## Section I. Course Description:
An opportunity to apply theory to practice. Hands-on interaction in mathematics and science instruction. Particular emphasis is placed on pedagogy, philosophy, and professional development.

### Prerequisites:
Admitted to Educator Certification; enrolled in Field Experience II
Prerequisite to Student Teaching- a grade of (C) or better in ELE 301, ELE 303, ELE 450, and RDG 415

### Section II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):

**Vision, Mission, and Values of the College of Education**
The College of Education at Stephen F. Austin State University (SFA) will be the college of choice for students striving to achieve professional excellence through exemplary programs that are recognized at state, national, and international levels.

**Mission Statement**
The mission of the College of Education is to prepare competent, successful, caring, and enthusiastic professionals dedicated to responsible service, leadership, and continued professional and intellectual development.

**Values**
In the College of Education at SFA, we value and are committed to Service that enriches the community, Openness to new ideas, to culturally diverse people, and to innovation and change; Collaboration and shared decision-making, Integrity, responsibility, diligence, and ethical behavior; Academic excellence through critical, reflective, and creative thinking; Life-long learning.

ELE 450 supports the College of Education’s Vision, Mission, and Core Values in that it addresses openness (to new ideas in lab class and field-based classrooms), collaboration (with other teacher candidates, with mentor teachers, and with the instructor), integrity (through demonstration of ethical and professional behavior in field-based experiences, with K-5 students, with mentor teachers and campus administration, and in lab class), academic excellence (through course content, planning and delivery of lessons, and reflection), and life-long learning (through course discussions and field-based application). Though this course does not directly address service, other courses completed during the Field Experience II semester do.

The field experience aspect of this course provides a hands-on/minds-on learning opportunity for teacher candidates at SFASU. The Field Experience II field experience supports the mission of the College of Education by providing teacher candidates an opportunity to work with P-12 public school students as the SFASU Department of Elementary Education prepares teacher candidates to become competent, successful, caring, and enthusiastic professionals. One of the goals of the College of Education is to provide a variety of teaching venues incorporating the latest technologies to a range of diverse student interests, backgrounds, and aspirations and through this field experience, as well as the other field placements in the program and teacher candidates’ work in a variety of teaching venues. Through field placements, teacher candidates also have opportunities to collaborate with external partners to

### Assignments:
- **Office hours:**
  - **Office location:** 201Q
  - **Tuesday:** 10:30–11:30 ~ Charter; 3:15 – 4:15 ~ 219
  - **Wednesday:** 12:00 – 2:00 ~ Online
  - **Thursday:** 10:30 -11:30 ~ Charter/201Q

- **Class Schedule Tuesday and Thursday 12:30 – 3:15**

- **Credits:** 3
- **Field-based experience:**
  - Mon.-Thur. 8:30-11:30
  - Lab:
    - Mon. 3-3:50

- **Technical Difficulties/OIT:** 936-468-1919
- **Email:**
  - Use email through D2L
  - If D2L is down:
    - thomasv@sfasu.edu

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**Professor: Vicki Thomas, Ph. D.**

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<tr>
<th>Professors Phone: 254-640-2025</th>
<th>Email: use email through D2L</th>
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<tbody>
<tr>
<td>ELE Department: 936-468-2904</td>
<td>Email if D2L is down:</td>
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<tr>
<td>Technical Difficulties/OIT: 936-468-1919</td>
<td><a href="mailto:thomasv@sfasu.edu">thomasv@sfasu.edu</a></td>
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enhance students' knowledge, skills, and dispositions and to influence the ongoing exchange of ideas. The ACEI standards require that teacher candidates have opportunities to work with students and parents, and in this field placement candidates learn to communicate effectively with parents and have the opportunity to work with students on a regular basis. Through this course, teacher candidates learn to assess, plan, and implement instruction at appropriate levels. They also learn to use on-going assessment to reflect on student learning and teaching strategies to plan for future instruction. This course is one of three field placements for teacher candidates; through these field placements, the teacher candidates at SFASU become reflective professionals who have experience planning appropriate instruction for diverse student learners.

