ELE 442 Syllabus

Student Teaching Seminar

Sections--.501, .502, .503, .504

Spring 2016

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Online Hours:
--Check instructor availability in D2L for using IM/Pager tool
--Online daily –If you see a green dot then you will know I am online and available
Office Hours online:
Mondays 10-12
Thursdays 9:30-11:30
Also available by appointment

E-mail: Use D2L email chauvinwynte
(only if D2L is down use wchauvin@sfasu.edu)

Skype.com dr.wynter

COURSE PREREQUISITES:

For this section, you must be in good standing in the Teacher Education Program, Department of Elementary Education and student teaching.

I. COURSE DESCRIPTION:

Synthesis/capstone seminar for student teachers with a focus on the assisted performance of student teachers in a professional learning community. Co-requisite: student teaching (on-line fee required).

II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):
This undergraduate class is a capstone course that has four objectives.

(1) To allow opportunities for the students to synthesize what they have learned in the preparation program and explain their perspectives to professional scenarios that require thought, knowledge of legal issues, ethical issues and pedagogical background.

(2) To provide network and support opportunities to compare and contrast their student teaching experience with others in similar student teaching settings.

(3) To provide continued learning opportunities for students who have not completed their state certification exams.

(4) To collect data for research, SACS and NCATE accreditation processes.

**Program Learning Outcomes:**

1. **ECH-6**

PLO 5 Candidates know, implement, evaluate, and reflect upon research-based teaching, professional ethics, and professional learning resources to establish and maintain positive, collaborative relationships with families, colleagues, professional organizations, and community agencies to promote the intellectual, social, emotional, physical growth, and well—being of all children.

2. **MLG 4-8**

PLO 5 Candidates know, implement, evaluate, and reflect upon research-based teaching, professional ethics, and professional learning resources to establish and maintain positive, collaborative relationships with families, colleagues, professional organizations, and community agencies to promote the intellectual, social, emotional, physical growth, and well—being of all children.

**General Education Core Curriculum Objectives/Outcomes:** This is not a core curriculum course.

**Student Learning Outcomes:**

ECH-6
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ECH-6

- SLO 5.1 Candidates will synthesize prior knowledge to respond to legal/ethical implications (NETS-S ST IV).
  - SLO 5.1.1 Assessment – Discussion
  - SLO 5.1.2 Assessment – NET CETERA (www.onguardonline.gov) Quiz

- SLO 5.2 Candidates will analyze processes for locating, applying, and interviewing for a teaching job.
  - SLO 5.2.1 Assessment – Dropbox Resume Assignment

- SLO 5.3 Candidates will demonstrate basic contract knowledge.
  - SLO 5.3.1 Assessment – Quiz

- SLO 5.4 Candidates will evaluate their teacher preparation program and person growth.
  - SLO 5.4.1 Assessment – Benchmark III Program Completer Survey
  - SLO 5.4.2 Assessment – Benchmark III Final Dispositions Candidate

MLG

**Student Learning Outcomes:**

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• SLO 5.4 Candidates will evaluate their teacher preparation program and person growth.
  o SLO 5.4.1 Assessment – Benchmark III Program Completer Survey
  o SLO 5.4.2 Assessment – Benchmark III Final Dispositions Candidate

III. Course Assignments, Activities, Instructional Strategies, use of Technology:

Text:

Live Text account, ISBN# 978-0-979-6635-4-3. This is issued through the College of Education or you may have an account. If you have LiveText, you will use that account and do not need to buy it or have it re-issued again.

Equipment and software:

1. Must meet SFASU OIT online computer requirements.
2. Have a backup plan for access to a computer that meets SFASU OIT computer requirements in the event your regular computer is unavailable. Not having access to a computer is not a valid excuse for not completing assignments.

Minimum Software Requirements for This Course: (Many of these are free.)

OIT also has a listing at their website and many of these can be downloaded directly from them as well

http://oit.sfasu.edu or http://sfaonline.sfasu.edu or within the D2L framework

• Microsoft Word (Notify instructor if considering using something other than Microsoft Office software) (Open office: is a better option than another software besides Microsoft Word.) Word Processor www.openoffice.org
• The ability to view streaming video from TED.org, YouTube or D2L.

