EDUC 5314-115, CRN 60070, Creating and Managing the Learning Environment
Summer 2020: July 6-August 10
Online
Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION
Course dates: July 6-August 10
Location: Online/Canvas

INSTRUCTOR AND CONTACT INFORMATION
Instructor: J. Elizabeth Casey, Ph.D.
Office: Warrior Hall
Phone: 254-519-5491
Cell: 864-247-6542
Email: j.casey@tamuct.edu

Office Hours:
By Appointment via Webex through Canvas Course.
For immediate assistance, a text to my cell phone will receive a response typically within 30 minutes.

The course is divided into modules. All course materials are located in the modules.

Student-instructor interaction:
An online discussion board through canvas will be utilized to engage all learners in discussing course content and/or assisting each other if difficulties arise. Often, multiple students have the same questions, and I will send an email to all students to clarify information. I typically respond through canvas in an announcement or on the discussion board to clarify concerns for the entire class. I will get back to emails within 24 hours. I will respond to text messages or phone calls immediately, or within 30 minutes. For general questions or clarification, please contact me via j.casey@tamuct.edu. For emergencies, please text or call my cell phone.

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: The examination of assessment as a process with emphasis on assessment of student achievement and on data interpretation for the purpose of improving instruction.

Course Objective: Upon completion of this course students will understand the purpose of assessment, place assessment into the context of student learning and academic achievement, and be able to implement various types of assessment in their classrooms to enhance students’ academic performance.

Student Learning Outcomes (SLOs).
By the end of this course, students will be able to:
1) Analyze assessment as a process.
2) Identify the role of school personnel in using data to inform instruction.
3) Compare and contrast norm-referenced and criterion-referenced tests and formative and summative assessment.
4) Identify appropriate items or tasks for traditional and authentic assessments.
5) Identify best practices in schools related to assessment of student achievement.
6) Disaggregate various types of data.
7) Collect and analyze student achievement data.
8) Understand ethical issues related to assessment.

Universal Design for Learning (UDL). Universal Design for Learning (UDL) principles can be applied to many products and environments. UDL can be defined as the design of instruction of products and environments to be usable by all students, to the greatest extent possible, without the need for adaptation or specialized design. Universal design principles can be applied to the overall design of instruction as well as to specific instructional materials, facilities, and strategies (such as lectures, classroom discussions, group work, web-based instruction, labs, field work, and demonstrations). Universally designed curriculum provides students with a wide range of abilities, disabilities, ethnic backgrounds, language skills, and learning styles multiple means of representation, action and expression, and engagement (called Universal Design for Learning by the Center for Applied Special Technology (CAST), www.cast.org [2]).

Competency Goals Statements (standards):
Texas Teacher Standards:
Standard 5: Data-Driven Practice. Pre-service teachers use formal and informal methods to assess student growth aligned to instructional goals and course objectives and regularly review and analyze multiple sources of data to measure student progress and adjust instructional strategies and content delivery as needed.

In TASC Core Teaching Standards
Standard 6: Assessment. The teacher understands and uses multiple methods of assessment to engage learners in their own growth, to monitor learner progress, and to guide the teacher’s and learner’s decision making.
Standard 7: Planning for Instruction. The teacher plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.

Required Textbook:
Other Required Materials:
Texas Educator Standards: http://www.tea.state.tx.us/index2.aspx?id=6148
http://tea.texas.gov/Texas_Educators/Preparation_and_Continuing_Education/Approved_Educator_Standards/ Texas Essential Knowledge and Skills (TEKS)

COURSE REQUIREMENTS
A. Assessment Project: (50 pts) Develop various types of assessment ensuring items follow best practices (as identified in the text and materials) and support diverse learners. (SLOs 3, 4, and 5)

B. Discussion Boards: (5@10 pts each for 50 pts) Respond to prompts each week with a thorough explanation that demonstrates thought and reflection. Respond to two peer posts. (SLOS 1, 2, 6, 7, and 8)

C. Midterm (25 pts) (SLOs 1-8)

D. Article Analysis: (2@10 pts each for 20 pts) After reading assigned article, write a three to four page analysis that summarizes major points of the research. (SLOs 1, 2, and 5)

E. Final Exam (50 pts) (SLOs 1-8)

Grading Criteria Rubric and Conversion
A. Assessment Project 50 pts
B. Discussion Boards 50 pts
C. Midterm 25 pts
D. Article Analysis 20 pts
E. Final Exam 50 pts
Total = 195 pts

<table>
<thead>
<tr>
<th>Points Earned out of 110 Possible</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>175-195</td>
<td>A</td>
</tr>
<tr>
<td>156-174</td>
<td>B</td>
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<tr>
<td>136-155</td>
<td>C</td>
</tr>
<tr>
<td>117-135</td>
<td>D</td>
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Grading Criteria Rubric and Conversion
Rubrics will be provided for all assignments.