Please follow this link to visit the SFASU College of Education Conceptual Framework: [http://www.sfasu.edu/education/about/accreditations/ncate/conceptual/](http://www.sfasu.edu/education/about/accreditations/ncate/conceptual/)

**PLOs and SLOs**

**PLO 2** Candidates know, understand, and demonstrate a high level of competence in their content in the areas of English language arts, mathematics, science, and social studies (ACEI 2; InTASC 1).

- SLO 2.1 Candidates will demonstrate their knowledge of course content including math, science, and other areas as placement warrants.
  - SLO 2.1.1 Assessment – Two Science Lesson Plan Assignments (implementing unpacking TEKS, lesson and language objective taught in ECH 331 and RDG 320)
  - SLO 2.1.2 Assessment – Two Math Lesson Plans utilizing a SmartBoard (implementing unpacking TEKS, lesson and language objective taught in ECH 331 and RDG 320) (ISTE ST II)
  - SLO 2.1.3 Assessment – Field Experience II Science or Math Instructor Formative Evaluation (aligned with PDAS)
  - SLO 2.1.4 Assessment – Mentor Science or Math Checklist
  - SLO 2.1.5 Assessment – Field Experience II Instructor Walk-Through (Check of Field Experience II students at least once every two weeks)
  - SLO 2.1.6 Assessment - Benchmark II: Field Experience/Clinical Practice – Candidate Dispositions by Faculty

**PLO 3** Candidates use their knowledge of students, learning, curriculum, environment, diversity, communication, and community to plan and implement collaborative engaging, thought provoking, inquiry-based instruction to meet the needs of all learners (ACEI 3; InTASC 2, 3, 5, 7, 8).

- SLO 3.1 Candidates will demonstrate their ability to engage, transition, communicate, give directions, question, pace, and motivate children
  - SLO 3.1.1 Assessment – Field Experience II Science or Math Instructor Formative Evaluation (aligned with Texas Teacher Appraisal System) (same assessment as SLO 2.1.3)
- SLO 3.3 Candidates will utilize technology as part of instruction.
  - SLO 3.3.1 Assessment – Field Experience II Science or Math Instructor Formative Evaluation (aligned with PDAS) (same assessment as SLO 2.1.3)
  - SLO 3.3.2 Assessment – Self-Assessment Texas STAR Inventory (ISTE ST V)
- SLO 3.5 Candidates will demonstrate the ability to plan and implement effective instruction in science and math.
  - SLO 3.5.1 Assessment – Instructional Artifact Sample

**PLO 4** Candidates know, understand, and use formal and informal assessment strategies to plan, evaluate, and strengthen instruction to promote continuous intellectual, social, emotional, and physical development of all children (ACEI 4; InTASC 6).

- SLO 4.1 Candidates will assess and show impact of science and math lessons.
  - SLO 4.1.1 Assessment – Science and Math Assessments for Lessons (In the lessons mentioned in SLO 2.1.1 & 2.1.2)
  - SLO 4.1.2 Assessment – Summative Math & Impact Reflection (includes data analysis using technology, impact on student performance, and self-reflection)

**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 (ACEI 5; InTASC 9, 10).

- SLO 5.1 Candidates will demonstrate professionalism as an educator.
  - SLO 5.1.1 Assessment - Field Experience II Science or Math Instructor Formative Evaluation (aligned with PDAS) (same assessment as SLO 2.1.3)
- SLO 5.2 Candidates will demonstrate ability to self-evaluate for the purpose of self-improvement.
SLO 5.2.1 Assessment – Summative Math & Impact Reflection (includes data analysis using technology, impact on student performance, and self-reflection)

- SLO 5.3 Candidates will demonstrate proficiency in written communications to parents.
  - SLO 5.3.1 Assessment – Parent Brochure (Part of Responsive Classroom Assignment)

**Section III. Course Assignments, Activities, Instructional Strategies, and Use of Technology:** See separate document detailing class assignments and due dates. (See Tentative Timeline)

Assignments, assessments, and discussion links are presented in D2L. It is your responsibility to complete work ONLY AFTER you have read the assigned information in the text and modules. Going straight to the assignments IS NOT considered responsible and may show in your work. Remember that modules must be completed prior to lab class.

