SED 489: 001, 002, 003, and 004
Secondary Residency in Teaching

In conjunction with SED 400, SED 401, SED 404, SED 405, SED 489 and ELED 452 (for All-level degrees only)
COURSE SYLLABUS: SPRING 2019

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COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:
Textbooks Required:

Teaching in the Middle and Secondary Schools.10th or 11th Edition. Allyn & Bacon. Carjuzaa, Jioanna & Kellough*, Richard D. (2012).*
Note: this may be the textbook you obtained for SED 300.

Tk20—Assessment Solutions at Work

Tk20 is an online data collection assessment tool that houses information/documents/assessments/etc. for our teacher education students. Most residents have purchased and have used Tk20 in SED 300/330 and are familiar with the system. For those that may not have used Tk20 in the past, they will need to purchase the program and become familiar with the platform. For more information you may contact Jill Woodruff in the Education Certification Office at 903.886.5886 and/or at jill.woodruff@tamuc.edu

Additional materials to be provided by student:
You should have these from your SED 300 class:

- ✓ English Language Proficiency Standards. http://ritter.tea.state.tx.us/rules/tac/chapter074/ch074a.html#74.4
- ✓ Texas Essential Knowledge and Skills (TEKS) for one of your teaching fields in one course or grade level http://www.tea.state.tx.us/index2.aspx?id=6148
- ✓ Texas Examinations of Educator Standards (TExES) Preparation Manual http://texes.ets.org/texes/prepMaterials/
- ✓ Pedagogy and Professional Responsibilities

Course Description: SED 405 – Resident teachers perform all aspects of student teaching in a public school setting. Working closely with a public school mentor teacher and under the supervision of a university liaison/field supervisor, the resident teachers learn the process and concepts of teaching in the real world setting.

Student Learning Outcomes:

Domain I. Designing Instruction and Assessment to Promote Student Learning

Competency 001

The teacher understands human developmental processes and applies this knowledge to plan instruction and ongoing assessment that motivate students and are responsive to their developmental characteristics and needs.

Competency 002

The teacher understands student diversity and knows how to plan learning experiences and design assessments that are responsive to differences among students and that promote all students' learning.

Competency 003

The teacher understands procedures for designing effective and coherent instruction and assessment based on appropriate learning goals and objectives.

Competency 004

The teacher understands learning processes and factors that impact student learning and demonstrates this knowledge by planning effective, engaging instruction and appropriate assessments.

Domain II. Creating a Positive, Productive Classroom Environment

Competency 005

The teacher knows how to establish a classroom climate that fosters learning, equity, and excellence and uses this knowledge to create a physical and emotional environment that is safe and productive.

Competency 006

The teacher understands strategies for creating an organized and productive learning environment and for managing student behavior.

Domain III. Implementing Effective, Responsive Instruction and Assessment

Competency 007

The teacher understands and applies principles and strategies for communicating effectively in varied teaching and learning contexts.

Competency 008

The teacher provides appropriate instruction that actively engages students in the learning process.

Competency 009

The teacher incorporates the effective use of technology to plan, organize, deliver, and evaluate instruction for all students.

Competency 010

The teacher monitors student performance and achievement; provides students with timely, high-quality feedback; and responds flexibly to promote learning for all students.

Domain IV. Fulfilling Professional Roles and Responsibilities

Competency 011

The teacher understands the importance of family involvement in children's education and knows how to interact and communicate effectively with families.

Competency 012

The teacher enhances professional knowledge and skills by effectively interacting with other members of the educational community and participating in various types of professional activities.

Competency 013

The teacher understands and adheres to legal and ethical requirements for educators and is knowledgeable of the structure of education in Texas.

COURSE REQUIREMENTS

REQUIRED COURSE MATERIALS: Journals, Weekly Lesson Plan Objectives/Activities, Formal Lesson Plan Format (Resident Handbook), ILT Evaluations, Classroom Management, Lesson Planning, Teaching, Dependable, Ethical and Professional Behavior, Punctuality and Enthusiasm.

