. Written assignments
3. Attendance at school and university seminars (Mandatory every scheduled day)
4. Final self-evaluations
5. Midterm and final conferences

REMEMBER: You are now a professional! These assignments are given to you as a professional, not a student. Be responsible, be precise, be a professional in everything that you do. You are modeling to your children, to your colleagues and to your mentors. We expect quality performance and timetables met. We are expecting from you what your future employer will expect from you. How do you want others to perceive you and your performance? The choice is yours.

TECHNOLOGY REQUIREMENTS

This course is web-enhanced for the purposes of accessing the course syllabus, rubrics for assignments, communication with instructor and classmates, and for online discussions. 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)

ACCESS AND NAVIGATION

This course will be facilitated using eCollege, 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.
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@tamuc.edu.
COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:
The students will be able to communicate with Heather Doyle through:
Email: Heather.Doyle@tamuc.edu Checked frequently throughout the day.
eCollege Virtual Office: Checked once daily and answered the same day usually.
Office Voice Mail: Checked every other day.
Through her cell phone number which will be shared at the first seminar meeting.

The instructors will communicate to the student through:
Email, eCollege Virtual Office, and eCollege Announcements

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

Attendance Policy:
Attendance and being on time at all seminars, campus assigned days, and school/university meetings is required and is essential to your success during Internship. It is a requirement seminar to sign in upon arrival to document your seminar attendance. For each absence a written letter is required to be placed in your file. No excuses will be given without written documentation. A deduction in professionalism points will occur for any and all absences or being late/leaving early from seminars, campus assigned days, and school/university meetings. Growth plans will be implemented for habitual absences.

Professionalism:
Professionalism at the highest level to be demonstrated at all school and university functions. An educator demonstrates his/her professionalism in ways such as being on time, participating in and contributing to class activities, accepting responsibility, and consistently demonstrating professionalism during seminar and on your assignments. Students will be prepared for all campus/field assignments, university assignments and university seminars.

Technology Policy:
Please respect the instructor and your peers by silencing or turning off your cell phone upon entering our classroom. If there is an emergency you may leave it on silence mode. This should constitute only emergencies. Texting during class is unprofessional and will result in a deduction in your professionalism grade. Utilizing technology (laptops, Tablets, etc.) only for the purposes of the course the student is currently attending and at the appropriate times is permitted and encouraged. Utilization for purposes other than the current attending course will result in a deduction in your professionalism grade.

Assignment Policy:
All assignments are due on the date they are assigned which can be found in the Course Calendar and online in eCollege, unless otherwise approved by the Center Coordinator.
All assignments that are late will have points deducted. Late means they are not turned in when seminar meets or is not drop boxed on the day and time the assignment is due. If you forget your assignment, then points will be deducted. You are a professional and must present yourself in a way that exhibits responsibility. Assignments will be either handed in during seminar meeting or submitted through eCollege dropbox and must be in .doc or .docx format. All completed/graded assignments must be picked up by the end of the semester of they will be discarded.
Written Assignments:
All written assignments are to be typed double-spaced in a legible 12 pt. font with 1” margins and are expected to exhibit professional quality. You should demonstrate mastery of organizing, structuring, and editing (for all aspects of mechanics) in your writing. Excessive grammar, spelling, and vocabulary errors will result in a reduction of your score at the instructor’s discretion. College level writing and higher order thinking must be evident in all written assignments. If you are unsure of your writing abilities, please visit the writing lab for help.

Academic Honesty Policy:
Texas A&M University-Commerce does not tolerate plagiarism and other forms of academic dishonesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material. Suggested sites for reference regarding what constitutes plagiarism and how to avoid it: [http://www.plagiarism.org/](http://www.plagiarism.org/) or [http://www.unc.edu/depts/wcweb/handouts/plagiarism.html](http://www.unc.edu/depts/wcweb/handouts/plagiarism.html) or [http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml](http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml)

Plagiarism will result in a grade of “F” for the course and may result in your dismissal from the program.

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@tamuc.edu  
Student Disability Resources & Services

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 [http://web.tamuc.edu/studentLife/documents/studentGuidebook.pdf](http://web.tamuc.edu/studentLife/documents/studentGuidebook.pdf)).

New University Rule and Procedure for Fall 2014:

Procedure 34.05.99.R1 now prohibits the use of vapor/electronic cigarettes, smokeless tobacco, snuff and chewing tobacco inside and adjacent to any building owned, leased, or operated by A&M – Commerce  
A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.
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<td>February 2nd (Seminar) 3rd and 4th (Field)</td>
<td>Portfolio Discussion</td>
<td>ITEPS/Journals</td>
</tr>
<tr>
<td>February 9th (Seminar) 10th and 11th (Field)</td>
<td>Portfolio Discussion</td>
<td>ITPS/Journals Liaison Evaluation in 1st Placement Due</td>
</tr>
<tr>
<td>February 16th (Seminar) 17th and 18th (Field)</td>
<td>Group 1-3</td>
<td>ITEPS/Journals Due: TIP paper Drop Box</td>
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<tr>
<td>February 23rd (Seminar) 24th and 25th (Field)</td>
<td>Group 1-3</td>
<td>ITEPS/Journals Reading Lesson Presentation</td>
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<tr>
<td>March 2nd (Seminar) 3rd and 4th (Field)</td>
<td>Last days in current placement</td>
<td>Math Lesson Presentation Mentor Evaluations (2) Due</td>
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<tr>
<td>March 9th</td>
<td>Seminar Monday</td>
<td>(2) Content Area Lesson Reflections due</td>
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<tr>
<td>March 10th-13</td>
<td>Spring Break ISD’s</td>
<td>Mid Term Evaluation Due</td>
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<tr>
<td>March 16th-20</td>
<td>Spring Break TAMUC!</td>
<td>ITPS/Journals Due: TIP Research</td>
</tr>
<tr>
<td>March 23rd (Seminar) 24th and 25th (Field)</td>
<td>Group 3-4</td>
<td>Math Lesson Presentation</td>
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<td>March 24th (Seminar) 25th and 26th (Field)</td>
<td>Group 1-2</td>
<td>ITPS/Journals</td>
</tr>
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<td>March 30th (Seminar) March 31st and April 1st (Field)</td>
<td>Group 3-4</td>
<td>Science Lesson Presentation</td>
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<td>April 6th (Seminar) 7th and 8th (Field)</td>
<td>Group 1-2</td>
<td>Liaison Evaluation in 2nd Placement Due</td>
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<tr>
<td>April 13th (Seminar) 14th and 15th (Field)</td>
<td>Group 3-4</td>
<td>ITPS/Journals</td>
</tr>
<tr>
<td>April 20th (Seminar) 21st and 22nd (Field)</td>
<td>Group 3-4</td>
<td>ITPS/Journals</td>
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<tr>
<td>April 28th and 29th (Field) Friday, May 1</td>
<td>Discuss next semester</td>
<td>Due: TIP Plan Presentation</td>
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<tr>
<td>Bill Martin Jr. Symposium</td>
<td>Discuss next semester</td>
<td></td>
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<tr>
<td>May 5th (Seminar) 6th and 7th (field)</td>
<td>Discuss next semester</td>
<td></td>
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<tr>
<td>May 11-15</td>
<td>Final Exam Week</td>
<td>Make up any missed days in the Field</td>
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