



**ELED 447**  
**COURSE SYLLABUS: Spring 2018**

**Instructor: Tami Morton, Ph.D.**

**Office Location:** EDS 216 and CHEC 129

**Office Hours:** Monday/Wednesday online 10 am -10 pm  
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**COURSE INFORMATION**

**Materials – Textbooks, Readings, Supplementary Readings:**

*Textbook(s) Required:* Anthony, R. & Behrends, W. (2011). Getting Hired: A Student Teacher's Guide to Professionalism, Resume Development and Interviewing. Kendall Hunt.

*ISBN:* 978-0757576133

Available through online bookstore [www.tamu-commerce.edu](http://www.tamu-commerce.edu)

**Prep material for Certification Exams:**

*Certify Teacher: Purchased in Internship*

*Optional: Prep manuals – Center Team has suggested resources*

**Book Club Book:** *Discussed at first seminar and determined by selection*

**Materials:** Markers, tape, scissors, etc.

**Course Description:** Focuses on effective methods of assessment including the implementation of teacher inquiry projects as well as formal and informal assessments. The role of formative assessment as a guide for instruction and the importance of data-driven decisions will be emphasized. Problem based learning and the use of technology to collect, manage, and analyze multiple data sources to interpret learning results for individual students and for groups of students will be demonstrated.

**Student Learning Outcomes:**

1. The student will construct, implement, and assess developmentally appropriate lessons that meet the state mandated Texas Essential Knowledge and Skills based on the grade level and needs of the students to which they are assigned. (SLO3.Discipline Specific Knowledge/Obj.1&2)
2. The students will associate Early Childhood Education TExES competencies with the course content.
3. The student will be an active and engaged participant in class discussions by analyzing, constructing/creating, and evaluating information presented within the textbook, external readings/resources, field experiences, and class discussion.
4. The student will utilize technology in the preparation and delivery of lessons, communication, and assessment. Actively engage students' in the application of technology.

5. The student will understand the need for a variety of instructional strategies and demonstrates the ability to model and deliver effective teaching and learning appropriately.
6. The student will design and implement instruction and assessment to promote student learning in a least restrictive environment. (i.e., IEP's, Gifted and Talented, ELL's, etc.)
7. The student will demonstrate the ability to be a reflective teacher by a variety of assignments. (SLO 3. Discipline Specific Knowledge/Obj. 3&4, see Teacher Inquiry Project)
8. The student will analyze, synthesize, and evaluate the five proficiencies applying to the field based setting.
9. The student demonstrates an understanding of legal and ethical requirements for educators.

### **EC-12 PPR Standards - ELED 447**

#### **Standard I Domain III**

**The teacher designs instruction appropriate for all students that reflects an understanding of relevant content and is based on continuous and appropriate assessment**

- 1.25k understands the role of assessment in guiding instructional planning
- 1.26k understands and demonstrates the importance of creating assessments that are congruent with instructional goals and objectives
- 1.27k understands the characteristics uses, advantages, and limitations of various assessment methods and strategies
- 1.17k demonstrates the use of technology in assessing student learning
- 1.29k understands the benefits of and strategies for promoting student self-assessment
- 1.30k links the connection between the Texas statewide assessment program, the TEKS, and instruction
- 1.31k demonstrate how to analyze data from local, state, and other assessments using common statistical measures
- 4.2k communicates assessment results to students and parents and other stakeholders
- 1.16k explores a wide range of assessment techniques (e.g., formative, summative, and standardized tests) to determine which assessment tools are appropriate for specific purposes
  - (See Domain III Competency 7 3.12k, 3.13k, 3.14k, 3.15s, 3.16s, 3.17s) utilizes academic feedback as a form of communication to help students learn
  - (See Domain III Competency 10 3.4k, 3.4s, 3.5s) Utilizes teacher inquiry to enhance their own teaching/learning purposes through:
    - Constructing well-supported, clearly articulated, and sustained arguments
    - Interpreting, analyzing, and evaluating statements, graphics, articles, and/or questions by discriminating among different degrees of credibility, accuracy, and reliability of evidence from data, as well as, recognizing assumptions from sources
    - Demonstrating an ability to justify conclusions based on evidence.

## COURSE REQUIREMENTS

### **Instructional / Methods / Activities Assessments**

This course consists of a series of activities, experiences/observations in the field, and assessments to assist you 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.