SELECTED COURSE REQUIREMENTS:

SED 405 – Field Assignment

1. All-Level/Rotation-- Mentor Training and on-line Acknowledgement in Tk20: To verify the Mentor teacher completing the Mentor Training and receiving the Mentor Handbook they will complete the acknowledgement section in Tk20.
2. Formal Daily & Weekly Plans.
3. Observation, Instructional Leadership Team (ILT) Final Evaluation and an **optional** Observation and Instructional Leadership Team (ILT) Evaluation.

GRADING

A semester letter grade is earned based on the total points earned throughout the semester for the components of the class. The total points are then applied to a percentage system:

A = 90 – 100 % B = 80 - 89 % C = 70 - 79 % D = 60-69 % F =59 % or below

The Mentor Teacher and Liaison's grades will be combined and average to determine grade.

Mentor Teacher Grade = 2/3 Liaison Grade = 1/3

Seminar

In order to receive full credit for seminar assignments during residency, the resident must submit on or before the due dates. Due dates will be provided during the first seminar. If an assignment is late, you will receive a zero for that assignment.

Seminar Grading Criteria for seminars: SED 400 & 401:

Participation	40
Punctuality	40
Respectful Attitude	40
Professional Dress	40
Readiness/Prepared	40
Total Seminar Points	200

Residency Requirements

Weekly Lesson Plans
Weekly lesson plans are due throughout the entire semester of residency. The weekly plans are due prior to the week you are teaching on Sunday by midnight. To receive full credit the weekly lesson plans must be submitted to the field-supervisor by email.

If the lesson plans are not submitted on time, they will receive a reduction in the grade as follows:

One day late: 20 percent reduction
Two or more days late: results in a zero.

Observation Documentation and Tk20
Daily lesson plans for observations must be submitted to your field supervisor (via e-mail) twenty-four hours prior to the observation. Failure to submit the lesson plan prior to the observation will be reflected in Domain IV: Professionalism on your observation and ILT forms, which could lower your overall grade for student teaching.

All documents related to an observation or ILT must be uploaded to TK20 within a week of the observation. There will be a specific mid-term and final TK20 documentation grade and due dates.

ATTENDANCE POLICIES AND PROCEDURES

ATTENDANCE POLICY FOR THE FIELD BASED EXPERIENCE: Both the seminar class meetings (SED 400 / 401) and the intern-residency days in the field (SED 404 / 405) are considered to be class days.

SEMINAR ATTENDANCE - Because of the length of the **Seminar** sessions, **only one (1) excused** absence is allowed for the eight seminar sessions for SED 400 / 401. **Notify Susan Bishop of your absence immediately by email or text, prior to missing seminar**. Missing more than one seminar and/or continual tardiness can result in a **lowering of your grade, being placed on a growth plan or removal from the program. You have reached a level of professionalism that no longer tolerates a pattern of absences or tardiness. Please maintain your professional status. You are being observed daily and recommendations for employment will follow.**

MISSED SEMINAR PROCEDURE FOR MAKE-UP WORK*

Your presence in the eight seminar sessions is mandatory. If an absence is unavoidable, you will have the opportunity to recoup 80% of points not earned. For one seminar meeting, you can earn 160 of the 200 Attendance/Professional possible points.

Please make every effort to be present for all seminar sessions. You will earn credit for two, 3-credit courses through the seminar meetings. So missing ONE seminar is equivalent to missing over three weeks of a normal college class. In addition, an integral part of the seminar learning experience revolves around the interactions with your colleagues and instructors. This crucial component cannot be recreated.

