

EDUC 4691-110 METHODS OF EFFECTIVE TEACHING  
Fall 2019  
Texas A&M University-Central Texas

### **INSTRUCTOR AND CONTACT INFORMATION**

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**Office Hours:** By appointment

### **Mode of instruction and course access:**

This course is a field-based practicum course involving some face-to-face instruction. However, the majority of your learning will take place during clinical teaching placement. The Clinical Teaching Orientation is August 8, 2019 and the last class meeting will be December 6, 2019. This ending date may change based on the new SBEC rule. This course uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>].

### **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 call the Department Chair of Curriculum and Instruction, Dr. Shelley Harris at 254-519-5457.

### **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) [<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:**

Explore supervised clinical teaching in the public schools at the appropriate level EC-12. A demonstration of proficiency in the application of effective teaching practices and classroom

management strategies is required. Prerequisite(s): Admission to Clinical Teaching and the successful completion of designated content area of the Texas Examination of Educator Standards (TExES): Concurrent enrollment in EDUC 4335 and EDUC 4340, and permission of department chair.

**Course Objective:**

The clinical teacher will demonstrate effective teaching practices at a proficient level in a field-based setting while developing into a professional educator. This course seeks to develop the clinical teacher to be proficient in multiple standards required for Texas Educators. The evaluation of Clinical Teachers will be based on the student learning outcomes identified in 4 Domains.

**Required Reading and Textbooks:**

No textbooks are required for this course. All required resources can be in Canvas. Students will have to download and print the Texas Essential Knowledge and Skills (TEKS) for every Subject/Grade Level in which candidate is seeking certification and the English Language Proficiency Standards. These can be accessed at <https://tea.texas.gov/index2.aspx?id=6148>

**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.

## **COURSE REQUIREMENTS**

Assignment	Standards	Due
Educator's Code of Ethics	PPR Standards: 4 TAC: 228.30 (c)(1), 228.50, 247	August 8, 2019
Weekly Schedule (maintain current class schedule)		August 16, 2019
Classroom Management Plan	PPR Standard 2	September 2, 2019

Assignment	Standards	Due
Weekly Time Log signed by cooperating teacher and/or Principal		Each Monday for the 16 weeks of placement
4 Reflections – each reflection will have a specific prompt		September 16, 2019 September. 30, 2019 October 28, 2019 December 2, 2019
4 Lesson Plans (Danielson, Madeline Hunter OR 5E Lesson Plan Formats) Must include the ELPS and social/emotional learning outcomes	PPR Standards: 1, 3	September 13, 2019 October 4, 2019 November 1, 2019 December 6, 2019
4 Formal Lesson Evaluations (minimum of 45 minutes each)	PPR Standards: 1, 2, 3, and 4	Field Supervisor will conduct these <b>quarterly</b> along with the pre-conference and interactive post conference
Professional Opportunities Documentation (Required - Attend an ARD / 504 mtg, PLC)	PPR Standard: 4	December 5, 2019
Student Assessment and Remediation Assignment	PPR Standard: 3	November 18, 2019
Cooperating Teacher Evaluation by Clinical Teacher		December 6, 2019
Teacher Education Program Evaluation		December 6, 2019
Three Week Progress Report Completed by Cooperating Teacher		September 16, 2019 October 21, 2019
Dispositions Form (2)– Completed by Cooperating teacher and Supervisor.		October 4, 2019 December 5, 2019
PPR Exam – Students must take both the representative and PPR exam.		TK20 upload

Note: All assignments must be completed by the required due date. Students must earn an equivalent of a “B” in all assignments, including a “Proficient” in all areas of the lesson evaluation. Rubrics will be provided in Canvas. Late assignments will not be accepted. Professional dispositions in communication and quality of work is expected at all times.

**Grading Scale:**

Letter Grade	Description
Satisfactory	The Clinical Teacher completed all requirements on time at a proficient level and did not miss more than 2 days in Clinical Teaching.
Unsatisfactory	The Clinical Teacher did not complete all Clinical Teaching requirements at a developing/improvement needed level and missed more than 2 days in Clinical Teaching

**Posting of Grades:**

EDUC 4691 is a pass/fail course. Students must do all assignments and complete all requirements to pass the course and be considered for certification. Final grades will be posted by December 17, 2019.

