EDUC 5384.110 TEACHING INTERNSHIP
Fall 2019
Texas A&M University-Central Texas

COURSE DATES, MODALITY AND LOCATION
This course is an internship course involving some face-to-face instruction. However, the majority of your learning will take place during your yearlong internship. The Internship Orientation is August 24, 2019 and the last class date will be December 13, 2019. This course uses the A&M-Central Texas Canvas Learning Management System [https://tamuct.instructure.com].

INSTRUCTOR AND CONTACT INFORMATION
Instructor: Dr. Dorleen Hooten
Office: 322 Warrior Hall
Phone: (325) 660-3538 (254) 519-8737
Email: dkhooten@tamuct.edu

Office Hours: By appointment

Student-instructor interaction:
As this course is critical to your growth and development as a teacher, I am readily available to you. You can reach me at any time by email or by phone. If you would like to request a conference, please email me and I will get back to you with available times. If I am unavailable and you need to speak with someone about your placement or in an emergency, please contact the Program Chair, Dr. Casey at 254-519-5491 or j.casey@tamuct.edu.

WARRIOR SHIELD
Emergency Warning System for Texas A&M University-Central Texas
Warrior Shield is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in Warrior Shield through their myCT email account.

Connect to Warrior Shield by 911Cellular [https://portal.publicsafetycloud.net/Account/Login] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION
Course Overview and Description:
A supervised field-based experience in classroom teaching, interns must demonstrate proficiency in applying effective teaching practices and classroom management strategies in a school classroom. Prerequisite: admission to a teacher certification program at Texas A&M
Central Texas; satisfactory performance in the professional development courses preceding the internship.

**Course Objective:**
The student will demonstrate effective teaching practices in a field-based setting and reflect on his/her role as a professional educator as he/she moves forward on the continuum from pre-service to in-service educator.

**Student Learning Outcomes:**
1. The teacher intern demonstrates knowledge of the state accountability system in selecting content for lesson plans.
2. The teacher intern designs instruction appropriate for all students that reflects an understanding of relevant content and is based on continuous and appropriate assessment.
3. The teacher intern promotes student learning by providing responsive instruction that makes use of effective communication techniques, instructional strategies that actively engage students in the learning process, and timely, high-quality feedback.
4. The teacher intern utilizes technology ethically and legally.
5. The teacher intern recognizes the value of reflective practice to facilitate growth as a professional educator.

**PPR STANDARDS:**
The State of Texas has developed the following standards for all Texas Teachers: Teacher Standards, Professional Roles & Responsibilities Standards, and Technology Standards. These standards were utilized to define what the clinical teacher will know or be able to do upon successful completion of this course. The student learning outcomes are categorized into four domains: Domain 1 Planning, Domain 2 Instruction, Domain 3 Learning Environment, and Domain 4 Professional Practices & Responsibilities.

**Domain 1 Planning.**
Dimension 1.1 Standards & Alignment. The clinical teacher designs clear, well-organized, sequential lessons that reflect best practice, align with standards and are appropriate for diverse learners. The clinical teacher designs instruction appropriate for all students that reflects an understanding of relevant content and is based on continuous and appropriate assessment.
Dimension 1.2 Data & Assessment. The clinical teacher uses formal and informal methods to measure student progress, then manages and analyzes student data to inform instruction.
Dimension 1.3 Knowledge of Students. Through knowledge of students and proven practices, the clinical teacher ensures high levels of learning, social-emotional development and achievement for all students.
Dimension 1.4 Activities. The clinical teacher plans engaging, flexible lessons that encourage higher-order thinking, persistence and achievement.
Domain 2 Instruction.

Dimension 2.1 Achieving Expectations. The clinical teacher supports all learners in their pursuit of high levels of academic and social-emotional success.
Dimension 2.2 Content Knowledge & Expertise. The clinical teacher uses content and pedagogical expertise to design and execute lessons aligned with state standards, related content and student needs.
Dimension 2.3 Communication. The clinical teacher clearly and accurately communicates to support persistence, deeper learning and effective effort.
Dimension 2.4 Differentiation. The clinical teacher differentiates instruction, aligning methods and techniques to diverse student needs.
Dimension 2.5 Monitor & Adjust. The clinical teacher formally and informally collects, analyzes and uses student progress data and makes needed lesson adjustments.