### **Lesson Plans and Evaluation:**

Student Learning Outcomes: #1-9 See above

PPR Standards/Competencies: 3.12k, 3.13k, 3.14k, 3.15s, 3.16s, 3.1

Assessment Method: Documentation through formal lesson plans and evaluations (Mentor/Liaison), formal Mid-Term and Final evaluations (Liaison/Mentor)-Formal Forms in E-College and TK20, Observations and Anecdotal notes (Mentor/Liaison), Journals by resident and feedback by Liaison, Debriefing with Mentor and Liaison- daily and/or weekly

- 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 by planning learning experiences and assessments that are responsive to difference among students.
- Design effective and coherent instruction and assessment based on appropriate learning goals and objectives (TEKS and ELPS).
- 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 and evaluate instruction for all students.
- Provide timely, high quality feedback to students through written and oral means.
- Residents will complete “teach weeks” (two weeks) in each placement. The students will teach all content and perform the duties of their assigned mentor teacher. This will be done under the supervision of the mentor teacher with feedback and reflection.

- Seven formal evaluations must be completed this semester. Two formal evaluations from the school (mentor teachers and/or administrators) in each placement and three by your university liaison must be completed. The resident will plan a formal lesson with mentor teacher guidance and complete a pre-lesson conference with assigned liaison outlining the planning process, written lesson plan, sharing any technology integration, any challenges that might arise during the lesson, etc. (specifics under Reflective Teacher). At each evaluation you MUST have prepared for the evaluator the following items: approved formal lesson plan, a seating chart, and all handouts to be used during the lesson. The university liaison will expect it to be ready and in the location where you would like her/him to sit during the lesson. Plan and organize your time wisely. The resident will have a conference with assigned liaison and will complete an impact story based on the conference to address the resident's reflection (specifics found under Reflective Teacher). The liaison evaluation will be completed in TK20; the resident will upload the lesson plan, acknowledge the pre-conference and upload the impact story. The mentor teacher evaluations and lesson plans will be uploaded by the resident into TK20. Once you have switched placements, you MAY NOT return to your first mentor placement to teach a lesson for evaluation.
  
- Midterm Evaluation will be completed by member(s) of the ILT after the completion of the resident's first placement. The evaluation will be based on the resident's performance in the field during this first placement. Strengths and growths will be highlighted at this time and any concerns or issues will be addressed. A Growth Plan may be implemented if high concern(s) are identified. The evaluation will be completed in TK20 with supporting documentation.
  
- Final Evaluation will be completed by the member(s) of the ILT after the completion of the final placement. The final evaluation will be all encompassing and can impact your overall grade in the resident semester and all evaluations. The evaluation will be completed in TK20 with supporting documentation. Residents with a Growth Plan in place must meet all concern(s) in the plan.

**Strategies Notebook:**

Student Learning Outcomes: #3-5, 6, & 9 See above

PPR Standards/Competencies: 1.17k, 1.31k

Assessment Method: Students will share sections they added

- Section added to strategies notebook of professional materials. Keep a list of professional books, journals, articles, etc. that you encounter during the resident semester.
  
- Section added to strategies notebook sharing examples of technology researched, trained on, and/or implemented related to the classroom. The technology utilized in the planning, implementation, and assessment of prepared and presented lessons. Technology for the communication with faculty, staff, parents, and students.

- Continue adding strategies for each of the content areas as they find and/or utilize them in their field based settings.

### **The Reflective Teacher:**

Student Learning Outcomes: #2, 3, 5, 7-9 See above

PPR Standards/Competencies: 1.16K, 1.25k, 1.27k, 1.17k, 1.31k, 1.26K,3.4k, 4.2k,3.4s, 3.5s

Assessment Method: Written Reflective pieces (Strengths/Growth and Philosophy), Presentation of Portfolios and Teacher Inquiry Project, Review of Resume/Cover Letter, Rubrics

- Strengths and areas for needed growth. A formal college level written paper showing your strengths and areas of needed growth as a teacher, colleague and lifelong learner. What things would you like personnel directors and hiring committees to know about you? How do you plan to grow in your weaker areas? What are your goals for growth after graduation? Think about areas such as diversity, higher-ordered thinking, effective teaching, integrated teaching, etc. as areas that you will seek during your first year as a teacher. .
- Educator Professionalism. Students will exhibit the appropriate behaviors of a professional educator while in the school setting (field), seminar, community, online, and in all other settings in relations to their current positions and future profession as an educator. Refer to Professionalism Rubric.
- Cover Letter and Resume. What will you add to a school campus? Write a one-page paper telling a prospective employer why he/she should hire you. What will you give to the community, parents, children, faculty and staff? Write a resume that reflects who you are as an educator. This should be no more than one page. Specifics will be shared in seminar.
- Philosophy of education. Write a one-page paper describing your philosophy of education.
- Professional portfolio. This should be ongoing. Keep it in a ready-to-go state and add to it during the semester. It needs to be high quality, not high quantity. These are recommended to be presented through technology (Prezi, website, or other approved method)
- 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, assessments, 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.
- Formal Lesson-Students will complete a pre-conference, post conference (debrief) and impact story reflection, on all formal liaison lessons that they have planned and implemented in the classroom setting (documentation in TK20). Reflections will include, but are not limited to:
  - Planning, implementation, and assessment of the lesson presented