**CALENDARS**

Clinical teachers are expected to follow the School District Calendar where they are placed for clinical teaching to include the school’s scheduled beginning and ending times.

**Texas A&M Central Texas Clinical Teaching Calendar Fall 2019**

**Texas A&M Central Texas Clinical Teaching 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 TK20 and are due before 11:55 p.m. on the deadline date.**

Week	Date	Time	Location	Assignment/Assessment and <b>deadline</b> dates
<b>1</b>	Monday, Aug. 12	Campus Hours	Placement Campus	First day in Clinical Teaching Placement. Weekly Teaching Schedule Due ASAP.
<b>2</b>	Monday, Aug. 19	11:55 p.m.	TK20	Weekly Documentation Log #1 Weekly Conference Form Acknowledgement #1
<b>3</b>	Monday, Aug. 26	11:55 p.m.	TK20	Weekly Documentation Log #2 Weekly Conference Form Acknowledgement #2
<b>4</b>	Monday, Sept. 2	11:55 p.m.	TK20	Weekly Documentation Log #3 Weekly Conference Acknowledgement #3 <b>Deadline: Classroom Management Plan Assignment</b>
<b>5</b>	Monday, Sept. 9	11:55 p.m.	TK20	Weekly Documentation Log #4 Weekly Conference Acknowledgement #4
	Friday, Sept. 13	11:55 p.m.	TK20	<b>First Observation Round Complete</b> Lesson Plan #1 with post conference notes submitted TK20 Observation and Conference Feedback Ack. #1

Week	Date	Time	Location	Assignment/Assessment and <b>deadline</b> dates
6	Monday, Sept. 16	11:55 p.m.	TK20	<b>Deadline to submit Reflection Assignment #1</b> Rubric in Canvas Modules, submit paper to TK20 Weekly Documentation Log #5 Weekly Conference Acknowledgement #5 <b>3<sup>rd</sup> Week Report Due (Cooperating Teacher)</b> <b>3<sup>rd</sup> Week Report Acknowledgement (Clinical Teacher)</b>
7	Monday, Sept. 23	11:55 p.m.	TK20	Weekly Documentation Log #6 Weekly Conference Acknowledgement #6
8	Monday, Sept. 30	11:55 p.m.	TK20	Weekly Documentation Log #7 Weekly Conference Acknowledgement #7 <b>Deadline to submit Reflection Assignment #2</b> Rubric in Canvas Modules, submit paper to TK20
	Friday, Oct. 4	11:55 p.m.	TK20	<b>Last day in first placement (for two placement teachers)</b> <b>Second Observation Round Complete</b> Lesson Plan #2 with post conference notes submitted TK20 Observation and Conference Feedback Ack. #2
9 (1)	Monday, Oct. 7	11:55 p.m.	TK20	<b>Second Placement Begins (for two placement teachers)</b> <b>Acknowledgement of Field Supervisor Log #1</b> Weekly Documentation Log #8 Weekly Conference Acknowledgement #8
10 (2)	Monday, Oct. 14	11:55 p.m.	TK20	Weekly Documentation Log #9 Weekly Conference Acknowledgement #1
11 (3)	Monday, Oct. 21	11:55 p.m.	TK20	Weekly Documentation Log #10 Weekly Conference Acknowledgement #2 <b>3<sup>rd</sup> Week Report Due (Cooperating Teacher)</b> <b>3<sup>rd</sup> Week Report Acknowledgement (Clinical Teacher)</b>
12 (4)	Monday, Oct. 28	11:55 p.m.	TK20	Weekly Documentation Log #11 Weekly Conference Acknowledgement 3 <b>Deadline to submit Reflection Assignment #3</b> Rubric in Canvas Modules, submit paper to TK20
	Friday, November 1	11:55 p.m.	TK20	<b>Third Observation Round Complete</b> Lesson Plan #3 with post conference notes submitted TK20 Observation and Conference Feedback Ack. #3
13 (5)	Monday, Nov. 4	11:55 p.m.	TK20	Weekly Documentation Log #12 Weekly Conference Acknowledgement #4
14 (6)	Monday, Nov. 11	11:55 p.m.	TK20	Weekly Documentation Log #13 Weekly Conference Acknowledgement #5
15 (7)	Monday, Nov. 18	11:55 p.m.	TK20	Weekly Documentation Log #14 Weekly Conference Acknowledgement #6 <b>Deadline: Assessment and Remediation Plan Assignment</b>

