



ELED 300.03E – Introduction to Teaching

COURSE SYLLABUS: Spring 2019

INSTRUCTOR INFORMATION

Instructor: Shannon Manley, M.Ed.

University Email Address: shannon.manley@tamuc.edu

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required: Kauchak, Don & Eggen, Paul (2012). Learning & Teaching: Research-Based Methods. 6th Edition. Boston, MA: Pearson. ISBN-13: 978-0132179348

Required On-Line Data Collection Assessment Tool:  **Tk20™**
Tk20 – Must be purchased to successfully complete ELED 300 (more information given in class)

Supporting Resources:

[http://tea.texas.gov/Texas Educators/Preparation and Continuing Education/Approved Educator Standards/](http://tea.texas.gov/Texas_Educators/Preparation_and_Continuing_Education/Approved_Educator_Standards/)

- EC-12 Pedagogy and Professional Responsibility Standards
- Technology Standards
- Content Standards (EC-6 Core Subjects; 4-8 content; All-Level content; Supplemental)
- Texas Teaching Standards Adopted in Chapter 149

<http://www.tamuc.edu/academics/colleges/educationHumanServices/educatorCertificationAcademicServices/documents/fieldbased.pdf> (in Tk20 ?) *Field-Based Teacher Education Program Handbook* [revised July 2018].

<http://ritter.tea.state.tx.us/rules/tac/chapter074/ch074a.html> ELPS—English Language Proficiency Standards
www.tea.state.tx.us Texas Essential Knowledge and Skills (TEKS)

<http://www.texas.ets.org/texas/prepMaterials> E.T.S - TExES Preparation Manuals

Course Description

Knowledge and skills concerning the unique needs of all learners, including but not limited to inclusion and English learners, are emphasized in this course. In addition, structure, organization, and management of the American school system, as well as legal and ethical aspects of teaching will receive attention. *Thirty clock*

The syllabus/schedule are subject to change.

hours of professional field experiences are required. Failure to complete 30 hours of EFE may result in failing the class.

Prerequisites: Sophomore standing, must have passed TSI, and a minimum overall GPA of 2.5. Prerequisite or Co-requisite: [ELED 1301](#).

Goals: *Introduction to Teaching* is the initial course in the professional education sequence and is designed to acquaint prospective teachers with

- significant influences on education, and what 21st century teachers and schools are like;
- become knowledgeable of the executive, interactive, and organizational functions of teaching;
- the curriculum of Texas public schools: The Texas Essential Knowledge and Skills [TEKS]
- beginning level skills in teaching; i.e., planning, delivering, and evaluating instruction, and
- effective strategies for all learners including but not limited to English learners and special needs learners

Student Learning Outcomes

The learner will:

1. successfully complete 30 hours of Early Field-Experience Observations within classrooms to gain an understanding of elementary teachers and the diversified needs of all learners in addition to ELLs and learners with special needs.
2. be an active and engaged participant in small and whole group discussion forums by analyzing, constructing/creating, and evaluating information presented within the textbook, external readings/resources, student research, class activities, and field-experience.
3. demonstrate understanding of the course materials through objective examinations and preparing and peer-microteaching, and group interdisciplinary projects.
4. study the process of creating clear expectations and positive classroom management, the processes of designing curriculum and lesson plans, and standards driven rubrics and assessments.
5. become reflective practitioners, by analyzing and connecting with each of the Modules, Teacher standards, PPR (Pedagogy and Professional Responsibilities) competencies, and early field experience by writing learning reflections and applications.
6. become aware of teacher certification requirements, state certification exams, and minimum grade point average to be eligible for internship and residency.
7. begin the application process for internship.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Students will need to use: The D2L learning management system, Tk20 online system for Certification, using Microsoft Word, PowerPoint, or other presentation software, etc.

Instructional Methods

This course is made up of a series of assignments and assessments to assist you in achieving the learner outcomes. Much of our work will occur within cooperative groups of six or less. Please consider the following points:

- The majority of our class meeting time each Tuesday will be designed for small groups.
- This course [and learning to teach] is not best done as a lecture.

The syllabus/schedule are subject to change.

- Your preparation for class is crucial to meaningful participation and to being accountable to members of the class.
- Small Group Rationale:
 1. Small group work gives everyone more opportunity to talk about what they have studied for the day. It is the best way for members to get to know one another.
 2. Small group work reduces the possibility that one or two persons will dominate the discussion.
 3. Small group work sends the message that daily preparation is expected and essential for fruitful study and discussion. Everyone wins when all are prepared; everyone loses when any individual is not prepared.
 4. Small group work keeps everyone involved and lessens the tendency to think preparation is not necessary because others will do the talking.
 5. Small group work guards against the class becoming teacher dominated. You have the responsibility not to put your teacher in that position.
 6. You will strengthen your own understanding through preparation and participation.

The assignments, points allocated for each, and their contribution to your final grade are specified in the following section.