**You must have a browser that supports D2L at SFA. All necessary software information is available from SFAOnline.** This course is completely web-based on D2L. This course may be accessed through MySFA or directly at https://d2l.sfasu.edu/

**Success with Accessing Assignments**
Know that if you intend to use a "dial-up" connection to access the Internet and this course that you may experience long wait times for files to download and you MAY NOT be able to view all pages in the course. Not being able to view all information is NOT a valid reason to miss requirements. Please make arrangements ahead of time to ensure that you are able to access all components of this online course and are able to log in to the course daily.

Begin your assignments early in case you have technology problems. Then you have time to receive the technology help you need and still complete course requirements on time. If you encounter issues with D2L, please contact the Office of Instructional Technology (OIT) at 936-468-1919.

**ASSIGNMENTS**
Assignments will be given to enhance the teacher candidate’s understanding of content, pedagogy, and professional standards. Assignments will be submitted via D2L, unless otherwise specified by your instructor. Plan ahead so that you will not miss a due date in the event of personal issues or technical difficulties. If you experience extenuating circumstances, contact the instructor via D2L email prior to missing the due date. In the event of a truly extenuating circumstance (e.g., you are in the hospital for several days) that prevents you from contacting the instructor ahead of time, you must contact the instructor via D2L email within 24 hours of missing an assignment to make arrangements for making it up. Please be aware that you may be asked to provide documentation of the extenuating circumstance and that the instructor reserves the right to not grant an opportunity to submit a missed assignment, in which case a grade of zero will be earned. All assignments must be typed and submitted as a Microsoft Word (or Rich Text Format) document online through D2L. You are responsible for checking your attachment to ensure it is in the correct format. Assignments submitted in an incorrect file type may earn a grade of zero. In order to enhance learning in this course, assignments may be altered, or additional assignments may be added as the need arises. Teacher candidates will upload lesson plans to LiveText at the end of the semester. **Failure to upload the required documents into LiveText will result in zero credit being received for those assignments.**

- **Self-Assessment Module - This module will be completed via D2L.** In this module, you will:
  - Complete a self-assessment of strengths/areas of need as a teacher
  - Review Field Experience II expectations

- **McKinney Vento & FERPA Module - This module will be completed via D2L.** In this module, you will:
  - Review module information and complete a quiz

- **Science Lesson Plan I and II– You will create lesson plans (including TEKS, lesson objectives, and language objectives).** Your lesson plans must include an assessment piece. This lesson will be whole-group and should last approximately 30 minutes. You are expected to incorporate technology into the lessons you will teach. When submitting the lesson plans, include all additional materials (e.g., PowerPoint, data sheet, assessment, etc.). You will submit your lesson plan materials both to your instructor via D2L and to your mentor teacher.

- **Full Math Lesson Plan - You will create a lesson plan (including TEKS, lesson objectives, and language objectives).** Your lesson plan must include an assessment piece. This lesson may be whole-group for approximately 60 minutes or small group; meet with your mentor teacher to determine grouping. You are
expected to incorporate technology into the lessons you will teach. When submitting the lesson plan, include all additional materials (e.g., PowerPoint, data sheet, assessment, etc.). You will submit your lesson plan materials both to your instructor via D2L and to your mentor teacher.

- **Mental Math Lesson Plan** - You will create a lesson plan (including TEKS, lesson objectives, and language objectives). This lesson will be whole-group and should last approximately 10-15 minutes. You are expected to incorporate technology into the lessons you will teach. You will submit your lesson plan materials both to your instructor via D2L and to your mentor teacher. After teaching this lesson, you will submit a written reflection that will be included as part of your assignment grade. The purpose of the reflection is to promote reflective teaching.