- Teaching and learning strategies
  - Classroom and time management
  - Strengths of the lesson
  - Things I will consider for my next lesson
  - Differentiation to accommodate all learners
  - Personal confidence and professionalism
  - Checking for student understanding and learning
- Assessment- Students will examine formative and summative assessment methods in the field based setting. The students will apply their observations and knowledge to lesson planning and implementation. Reflection on meeting objectives / TEKS through assessment methods will occur. Students will have the opportunity to review mock data, discuss how to plan instruction and conduct conferences based on assessment.
    - Students will analyze instructional vignettes to identify forms of formative or informal assessment, complete a Types of Assessment Chart, and be able to define formative and informative assessment.
    - Students will maintain a log of classroom assessments observed during their residency and these reflections will include observations regarding teacher made, standardized testing, test preparation procedures, and grading.
    - Students will review mock data to interpret results in order to make informed decisions
    - Students will utilize mock data to plan and carry out a mock parent conference
    - Students will design an assessment to correlate with an instructional unit of study.
  - Teacher Inquiry Project- Student groups will propose and develop a research question they proposed during their Internship Semester with the guidance and acceptance of the mentor teachers, Center Team, and assigned research professors. Research questions will be based on careful observation of student's needs and an instructional issue, students will design and implement. (SLO3. Discipline Specific Knowledge/Obj. 3 & 4) Upon acceptance of proposal students will examine and utilize informal research techniques. This will begin with an exploration of relevant professional literature and will include observations, anecdotal records, possibly assessment results, or others approved by the Center Team and research professors. Student groups will present their findings in a formal presentation (documentation panels, technology, etc.)
  - Professional portfolio. This should be ongoing. Keep it in a ready-to-go state and add to it during the semester. It needs to be high quality, not high quantity. These are recommended to be presented through technology (Prezi, website, or other approved method)

## Grading (Determined by criteria shared below)

1. ELED 447 Assessment Rubric (Includes, but not limited to the below):
  - a. Professional growth as demonstrated by:
    - a. Professional growth portfolio and rubric
    - b. Anecdotal records kept by the mentor teachers, university liaisons and seminar instructors
    - c. Journals
    - d. Lesson Evaluations by mentor teachers and university liaison
    - e. Professionalism (major component)
  - b. Seminar and Field Based Assignment
  - c. Teacher Inquiry Project
  - d. Attendance at school and university seminars (per program)
  - e. Final self-evaluations
  - f. 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.tamuccommerce.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](mailto:helpdesk@tamuc.edu).]*

### COMMUNICATION AND SUPPORT

#### Interaction with Instructor Statement:

The students will be able to communicate with instructor through:  
Email: [Heather.Doyle@tamuc.edu](mailto: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.

Cell Phone: Answered daily

The instructor will communicate to the student through:

Email, phone contact information provided by student, eCollege Virtual Office, and eCollege Announcements

<b>COURSE AND UNIVERSITY PROCEDURES/POLICIES</b>
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**Course Specific Procedures:**

1. Attendance at all scheduled seminars, campus assigned days, and school/university meetings. Residents must be on time to seminar and on their assigned campus. ALL absences must be made up.
2. 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 class and on your assignments. Utilizing technology only for the purposes of this course the student and at the appropriate times.
3. Prepared for all campus assignments, university assignments and university seminars.
4. Written assignments will be typed and corrected for grammar, spelling and punctuation
5. All assignments will be in a format that is easy to read, attractive, and turned into your liaison on time.
6. Copying someone else's assignments is plagiarism. Be careful!
7. Every assignment goes in your portfolio. Make sure everything is done in a professional manner
8. Assignments will be completed on your time not in the field.

**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/> or <http://www.unc.edu/depts/wcweb/handouts/plagiarism.html> or <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 162**  
**Phone (903) 886-5150 or (903) 886-5835**  
**Fax (903) 468-8148**  
[StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

**Nondiscrimination notice:** 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

### *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*).

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.

### **Campus Gun Law** (effective Fall, 2016)

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses: Report violations to the University Police Department at 903-886-5868 or 9-1-1.