Student Responsibilities or Tips for Success in the Course

1. Purchase Tk20 – Required for course
2. **Attend classes.** Attendance of all class meetings is required and is essential to your success in this course. Absences from a class will result loss of participation points for that particular class day. Pay careful attention to punctuality. Points will be deducted on final grade for being habitual tardy and/or leaving early.

Remember, your attendance and punctuality is a reflection of your professionalism.

3. Participate in thirty hours (30) of documented EFE Early Field Experience Observations.

Note: The documentation will be either completed in or uploaded into Tk20.

MANDATORY - Participate in school practicum by observing 30 hours in an assigned district in order to a) observe lesson planning, delivery, and evaluation by the classroom teacher; b) identify various classroom management strategies used by the teacher; c) assist the classroom teacher in daily routines; and d) complete assignments to increase preparation for teaching. You should maintain the agreed on time frame for observing instruction in the assigned school, and will be evaluated on your work experiences by the assigned mentor teacher in the school. **Note: It is your responsibility to give the *original* of the completed evaluation form and the field experience log for this course to the instructor. You must also complete the reflection questions online. Failure to do this will result in a failing grade and you will be required to repeat the course. You may give copies to instructors for other courses where field experience documentation is required.**

4. Completion of all assigned readings from the text and any supplemental materials. The completion of all written assignments and projects exhibit your scholarship and professionalism. Some examples of assignments that may be expected of you are: written reflections, textbook content, documents within Modules, self-assessments, thoughtful participation in class/group discussions, group teaches or activities, module quizzes, lesson plan design, and module exams.
5. Take objective exams and PPR-style quizzes via D2L system, as well as other assessments. Read all required assignments as the basis for tests.

The syllabus/schedule are subject to change.

6. Plan and implement a group presentation—Microteach—utilizing various teaching models – assessed by instructor and peer group members.
7. Work on Admission to Teacher Education.

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Assessments

Components	Percentage of Your Grade	Student Learner Outcomes
Exams (3) Quizzes (per Module) online in D2L system	45 %	SLO 2, 3
Preparation and Participation in class - Attendance, Preparedness, Professionalism, Leadership, Enthusiasm = APPLE	10 %	SLO 2
EFE- completed 30 hours & Paperwork Documentation log Evaluation-from mentor teacher Reflection-online form in Tk20 Submit Tk20 Binder by due date	5 % + certification requirement to pass class	SLO 1, 6, 7
Learning Reflections/Applications/Activities <ul style="list-style-type: none"> • Writing sample • Module Reflections • Diversity – All Learners • Classroom Environment/Management • Models of Teaching Jigsaw • Technology Applications • Application to Teacher Ed. (Tk20) • Other daily assignments/activities 	20 %	SLO 2, 4, 5, 6, 7
Micro-teaches <ul style="list-style-type: none"> • Lesson Planning • Group Assessment • Instructor’s Assessment • Website-compilation of resources 	20 %	SLO 3, 4

The syllabus/schedule are subject to change.

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

The syllabus/schedule are subject to change.

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- 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.
 - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)
- Current anti-virus software must be installed and kept up to date.

The syllabus/schedule are subject to change.

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
 - [Adobe Flash Player](https://get.adobe.com/flashplayer/) (version 17 or later) <https://get.adobe.com/flashplayer/>
 - [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
 - [Apple Quick Time](http://www.apple.com/quicktime/download/) <http://www.apple.com/quicktime/download/>
- 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.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection 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, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support

Need Help?

Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the click on the words “[click here](#)” to submit an issue via email.



Live Chat or

The syllabus/schedule are subject to change.

System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

Interaction with Instructor Statement

I am available before and after class, during office hours on Tuesdays and Thursdays, by appointment, and by email. Please contact me with any questions or concerns.

I expect to have assignments and exams available by next class day.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

There is NO extra credit awarded for this class. There are several assessment opportunities.

You are responsible for initiating communication regarding attendance, lateness, late work, and missed exams/quizzes.

Attendance Policy

The work in this course is accomplished in collaborative work groups and with independent assignments. Punctuality, dependability, and the ability to accomplish group goals and individual goals are considered effective ways to demonstrate the professionalism required for success in the field-based teacher education program. **If you miss a class, you will receive a zero for that day's attendance and participation grade. You may be allowed to make up the in-class work for that class period for 80% credit, if the make-up work is feasible. If you miss more than three classes, you may be withdrawn from the course.** Extenuating circumstances will be taken into consideration, if the student initiates a conference with the instructor.

University Related Excused Absences: When absences are related to an **approved** University event, your supervisor will need to contact the instructor with the details of the absence **before** the date. Grading procedures: For an approved/excused absence you will receive full credit for attendance..

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette http://www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html)

The syllabus/schedule are subject to change.

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

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 162

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

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

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

The syllabus/schedule are subject to change.

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 Concealed Carry Statement

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 the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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.

COURSE OUTLINE / CALENDAR

Current semester by specific dates

The syllabus/schedule are subject to change.