- **Journal Responses** - You will complete 3 journal responses as part of this course. Your instructor will provide prompts for each journal response assignment.

- **Responsive Classroom Presentation** - You will research an article from the responsive classrooms website of interest to you and relative to your placement. You will develop a 15-20 minute presentation based on the article to present during lab and a brochure to share this information with parents.

- **Instructional Artifact Sample** - You will create a presentation showcasing your instructional artifacts and teaching experiences. You will attend an artifact presentation session to present your own information and to learn from other teacher candidates.

- **Summative Math & Impact Reflection** - You will complete a summative written reflection assignment in which you detail the mathematics you observed in Field Experience II. You will also incorporate a reflection from your full Math lesson in which you analyze the assessment from your lesson.

**FIELD-BASED TEACHING**

In the field location, you are expected to take on the role of teacher. This means that you are expected not only to teach the lessons that are part of this course but are also expected to constantly observe students, learn from your mentor teacher and students, take initiative in the classroom, and work with students in whole groups, small groups, and one-on-one. You are expected to maintain a positive attitude in the classroom and to be receptive of requests from your mentor teacher, as well as feedback from your mentor teacher and instructor. Please refer to the handbook for additional information. You will be evaluated based on the following teaching experiences:

- Science Lesson Observed
- Full Math Lesson Observed
- Mental Math (P/F)
- Conferring (P/F)
- Seminar (P/F)
- Walkthroughs conducted by your instructor

**Field Experience II Assignments**

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<tr>
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<td>McKinney.Ferpa Quiz</td>
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<tr>
<td>Mental Math</td>
<td>P/F</td>
</tr>
<tr>
<td>Science Lesson Plans</td>
<td>10</td>
</tr>
<tr>
<td>Science Lesson OBSERVED</td>
<td>30</td>
</tr>
<tr>
<td>Conferring</td>
<td>P/F</td>
</tr>
<tr>
<td>Seminar</td>
<td>P/F</td>
</tr>
<tr>
<td>Full Math LP</td>
<td>5</td>
</tr>
<tr>
<td>Full Math Lesson OBSERVED</td>
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</tr>
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<td>Journal Response 1</td>
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<td>Journal Response 2</td>
<td>1</td>
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<tr>
<td>Journal Response 3</td>
<td>1</td>
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<tr>
<td>Assignment</td>
<td>Points</td>
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<tr>
<td>------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Responsive Classrooms Assignment</td>
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<tr>
<td>Learning Walks</td>
<td>2</td>
</tr>
<tr>
<td>Instructional Artifact Sample and Presentation</td>
<td>5</td>
</tr>
<tr>
<td>Summative Reflection (Impact)</td>
<td>5</td>
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<tr>
<td><strong>100 total points</strong></td>
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</table>

**Assignment Policy** — Students must complete all assignments and be prepared to participate in lab class discussions. All students are expected to complete assignments on the due date shown in the course timeline. Failure to complete course work will result in a grade of zero, or “Fail”, for the assignment and an automatic reduction of the course grade earned by one letter grade for each missed assignment, regardless of total number of points earned during the semester. Of course, extenuating circumstances are always considered, but communication with the instructor is essential. Communicate with your instructor BEFORE, not after, problems occur.

**Section IV. Evaluation and Assessments (Grading):**

Grading Scale:

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

Please note that grades will **not** be rounded up. (For example, a final score of 89.5 out of 100 points [89.5%] will be entered as a B).

**Professionalism** — Please refer to the Field Experience II Handbook regarding professionalism expectations. Failure to demonstrate professionalism in the field-based setting and/or in lab class may result in referral to the department Program Continuation Committee.

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

There is a tentative course calendar included in D2L. Please refer to individual site instructors for changes to the course outline and calendar. Please remember that while Field Experience II follows a uniform course calendar, special circumstances arise requiring occasional adjustments.

