



**COURSE PREFIX EDAD 597.41T Teacher Instructional Leadership Training
COURSE SYLLABUS: Summer 1, 2015**

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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 and 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

- To fully participate in online courses, you will need to use a current, Flash enabled browser. For PC users, the suggested browser is Internet Explorer 9.0 or 10. For Mac users, the most current update of Firefox is suggested.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
 - sound card, which is usually integrated into your desktop or laptop computer
 - speakers or headphones.
- Depending on your course, you might also need a:
 - webcam
 - microphone

For courses where interactive tools are used, like VoiceThread or ClassLive Pro, headphones are suggested for use with recording and playback. We recommend a webcam with an integrated microphone, such as the Microsoft LifeCam Cinema. All devices should be installed and configured before class begins.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. Java can be downloaded at: <http://www.java.com/en/download/manual.jsp>
- Current anti-virus software must be installed and kept up to date.

- You will need some additional free software for enhanced web browsing. Ensure that you download the free versions of the following software:
 - Adobe Reader
 - Adobe Flash Player
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.
- For additional information about system requirements, please see:
<https://secure.ecollege.com/tamuc/index.learn?action=technical>

ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to: <http://www.tamuc.edu/myleo.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.

It is strongly recommended that you perform a “Browser Test” prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the ‘myCourses’ tab, and then select the “Browser Test” link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of Pearson LearningStudio.

Technical assistance is available 24 hours a day/ 7 days a week.

If at any time you experience technical problems (e.g., you can't log in to the course, you can't see certain material, etc.) please contact the Pearson LearningStudio Help Desk, available 24 hours a day, seven days a week.

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 a Pearson LearningStudio Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.
- **Email:** helpdesk@online.tamuc.org to initiate a support request with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the '*Tech Support*' icon on the upper left side of the screen inside the course. You will then be able to get assistance via online chat, email or by phone by calling the Help Desk number noted below.

Note: Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure **MUST** be followed?

1. Students must report the problem to the help desk. You may reach the helpdesk at helpdesk@online.tamuc.org or 1-866-656-5511
2. Students **MUST** file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and to provide me with the helpdesk ticket number
4. At that time, I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer/access problems are not a legitimate excuse for filing a ticket with the Pearson LearningStudio Help Desk. You are strongly encouraged to check for compatibility of your browser **BEFORE** the course begins and to take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform. **ONLY** Pearson LearningStudio based problems are legitimate.

Internet Access

An Internet connection is necessary to participate in discussions and assignments, access readings, transfer course work, and receive feedback from your professor. View the requirements as outlined in Technology Requirements above for more information.

myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about

setting up your myLeo email account. You may also access information at <https://leo.tamuc.edu>.

Learner Support

Go to the following link [One Stop Shop](#)- created to serve you by attempting to provide as many resources as possible in one location.

Go to the following link [Academic Success Center](#)- focused on providing academic resources to help you achieve academic success.

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

ADA Statement

Students with Disabilities

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- Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

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*). Students should also consult the

Rules of Netiquette for more information regarding how to interact with students in an online forum: <http://www.albion.com/netiquette/corerules.html>

Texas A&M University-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.

COURSE OUTLINE / CALENDAR