Domain 3 Learning Environment.

Dimension 3.1 Classroom Environment, Routines, & Procedures. The clinical teacher organizes a safe, accessible and efficient classroom.
Dimension 3.2 Managing Student Behavior. The clinical teacher establishes, communicates and maintains clear expectations for student behavior.
Dimension 3.3 Classroom Culture. The clinical teacher leads a mutually respectful and collaborative class of actively engaged learners.

Domain 4 Professional Practices & Responsibilities.

Dimension 4.1 Professional Demeanor & Ethics. The clinical teacher meets district expectations for attendance, professional appearance, decorum, procedural, ethical, legal and statutory responsibilities.
Dimension 4.2 Goal Setting. The clinical teacher reflects on his/her practice.
Dimension 4.3 Professional Development. The clinical teacher enhances the professional community.
Dimension 4.4 School Community Involvement. The clinical teacher demonstrates leadership with students, colleagues, and community members in the school, district and community through effective communication and outreach.

Texas Technology Application Standards:
Standard 1. All teachers use technology-related terms, concepts, data input strategies, and ethical practices to make informed decisions about current technologies and their applications.
Standard 2. All teachers identify task requirements, apply search strategies, and use current technology to efficiently acquire, analyze, and evaluate a variety of electronic information.
Standard 3: All teachers use task-appropriate tools to synthesize knowledge, create and modify solutions, and evaluate results in a way that supports the work of individuals and groups in problem-solving situations.
Standard 4: All teachers communicate information in different formats and for diverse audiences.
Standard 5: All teachers know how to plan, organize, deliver, and evaluate instruction for all students that incorporates the effective use of current technology for teaching and integrating the Technology Applications Texas Essential Knowledge and Skills (TEKS) into the curriculum.
Standard 6: All teachers demonstrate a thorough understanding of technology concepts, systems, and operations.
Standard 7. All teachers know how to plan, organize, deliver, and evaluate instruction for all students that incorporates the effective use of current technology for teaching and integrating the Texas Applications Texas Essential Knowledge and Skills (TEKS) into the curriculum.

Required Reading and Textbooks:
No textbooks are required for this course. (Course assigned reading will be provided.)

Teacher candidates will collect evidence throughout this course to demonstrate mastery of the standards which will be organized and stored in the Internship in Teaching Notebook (MED students) or the Electronic TK20 Binder (MAT students).

Teacher candidates will participate in an internship in Teaching Orientation to outline the practicum experience and expectations. Additionally, teacher candidates will receive a copy of the Handbook for Teacher Certification which outlines policies and procedures.