**Section VI. Readings:**

Required Textbooks


**LiveText:**

This course uses the LiveText data management system to collect critical assessments for students who are Perkins College of Education majors (undergraduate, graduate, and doctoral) or majors in other colleges seeking educator certification through the Perkins College of Education. Students who do not have an existing LiveText account will receive an access code via the SFA email system within the first week of class. You will be required to register your LiveText account, and you will be notified how to do this via email. If you forward your SFA e-mail to another account and do not receive an e-mail concerning LiveText registration, please be sure to check your junk mail folder and your spam filter for these e-mails.

If you have questions about obtaining or registering your LiveText account, call ext. 1267 or e-mail SFALiveText@sfasu.edu. Once LiveText is activated, if you have technical questions, call ext. 7050 or e-mail livetext@sfasu.edu. Failure to activate the account and/or submit the required assignment(s) within the LiveText
system may result in course failure.

**FEM:**
In this course you must purchase and activate the LiveText add-on, Field Experience Module (FEM), PRIOR to your first day of field experience/clinical teaching. Failure to purchase and activate the account and/or submit the required assignment(s) within the FEM system may result in course failure. FEM must be purchased from www.livetext.com for a fee of $20.00.

**COURSE REQUIREMENTS**
1) Lesson Plans/Reflections (and submit lesson plans to LiveText)
2) Journal Responses
3) Instructional Artifact Sample/Presentation
4) Summative Written Reflection
5) Lessons Taught Throughout Semester
6) Learning Walks
7) Quizzes
8) Follow expectations outlined in Handbook

**Section VII. Course Evaluations:**
Near the conclusion of each semester, students in the College of Education electronically evaluate courses taken within the College of Education. 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 College of Education faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

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.

**Section VIII. Student Ethics and Other Policy Information:**

**Attendance**
Field Experience II pre-service teacher candidates are expected to be in attendance at their assigned field experience location every day Monday-Thursday unless the course calendar indicates otherwise. Teacher candidates are also expected to be in attendance for weekly lab class.

In Field Experience II, to be on time is to be late – teacher candidates should arrive at their field experience location ten (10) minutes prior to the report time. For example, if a teacher candidate is expected to be in the Charter School from 8:30-11:30am, then the teacher candidate must arrive at 8:20am to be considered on time. Upon arrival, teacher candidates should make sure to wear name badge/identification, sign in, turn off electronic devices (including cell phones), gather materials needed in the classroom (e.g., journal and pen), and take care of any personal needs. Teacher candidates should be inside of the classroom with students by the official report time.

Teacher candidates are also expected to arrive on time for weekly lab class. For example, if lab class begins at 3pm, teacher candidates should be in the classroom with materials ready by that time.

For both field observations and lab class, teacher candidates are expected to make all lesson preparations and take care of personal needs before or after class time. Unless there is an emergency, teacher candidates should not leave the classroom during this time.

Additionally, teacher candidates are expected to remain in the classroom for the full three hours each morning for field observations and for the full lab class time until dismissed by the professor. Leaving early may count as a tardy or an absence.
Attendance at both the field location and lab class is expected and counts toward professionalism. Each unexcused absence from the field location must be made up hour-for-hour. Excused absences will also be made up hour-for-hour, except in the case of extenuating circumstances. Field Experience II teacher candidates are expected to assume the professional role of teacher during this course; as such, it is expected that absences both from the field location and from lab class be minimal. An excused absence is determined by the university instructor. Documented personal illness, documented immediate family illness, SFASU excused athletic events, and immediate family death are examples of excused absences. Documentation must be provided to the instructor before an absence can be categorized as excused. In the event of an absence from the field location, it is the sole responsibility of the teacher candidate to do the following:

- Contact the mentor teacher through email
- Call the school office to leave a message for the mentor teacher
- Contact the instructor through email

This contact should be made prior to the absence whenever possible and as far in advance as possible; it is professional to send a reminder the day prior to the absence, too. In the event of an emergency, the teacher candidate should contact the instructor via email and the mentor teacher via email immediately.

It is the teacher candidate’s responsibility to make up the absence. Make-up times are available on Fridays and must be arranged with the mentor teacher. Unexcused absences must be made up within two weeks of the absence; preferably the absence will be made up within one week, but in the event that a make-up day does not work with the mentor teacher’s schedule, an additional week is available within which to make up the time. Any unexcused absences beyond two must be made up during “dead week”.