Week	Date	Time	Location	Assignment/Assessment and <b>deadline</b> dates
	<b>Thanksgiving Break Nov. 25-29*</b>	11:55 p.m.	TK20	<b>*If your campus does not observe these dates, follow your school district calendar</b>
<b>16 (8)</b>	Monday, Dec. 2	11:55 p.m.	TK20	Weekly Documentation Log #15 Weekly Conference Acknowledgement #7 <b>Deadline to submit Reflection Assignment #4</b> Rubric in Canvas Modules, submit paper to TK20
	Thursday, Dec. 5	11:55 p.m.	TK20	Lesson Plan #4 with post conference notes submitted TK20 Observation and Conference Feedback Ack. #4 Weekly Conference Acknowledgement #8 <b>Acknowledgement of Field Supervisor Log #2</b> <b>Professional Opportunities by Clinical Teacher</b>
	Friday, Dec. 6	Campus Start Time to 12:00	Placement Campus	<b>Last Day in Clinical Teaching Placement (½ day)</b> <b>Fourth Observation Round Complete</b>
	Friday, Dec. 6	1:30 p.m.	TAMUCT	<b>Surveys, Submissions, &amp; Sweets</b> Weekly Documentation Log #16 *TEP Completion of Clinical Teaching *TEP Feedback for the Cooperating Teacher *TEP Field Supervisor Assessment by Clinical Teacher <b>Celebration and Reflection Time</b>

### 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](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<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) [[https://www.tamuct.edu/registrar/docs/Drop\\_Request\\_Form.pdf](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](https://www.tamuct.edu/student-affairs/student-conduct.html),  
[https://www.tamuct.edu/student-affairs/student-conduct.html].

If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0),  
[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=0].

### **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](https://tamuct.instructure.com/courses/717) Canvas page (log-in required)  
[https://tamuct.instructure.com/courses/717]

### **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](https://www.tamuct.edu/student-affairs/index.html) 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](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), 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 at [deeadra.albertgreen@tamuct.edu](mailto:deeadra.albertgreen@tamuct.edu).

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 [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto: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) [http://tamuct.libguides.com/index].

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## **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) [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](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/student-affairs/bat.html) 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.

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## **INSTRUCTOR POLICIES**

### **Attendance.**

The clinical teacher follows the same regulations regarding attendance that apply to the cooperating teacher. Regular attendance is required of all clinical teachers placed in public schools. During the clinical teaching the clinical teacher follows the same regulations regarding attendance that applies to the school district teachers. Leaving the school campus during the school day is not permitted without prior approval. If you must be absent from your placement, you are **required** to notify the following by email: (1) your cooperating teacher; (2) your principal or school attendance contact (3) your field supervisor (4) the department chair for curriculum & instruction and (5) and Educator Preparation Services at [educatorprep@tamuct.edu](mailto:educatorprep@tamuct.edu). Absences that are foreseen require you to submit the Request for Absence form to your field supervisor via email. The field supervisor, in coordination with the department chair for curriculum & instruction will notify you if this absence is approved. An absence that is caused by an emergency will require the same notifications above, and the clinical teacher must submit the Request for Absence form to their field supervisor no later than 48 hours post absence. If you are out more than one day, **each** day requires notification.

Two excused absences may be considered, but must be approved by the Department Chair of Curriculum & Instruction. Extensions of clinical teaching may be required for absences and excessive absences may require a second clinical teaching semester or termination from the program.

### **Holidays/Staff Development.**

Clinical teachers will observe the holidays scheduled by the School District to which they are assigned regardless of the holidays observed by Texas A&M University-Central Texas. Clinical teachers are expected to be at school on staff development days and to participate in any professional development when appropriate.

### **Bad Weather Days.**

Clinical teachers will observe bad weather delays or cancellations of their placement, regardless of Texas A&M University-Central Texas weather delays or cancellations. If you are unable to attend due to weather in your area, you must notify the following: (1) your cooperating teacher; (2) your field supervisor (3) your school, and (4) the Department Chair of Curriculum and Instruction.

### **Seminars.**

Clinical teachers are required to attend ALL clinical teaching seminars. Failure to attend may result in a grade of unsatisfactory in this course. The Absence Documentation form must be completed. Any absences must be approved by your supervisor. 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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