COURSE REQUIREMENTS
Assignments, Due Dates, Grading Criteria

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Standards</th>
<th>Due Dates</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educator’s Code of Ethics</td>
<td>PPR Standards: 4 TAC: 228.30 (c)(1), 228.50, 247</td>
<td>August 24, 2019</td>
<td>0</td>
</tr>
<tr>
<td>Weekly Schedule</td>
<td></td>
<td>August 26, 2019</td>
<td>0</td>
</tr>
<tr>
<td>Classroom Management Plan</td>
<td>PPR Standard 2</td>
<td>September 2, 2019</td>
<td>25</td>
</tr>
<tr>
<td>4 Lesson Plans (Danielson, Madeline Hunter OR 5E Lesson Plan Formats) Must include the ELPS and social/emotional learning outcomes</td>
<td>PPR Standards 1, 3</td>
<td>September 13, 2019 - December 6, 2019</td>
<td>15 each x 4</td>
</tr>
<tr>
<td>4 Formal Lesson Evaluations (minimum of 45 minutes each)</td>
<td>PPR Standards 1,2,3,4</td>
<td>Field Supervisor will conduct these quarterly along with</td>
<td></td>
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<tr>
<td>Assignment</td>
<td>Standards</td>
<td>Due Dates</td>
<td>Points</td>
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<tr>
<td>the pre-conference and interactive post conference</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>First Weeks of School Reflection Paper</td>
<td>PPR Standards 1,2,3,4</td>
<td>September 16, 2019</td>
<td>25</td>
</tr>
<tr>
<td>2 Reflections – each reflection will have a specific prompt</td>
<td>PPR Standards 1,2,3,4</td>
<td>October 14, 2019, December 2, 2019</td>
<td>25 each x 2</td>
</tr>
<tr>
<td>Observation of mentor – September October November</td>
<td>PPR Standards 1,2,3,4</td>
<td>September 30, 2019, October 31, 2019, November 22, 2019</td>
<td>10 each x 3</td>
</tr>
<tr>
<td>Student Assessment and Remediation Assignment</td>
<td>PPR Standard 3</td>
<td>November 18, 2019</td>
<td>50</td>
</tr>
<tr>
<td>Professional Opportunities Documentation (Required - Attend an ARD / 504 mtg, PLC)</td>
<td>PPR Standard 4</td>
<td>December 9, 2019</td>
<td>0</td>
</tr>
<tr>
<td>Observation of Another Teacher - Fall</td>
<td>PPR Standards 1,2,3,4</td>
<td>December 9, 2019</td>
<td>10</td>
</tr>
<tr>
<td>Fall Action Plan</td>
<td>PPR 1,2,3, and 4</td>
<td>December 9, 2019</td>
<td>50</td>
</tr>
<tr>
<td>T-TESS Evaluation Goal Setting</td>
<td>PPR Standards 1,2,3,4</td>
<td>December 9, 2019</td>
<td>0</td>
</tr>
<tr>
<td>T-TESS Evaluation Walkthroughs Log/T-TESS Evaluation (if applicable)</td>
<td>PPR Standards 1,2,3,4</td>
<td>December 9, 2019</td>
<td>0</td>
</tr>
<tr>
<td>T-TESS Growth Plan (if applicable)</td>
<td>PPR Standards 1,2,3,4</td>
<td>December 9, 2019</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**NOTE:** May result in an unsatisfactory grade and require repeating the course.
**Assignment Standards Due Dates Points**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Standards</th>
<th>Due Dates</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPR Exam – Students must take both the</td>
<td>PPR Standards 1,2,3,4</td>
<td>December 20, 2019</td>
<td>N/A</td>
</tr>
<tr>
<td>representative and PPR exam.</td>
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</tbody>
</table>

Note: All assignments must be completed by the required due date. The course outline and calendar list all assignment and assessment requirements with due dates. Changes of those dates are at the discretion of the professor. Late assignments will not be accepted. Failure to submit documentation on time will result in failure for this course. Professionalism regarding communication and quality of work is expected at all times.

**Grading Scale:**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>270-300</td>
<td>exceptional demonstration and deep coherent understanding</td>
</tr>
<tr>
<td>B</td>
<td>240-269</td>
<td>proficient understanding</td>
</tr>
<tr>
<td>C</td>
<td>210-239</td>
<td>acceptable understanding in most areas</td>
</tr>
<tr>
<td>D</td>
<td>180-209</td>
<td>developing understanding with some critical deficiencies</td>
</tr>
<tr>
<td>F</td>
<td>Below 180</td>
<td>unsatisfactory understanding with significant deficiencies</td>
</tr>
</tbody>
</table>

**Posting of Grades:**
Final grades will be posted by December 17, 2019.

**CALENDARS**
Teaching Interns are expected to follow the School District Calendar where they are employed to include the school’s scheduled beginning and ending times.