In the event of an extended illness or hospitalization, it is the responsibility of the teacher candidate to communicate with the instructor and mentor teacher to make arrangements.

It is the responsibility of the teacher candidate to schedule exams (e.g., TExES Generalist), work schedules, class schedules, personal needs, etc. around the field observation and lab class hours to avoid absences from these course requirements.

**Tardiness:**
Teacher candidates are expected to arrive prior to the report time for field observations and prior to the start of lab class. Late arrivals reflect poorly on you as a pre-service teacher. Three tardies at the field location is the equivalent of one unexcused absence; this means that you will have to make up a three-hour observation on a Friday if you are tardy three times. Additionally, excessive tardiness may result in referral to the department Program Continuation Committee.

Please refer to the Field Experience II Handbook for policies regarding professional appearance and use of electronic devices. Failure to demonstrate a professional appearance may result in referral to the department Program Continuation Committee. Failure to demonstrate professionalism regarding the presence of electronic devices in the field location or the lab class or inappropriate behavior regarding social networking sites and/or the use of electronic devices may result in referral to the department Program Continuation Committee. Please also refer to the Handbook for information regarding responsibilities and role in the classroom.

**Academic Accommodation for 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, 936-468-3004 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/disabilitiyservices/.

**Student Academic Dishonesty:**
Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

**Definition of Academic Dishonesty**
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:
- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment; and/or;
- 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 one’s own. Examples of plagiarism include, but are not limited to:
- submitting an assignment as one’s own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or,
- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

Penalties for Academic Dishonesty
Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university

Student Appeals
A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

Withheld Grades Semester Grades Policy (A-54)
At the discretion of the instructor of record and with the approval of the academic unit head, 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, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Student Code of Conduct
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. 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 policy 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 iCare: Early Alert Program at SFA. Information regarding the iCare program is found at https://www.sfasu.edu/judicial/earlyalert.asp or call the office at 936-468-2703.

Section VIII. Other Relevant Course Information:

Work Policies—
- Late Work— Late work receives no credit unless there is prior approval from the instructor.
- Make-up Work Policy— The decision whether to accept make-up work is at the discretion of the instructor.
- “Redo Work” Policy— Some assignments may be subject to editing and resubmission at the discretion of the instructor. In this event, the resubmitted work is due no later than one week after it is received from the instructor. Edited work resubmitted without the original work will not be accepted.

Students must submit all assignments in the requested format found in the assignments. Refer to Section III of the course syllabus for additional information.

Email communication - When you email me, remember that you are emailing a professor—look at what you have typed before you send the email. Remember to begin the email with an appropriate salutation and to end by signing your name. Make sure that the email includes a specific question and/or provides clear information. Make sure to proofread for typos prior to sending. During the week, I will do my best to answer your email within 48 hours. If you do not receive an answer in 48 hours (during the week), please re-send the email. I may not check email on the weekends and may not check my email outside of normal working hours. If you email Friday night, you may not receive a response until Monday; if you email at midnight during the week, do not be surprised if I do not answer until normal working hours during the next business day. Please also make sure to check your email daily so you do not miss course information and announcements.
To complete Certification/Licensing Requirements in Texas related to public education, you will be required to:

1. Undergo criminal background checks for field or clinical experiences on public school campuses; the public school campuses are responsible for the criminal background check; YOU are responsible for completing the information form requesting the criminal background check. If you have a history of criminal activity, you may not be allowed to complete field or clinical experiences on public school campuses. At that point, you may want to reconsider your major while at SFASU.

2. Provide one of the following primary ID documents: passport, drivers license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at www.texas.ets.org/registrationBulletin/<http://www.texas.ets.org/registrationBulletin/>). YOU must provide legal documentation to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU.

3. Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU.

For further information concerning this matter, contact Katie Snyder 936-468-1740 or snyderke1@sfasu.edu.