Course Requirements:

1. Participate in online discussions both required and supportive
2. Complete quizzes.
3. Complete and Submit the Following Required Documents:
   1. Information Sheet
   2. Resume
   3. Online Portfolio
   4. Evaluation of Course Professor

Near the conclusion of each semester, students in the College of Education electronically evaluate courses taken within the COE. Evaluation data is used for a variety of important purposes including: 1. Course and program improvement, planning,
and accreditation; 2. Instruction evaluation purposes; and 3. Making decisions on faculty tenure, promotion, pay, and retention. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the COE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

Participate in Discussions

- Some readings will be required in this course.
- You will be expected to read synthesize, and discuss the materials provided. Postings should show thought and should demonstrate more than a superficial response.
- Postings should reflect that you have read the postings of the other students.
- This is meant to be a discussion situation not simply a "read and respond" board once. (At a minimum, you are required to make one significant posting & then respond to at least one other student's posting.)
- Some discussions will require you to interact with professionals at the school where you are student teaching or interning.
- Some discussions will be non-graded but are still essential to the building of the class community and to establish peer to peer relationship.
- Participation in non-graded discussions is expected and will be reflected in your student participation grade.

Final Exam-There will not be a final exam in this course.

IV. Evaluation and Assessments (Grading):

Grading Policy:

Grades

All grades are equal. All worth 100 points each.
A = 100% - 90% of possible points
B = 89% - 80% of possible points
C = 79% - 75% of possible points
D = 74% - 70% of possible points (a D is not considered a passing grade at SFA)
F = 69 and below of possible points

Grading Expectations

Discussions will be graded on reflection and content. In all cases correct spelling and use of Standard English will be expected.

Student Participation - You will be expected to participate in all assignments & discussions.

All CAYPE/SACS/ENLACE Assignments must be completed. The CAYPE/SACS documents will be turned in Livetext. Failure to complete any of the CAYPE/SACS assignments will result in a WH or F in the course. These assignments will be clearly identified as CAYPE/SACS.

Physical presence (showing up in the tracking or logging online minutes) does not always denote participation; therefore, you need to contribute to the discussions. Student participation points usually are dependent upon a semester long commitment and demonstration of participation, including (but not exclusively) time log-in on tracking system

Minimum participation/effort receives minimum grades.

Attendance Policy:

This is an online course with no required face to face meetings. For the most part the course is asynchronous but does require frequent logins to stay current on the class situation and discussions.

This course is based on the philosophy that a community of learners strengthens the learning environment. A Community of Learners can only be created if you are active in the community. The hands-on nature of the course requires you to log-on regularly and participate. Physical presence (showing up in the tracking or logging online minutes) does not always denote participation; therefore, you need to contribute to the discussions and community interactions. If you ever cannot access D2L through the MySFA site then use the direct URL of http://D2L.sfasu.edu. In the event that you feel you are being denied access to the course through a D2L issue or your internet connection seek assistance from Ms. Andra Floyd afloyd@sfasu.edu or the student help desk at 936.468.1919.

Time Expenditure Expected
This is a 1-credit-hour course. You should expect to work 1 to 3 hours per week for this credit hour. To be successful in this course (and all university level courses) you should expect to spend about 1-3 hours a week on readings, assignments, discussions, and other activities. This course being one hour will not be that demanding but will require outside effort on your part. Your tracking time, assignments, class participation and discussions should reflect this time commitment.

**Students with Disabilities**

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/). Location: Human Services Building, room 325. Phone: (936) 468-3004.

**Academic Integrity (A-9.1)**

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university polity on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit.

Please read the complete policy at [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)

**Withheld Grades Semester Grades Policy (A-54)**
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Acceptable Student Behavior

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

ASSIGNMENT POLICY:

All students are expected to complete assignments on the due date and by the time shown on the course timeline/drop box. Points will be subtracted for assignments turned in late unless the instructor indicates otherwise (sometimes due to technical difficulties). In order to receive an –AI in the course, ALL assignments must be completed. **Failure to complete any (Non SACS/NACTE) assignment will result in an automatic reduction of the course grade earned by one letter grade**, regardless of the total number of points earned. Written work in which the use of the English language is not at an acceptable level for a university student will be returned for corrections and the student may be referred to the AARC. If an AARC reference is given then proof of an AARC session will be required before assignment may be resubmitted. When using an AARC tutor for writing specify aid in FORMAL writing not CREATIVE writing. Discussions will be held to the same standards.

PLAGIARISM/CHEATING (see academic integrity above)

Plagiarism is unprofessional and will be considered cheating, resulting in a zero on the assignment. All assignments must be written in your own words. Quotes and pictures from web sites or other sources must be properly cited. Any form of copying from any
source, including another student, will be considered cheating and will result in receiving a zero for the assignment and possibly an F in the course and/or dismissal from the program. Turnitin © is an integrated part of D2L and from time to time will be used to verify student academic integrity.

**MAKE-UP WORK POLICY:**
The decision whether to accept make-up work is at the discretion of the instructor and is handled on a case-by-case basis. In general, make-up work will be accepted one week from the original due date. **No make-up work will be accepted Dead Week or Finals Week.**

**“REDO WORK” POLICY:**
Some assignments may be subject to editing and resubmission at the discretion of the instructor. In the event this is permitted, the resubmitted work is due no later than one week after it is received from the instructor. Edited work resubmitted without the original work attached will not be graded.