**Texas A&M Central Texas Internship Calendar Fall 2019**
Clinical Teachers are expected to follow the school district calendar where they are placed. This includes the campus’ daily scheduled beginning and ending times. **All assignments are submitted to Canvas or TK20 and most are due before 11:55 p.m. on the deadline date.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Assignment/Assessment and deadline dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 6-9</td>
<td>Campus Hours</td>
<td>Campus</td>
<td>Teacher In-Service</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Begin Fall Action Plan for Professional Growth Activities, part 1</strong></td>
</tr>
<tr>
<td>Aug. 12-16</td>
<td>Campus Hours</td>
<td>Campus</td>
<td>Teacher In-Service</td>
</tr>
<tr>
<td>Aug. 19-23</td>
<td>Campus Hours</td>
<td>Campus</td>
<td>Teacher In-Service (KISD)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Start of School Year (CCISD)</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Location</td>
<td>Assignment/Assessment and <strong>deadline</strong> dates</td>
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</tr>
<tr>
<td>Saturday, Aug. 24</td>
<td>10:00 – 4:30</td>
<td>Founders Hall 307</td>
<td>Internship Orientation; EDUC 5384.110 Submit Educator Code of Ethics <strong>The following should be complete and turned in to Educator Preparation Services:</strong> Intern Profile Pre-Internship Checklist/Beginning of School Year Checklist</td>
</tr>
<tr>
<td>Aug. 26</td>
<td>11:55 p.m.</td>
<td>Canvas or TK20 and Field Supervisor</td>
<td>Deadline to Submit Weekly Schedule <strong>MED</strong> – Submit in Canvas and send a copy to Field Supervisor <strong>MAT</strong> – Complete in TK20 and send a copy to Field Supervisor</td>
</tr>
<tr>
<td>Aug. 26-30</td>
<td>Campus Hours</td>
<td>Campus</td>
<td>Start of School Year (KISD) Week 2 (CCISD)</td>
</tr>
<tr>
<td>Monday, Sept. 2</td>
<td>11:55 p.m.</td>
<td>Canvas and Notebook or TK20</td>
<td>Deadline: Classroom Management Plan Assignment <strong>MED</strong> – Submit in Canvas and put a copy in your Notebook <strong>MAT</strong> – Complete in TK20</td>
</tr>
</tbody>
</table>

**Monday, Sept. 3 – First Observation Round Begins**

**Friday, Sept. 13 – First Observation Round Ends**

<table>
<thead>
<tr>
<th>Friday, Sept. 13</th>
<th>11:55 p.m.</th>
<th>Notebook Or TK20</th>
<th><strong>First Observation Round Complete: Paperwork due</strong> <strong>MED</strong> – the Field Supervisor will submit the evaluation. Put a copy of the lesson plan and the evaluation in your Notebook. <strong>MAT</strong> - Complete Lesson Plan #1 with post conference notes Complete Observation and Conference Feedback Ack. #1 (in TK20)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Sept. 16</td>
<td>11:55 p.m.</td>
<td>Canvas and Notebook or TK20</td>
<td>Deadline to submit First Weeks of School Reflection Paper Rubric in Canvas Modules <strong>MED</strong> – Submit in Canvas and put a copy in your Notebook <strong>MAT</strong> – Complete in TK20</td>
</tr>
</tbody>
</table>

**Monday, Sept. 23 – Second Observation Round Begins**

**Thursday, Sept. 26** | 6:00 – 8:00 p.m. | TBD | **Seminar for EDUC 5384** |

**Monday, Sept. 30** | 11:55 p.m. | Canvas and Notebook or TK20 | Deadline to submit September Observation of Mentor Teacher **MED**- Submit in Canvas AND put a copy in your Notebook **MAT**- Complete in TK20 |