Things you need to know:

- This opportunity to earn points may be used for one and only one seminar session during the semester.
- The make-up assignments must be completed and submitted on the specified due date
- To be eligible to earn make up points, you must have notified Susan Bishop prior to the seminar session via email or text, to document the necessity of your absence.
    - For schedule conflicts, this notification must occur 48 hours prior to the beginning of seminar
- To earn make-up points, you must complete ALL assignments (e.g. you will not receive partial credit for completing half of the assignments)

To earn the one time make-up points for a missed seminar session:

1. You will create a thoughtful, review/write-up for each reading assignment that includes:
    a. 50 to 100 word summary of the important points of article/chapter
    b. 50 word reflection on how that reading applies to you and how it will impact your teaching practice
2. Contact Dr. Melanie Fields (susan.bishop@tamuc.edu) for additional assignments and requirements for the specific seminar session.
3. Submit all make-up assignments to Dr. Melanie Fields

*Please note that all residents who miss a seminar session or a portion of seminar, regardless of the reason, will have that absence reflected in the Attendance/Professionalism grade. Specifically, a student who misses an entire seminar session for any reason will have a zero posted in the gradebook for the Attendance/Professionalism grade.

RESIDENCY ATTENDANCE – Residents must be on campus all-day—everyday during their residency**. Only three (3) *excused* absences** are allowed during the entire semester during your field-based student teaching (SED 404/405). Any missed day/s in excess of the three (3) absences will need to be made up during the week prior to Commencement in order to receive a passing grade. Tardiness is not acceptable in the field. You MUST arrive in your classroom on time. Again, your lack of attendance and/or punctuality will result in a poor evaluation, being placed on a growth plan, or removal from the program. An excused absence is one for which the Resident has the approval of his or her mentor teacher(s), and the university liaison/field supervisor and follows the attendance policy stated in the college catalog and Resident Handbook. **Approval for absences must be obtained prior to the start of the school day to be missed. If you are ill and will be absent from the field, you must notify your university liaison/field supervisor, and mentor teacher(s) prior to the start of the school day.**

If the Resident has more than **three absences**, an ILT meeting will be held to determine the Resident's status. **Residents will be immediately removed from the program for any unexcused absences.**

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

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, D2Lsupports 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

- Current anti-virus software must be installed and kept up to date.

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/
  - Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
  - Adobe Shockwave Player https://get.adobe.com/shockwave/
  - Apple Quick Time 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

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

Use my contact information: office phone and email address to reach me outside of class. Expect a reply within 48 hours.

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

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 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.

SED 400/401/404/405, SPED 472 & ELED 452 (all-level degrees only) CALENDAR

Spring 2019

January 3-Thursday	Seminar One
January 4-Friday	Seminar Two
January 7 - Monday	First Day of Student Teaching (unless otherwise noted by District, Mentor or Liaison)
January 28 - Monday	Seminar Three
January 29 – February 14	Resident **Initial** Observation (window)
February 15- Friday	Seminar Four
Feb 18 – Feb 28	Resident **Midterm** Observation and ILT (window)
March 1 – Friday	Seminar Five
March 4 -Monday	All-Level Rotation (or date determined by Field Supervisor/University Liaison)
March 18 - 22	Spring Break for Texas A&M University - Commerce
March 28—Thursday	Teacher Career Fair—Student Center—9:00 to 12:00 & Seminar Six 12:00 to 3:00
April 3-13	Resident **Final** Observation (window)
April 15-Monday	Seminar Seven
April 16-30	Resident **Final** ILT (window)
April 16-30	Resident **Optional** Observation and ILT (window)
May 2-Thursday	Final Day of Residency
May 3-Friday	Seminar Eight
May 6-10	Make-up Week (if needed)
May 11-Saturday	Graduation

INTERNSHIP/RESIDENCY IMPORTANT DATES

Seminar classes will meet 9:00 AM to 3:00 PM (arrive at 8:45 or earlier)

Seminar Classes meet in Education South 104—unless otherwise noted.

Seminars will include a Working Lunch. (Bring a lunch to eat during seminar.)

***** Required to attend at least two Professional Development Opportunities during the semester**