**V. Tentative Course Outline/Calendar:**

**Course Calendar:**

Each assignment relating to the requirements above will be given a two week minimum time frame for completion. Assignments/Discussions will be due two weeks after release. Since many assignments are discussions frequent visits to the course are required.. Assignments and deadlines will be adjusted as needed due to technical issues related to “glitches” in D2L or student understanding. A **dynamic online timeline** will be kept in D2L and adjusted as needed. Rarely will two due dates coincide unless one assignment has been extended well beyond original due date. Watch the class timeline and/or assignment drop box for adjustments in due dates. If large adjustments are made then students will be notified via D2L email or on the class bulletin board.

Student-to-student / student-to-instructor communication is essential. So checking into the course every few days is essential-do not depend entirely on due dates -- you need to “look at the course.”

**VI. Readings (Required and recommended—including texts, websites, articles, etc.):**

**Text:**

No text—all reading will be on the discussion board.

**Discussion Board Readings:**
Do not let the word “reading” limit your approach to the discussion board to simply text. Often a classroom/teaching related issue will be presented through a TED, YouTube, TeacherTube video or related Web 2.0 tool in addition (or in lieu of) text materials. Your viewing/interaction with these materials will be required in addition to your reading the input of your classmates. Your responses should show thought, professionalism and synthesis as they will be part of the “reading materials” for your classmates.

VII. Course Evaluations:

Near the conclusion of each semester, students in the College of Education electronically evaluate courses taken within the College Of Education (COE). Evaluation data is used for a variety of important purposes including: 1. Course and program improvement, planning, and accreditation; 2. Instruction evaluation purposes; and 3. Making decisions on faculty tenure, promotion, pay, and retention. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the COE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

Completion of the Course Evaluation will count as a quiz grade-100 if you complete it, 0 if you do not.

In the College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

The course evaluation is available through your MySFA account under the courses tab and is available for the two weeks preceding Final Exam week. The course evaluation closes during Finals and the deadline is not something that the course professor controls or can change.
IX. Other Relevant Course Information:

**NONDISCRIMINATION:**
No person shall, on the basis of race, color, religion sex, age, national origin, handicap, or veteran status, be subjected to discrimination or be excluded from participation in or be denied the benefits of employment or any educational program or activity operated by Stephen F. Austin State University. (Reference: SFASU General Bulletin 2001 - 2003)

**NOTE: ADMISSION TO ELEMENTARY EDUCATION:**
Admission to Elementary Education requires that students pass all parts of the Elementary Admissions Test initially given in RDG 318. Students who fail this test may not take ELE, RDG, or ECH courses in subsequent semesters (until they pass the test).

**NOTE: ADMISSION TO TEACHER EDUCATION:**
Admission to Teacher Education requires 2.5 GPA. Students must maintain the 2.5 GPA during the remainder of their course work. If their GPA falls below 2.5 during the intern courses or student teaching, students will be dropped from professional education courses.

**NOTE: REQUIREMENT FOR ADVANCEMENT IN TEACHER EDUCATION:**
In order to take the next course(s) in the professional teacher education sequence, departmental policy requires that students maintain a G.P.A. of 2.5 or better (the same as required for admission to Teacher Education). Students failing to maintain at least a 2.5 G.P.A. will be dropped from professional education courses.

**HONESTY POLICY AND SYLLABUS STATEMENT FOR WEB CLASSES**
[http://www.sfasu.edu/upp/pap/academic_affairs/academic_integrity.html](http://www.sfasu.edu/upp/pap/academic_affairs/academic_integrity.html)

**Step 1:** Read this course syllabus.

**Step 2:** Read the following Academic Honesty Policy for this class.

**Academic Honesty Policy:**
Taking an online or web-enhanced class is a responsibility for you. You will not have the instructor directly observing you. Learning is serious. If you use someone else’s work, you are not learning. As this is an online course, you will be expected to do your own assignments and take quizzes/exams on your own. By returning this statement to the professor, you are acknowledging your intent to proceed through the online class without unauthorized help from colleagues or classmates. Anyone who does not adhere to this guideline will be dealt with according to Stephen F. Austin University policy of Academic Integrity.
**Step 3:** Post to the Honesty student discussion board the following statement: (This discussion will only be available the first 2 weeks of the semester).

I will uphold and abide by the Honesty Policy stated in the ELE 304 Syllabi. I have read the Syllabus for ELE 304 and understand the course requirements. I agree to be an active participant in this course abiding by the policies. Type your name as a signature.

*last updated 1/15/2016 by wchauvin*