**Friday, Oct. 4 – Second Observation Round Ends**

**Friday, Oct. 4** | 11:55 p.m. | Notebook or TK20 | **Second Observation Round Complete: Paperwork due** **MED** – the Field Supervisor will submit the evaluation. Put a copy of the lesson plan and the evaluation in your Notebook. **MAT** - Complete Lesson Plan #1 with post conference notes Complete Observation and Conference Feedback Ack. # (in TK20) |
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Assignment/Assessment and <strong>deadline</strong> dates</th>
</tr>
</thead>
</table>
| Saturday, Oct. 12  | 9:30 a.m. – 3:30 p.m. | TBD      | **Seminar day for EDUC 3284**  
Deadline for Fall Action Plan for Professional Growth, part 2, page 1 – *bring a list of your goals and actions to class* |
| Monday, Oct. 14    | 11:55 p.m.         | TK20     | **Deadline to submit Internship Reflective Practice #1**  
Rubric in Canvas Modules  
**MED** – Submit in Canvas and put a copy in your Notebook  
**MAT** – Complete in TK20 |
| **Monday, Oct. 21 – Third Observation Round Begins** | | | |
| Thursday, Oct. 31  | 11:55 p.m.         | Canvas and Notebook or TK20 | **Deadline to submit October Observation of Mentor Teacher**  
**MED** - Submit in Canvas AND put a copy in your Notebook  
**MAT** - Complete in TK20 |
| **Friday, Nov. 1 – Third Observation Round Ends** | | | |
| Friday, November 1 | 11:55 p.m.         | Notebook or TK20 | **Third Observation Round Complete: Paperwork due**  
**MED** – the Field Supervisor will submit the evaluation. Put a copy of the lesson plan and the evaluation in your Notebook.  
**MAT** - Complete Lesson Plan #1 with post conference notes  
Complete Observation and Conference Feedback Ack. #1 (in TK20) |
| **Tuesday, Nov. 12 – Fourth Observation Round Begins** | | | |
| Saturday, Nov. 16  | 9:30 a.m. – 3:30 p.m. | TBD      | **Seminar day for EDUC 5384**  
Deadline to submit Assessment and Remediation Plan Assignment  
Rubric in Canvas Modules  
**MED** – Submit in Canvas and put a copy in your Notebook  
**MAT** – Complete in TK20 |
| Monday, Nov. 18    | 11:55 p.m.         | Canvas or TK20 | **Fourth Observation Round Complete: Paperwork due**  
**MED** – the Field Supervisor will submit the evaluation. Put a copy of the lesson plan and the evaluation in your Notebook.  
**MAT** - Complete Lesson Plan #1 with post conference notes  
Complete Observation and Conference Feedback Ack. #1 (in TK20) |
| **Friday, Nov. 22 – Fourth Observation Round Ends** | | | |
| Friday, Nov. 22    | 11:55 p.m.         | Notebook or TK20 | **Deadline to submit November Observation of Mentor Teacher**  
**MED** - Submit in Canvas AND put a copy in your Notebook  
**MAT** - Complete in TK20 |
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Assignment-Assessment and <strong>deadline</strong> dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Dec. 2</td>
<td>11:55 p.m.</td>
<td>Canvas and Notebook Or TK20</td>
<td><strong>Deadline to submit Internship Reflective Practice #2</strong>&lt;br&gt;Rubric in Canvas Modules&lt;br&gt;<strong>MED</strong> – Submit in Canvas and put a copy in your Notebook&lt;br&gt;<strong>MAT</strong> – Complete in TK20</td>
</tr>
<tr>
<td>Monday, Dec. 9</td>
<td>11:55 p.m.</td>
<td>Canvas and Notebook Or TK20</td>
<td><strong>Deadline to submit the following:</strong>&lt;br&gt;- Professional Opportunities documentation&lt;br&gt;- Fall Action Plan for Professional Growth, parts 1 and 2&lt;br&gt;<strong>MED</strong> – Submit in Canvas and put a copy in your Notebook&lt;br&gt;<strong>MAT</strong> – Complete in TK20</td>
</tr>
<tr>
<td>Monday, Dec. 9</td>
<td>11:55 p.m.</td>
<td>Notebook Or TK20</td>
<td><strong>Deadline to submit the following:</strong>&lt;br&gt;- T-TESS Evaluation Goal Setting&lt;br&gt;- T-TESS Evaluation Walkthrough Log/T-TESS Evaluation&lt;br&gt;- T-TESS Growth Plan (if applicable)&lt;br&gt;<strong>MED</strong> – Submit in your Notebook&lt;br&gt;<strong>MAT</strong> – Complete in TK20</td>
</tr>
</tbody>
</table>

**MED NOTE:** All documents identified on the Internship I Certification Documentation form MUST be clipped together (without staples) and submitted to Dr. Hooten no later Tuesday, Dec. 10 at 6:00 p.m. You MUST contact and make arrangements for delivery of your Notebook to Dr. Hooten.

**MAT NOTE:** You must ensure that all documents in your TK20 digital folder are completed. Once you verify all is completed, you will SUBMIT your files.

**Observation Windows Fall 2019**
- First Observation: September 3-September 12
- Second Observation: September 23, October 4
- Third Observation: October 21-November 1
- Fourth Observation: November 12-November 22

**University Academic Calendar:** [http://catalog.tamuct.edu/undergraduate_catalog/general-information/academic20calendars20and20final20exam20schedule/](http://catalog.tamuct.edu/undergraduate_catalog/general-information/academic20calendars20and20final20exam20schedule/)

**TECHNOLOGY REQUIREMENTS AND SUPPORT**

**Technology Requirements**
This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [https://tamuct.instructure.com/] or access Canvas through the TAMUCT Online link in myCT [https://tamuct.onecampus.com/]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

**Canvas Support**
Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with
Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.
For issues related to course content and requirements, contact your instructor.

Other Technology Support
For log-in problems, students should contact Help Desk Central.
24 hours a day, 7 days a week:
   Email: helpdesk@tamu.edu
   Phone: (254) 519-5466
   Web Chat: [http://hdc.tamu.edu]

Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES
Drop Policy.
If you discover that you need to drop this class, you must complete a Drop Request Form [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar’s Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar’s Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity.
Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student’s academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student’s work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university’s Office of Student Conduct. Ignorance of the university’s standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more information regarding the Student Conduct process,
If you know of potential honor violations by other students, you may submit a report.

**Academic Accommodations.**

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university’s programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our Access & Inclusion Canvas page (log-in required)

**Important information for Pregnant and/or Parenting Students.**

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education’s Office of Civil Rights, the Dean of Student Affairs’ Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the Student Affairs web page [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution’s Title IX Coordinator. If you would like to read more about these requirements and guidelines online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University’s Title IX Coordinator.

**Tutoring.**

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111. Tutor.com tutoring will not offer writing support beginning August 1, 2019.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green
Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive FREE online tutoring and writing support. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

**University Writing Center.**
Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students’ ideas and writing, our tutors highlight the ways in which they read and interpret students’ texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via WCONline [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC and/or need any assistance with scheduling.

**University Library.**
The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how
to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our Library website [http://tamuct.libguides.com/index].

OPTIONAL POLICY STATEMENTS:

A Note about Sexual Violence at A&M-Central Texas
Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don’t agree with their behaviors and tell survivors we will support them. Your actions matter. Don’t be a bystander; be an agent of change. For additional information on campus policy and resources visit the Title IX webpage [https://www.tamuct.edu/departments/compliance/titleix.php].

Behavioral Intervention
Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, who are exhibiting behaviors that pose a threat to safety, or individuals causing a significant disruption to our community, please make a referral to the Behavioral Intervention Team. You can complete the referral online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the Behavioral Intervention Team website for more information [https://www.tamuct.edu/student-affairs/bat.html]. If a person’s behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

INSTRUCTOR POLICIES

Attendance
The Intern follows the same regulations regarding attendance outlined in your contract from your employing district. Regular attendance is required. If you must be absent, you are
required to notify (1) your school according to their policy, and (2) your Field Supervisor. In the case of prolonged illness or excessive absences, a doctor’s statement must be submitted to the university.

**Holidays/Staff Development.**
Interns will observe the holidays scheduled by the School District to which they are employed regardless of the holidays observed by Texas A&M University-Central Texas.

**Bad Weather Days.**
Interns will observe bad weather delays or cancellations of their district, regardless of Texas A&M University-Central Texas weather delays or cancellations.

**Seminars.**
Interns are required to attend ALL scheduled seminars. Failure to attend may result in an unsatisfactory grade for this course. All absences must be approved by the professor. Additional coursework may be required for missed seminars.

**Cell Phones.**
Cell phones must be silenced during class. The use of cell phones, smart phones, or other mobile communication devices is disruptive and is therefore prohibited during class. Except in:
1. emergency situations - please make prior arrangements with the professor
2. acceptable use - the professor will direct you to utilize your cell phone, smart phone, or other mobile device for educational purposes.

**Copyright Notice.**
Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas’ Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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