Posting of Grades
Grades will be posted in canvas. Quiz grades will be available immediately upon completion. Written assignments will be graded as soon as possible. Video-taped assignments will receive feedback within two days so that students may write a reflection. Final grades will be posted to the Canvas Learning Management System after completion of course requirement.
**Attendance Policy:**
Please post to discussion boards in a timely manner. Please complete all assignments by deadline. If you run into difficulties or emergencies, please contact me asap so that we can make arrangements.

**Late Work:**
Please upload assignments by 11:59 pm on the day it is due. Assignments uploaded after the due date may have points deducted.
**Important University Dates: SUMMER 2020**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>July 6, 2020</td>
<td>Classes Begin Second 5-Week Session</td>
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<tr>
<td>July 7, 2020</td>
<td>Deadline for Faculty Submission of First 5-Week Final Class Grades</td>
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<td>(due by 3pm)</td>
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<tr>
<td>July 9, 2020</td>
<td>Deadline to Drop Second 5-Week Classes with No Record</td>
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<tr>
<td>July 10, 2020</td>
<td>Deadline to Drop 8-Week Classes with a Quit (Q) or Withdraw (W)</td>
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<tr>
<td>July 17, 2020</td>
<td>Deadline to Drop 10-Week Classes with a Quit (Q) or Withdraw (W)</td>
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<tr>
<td>July 24, 2020</td>
<td>Classes End for 8-Week Session</td>
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<tr>
<td>July 24, 2020</td>
<td>Deadline to Drop Second 5-Week Classes with a Quit (Q) or Withdraw (W)</td>
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<tr>
<td>July 24, 2020</td>
<td>Deadline to Withdraw from the University for 8-Week Classes</td>
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<tr>
<td>July 28, 2020</td>
<td>Deadline for Faculty Submission of 8-Week Final Class Grades (due</td>
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<td></td>
<td>by 3pm)</td>
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<tr>
<td>August 7, 2020</td>
<td>Classes End for 10- and Second 5-Week Sessions</td>
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<tr>
<td>August 7, 2020</td>
<td>Deadline for Applications for Tuition Rebate for Summer Graduation</td>
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<tr>
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<td>(5pm)</td>
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<tr>
<td>August 7, 2020</td>
<td>Deadline for Degree Conferral Applications to the Registrar’s Office</td>
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<td>$20 Late Application Fee</td>
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<tr>
<td>August 7, 2020</td>
<td>Deadline to Withdraw from the University for 10- and Second 5-Week</td>
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<tr>
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<td>Classes</td>
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<td>August 7, 2020</td>
<td>Summer Commencement Ceremony</td>
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<tr>
<td>August 11, 2020</td>
<td>Deadline for Faculty Submission of 10-Week and Second 5-Week</td>
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<tr>
<td></td>
<td>Final Class Grades (due by 3pm)</td>
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**TECHNOLOGY REQUIREMENTS AND SUPPORT**

This course is a fully online course. You will need access to canvas to complete all class activities. Online learning modules will have links to resources, so access to a computer and an adequate internet connection is vital. You will need to videotape yourself conducting a guided-reading lesson. I suggest using the Studio tap in canvas for ease of recording.

**Technology Requirements**

This course will use the A&M-Central Texas Instructure Canvas learning management system. We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.

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.

Online Proctored Testing
A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

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 the Drop Request Dynamic Form through Warrior Web.
[https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FSubmit%2FFForm%2FStart%2F53b8369e-0502-4f36-be43-f02a4202f612].

Faculty 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. Once you submit the completed 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, working with others in an unauthorized manner, 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 referred 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].

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].

**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) [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 Student Affairs [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, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors will return at the Tutoring Center in Warrior Hall, Suite 111 in the Fall 2020. Student success coaching is available online upon request.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, success coaching, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing studentsuccess@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 online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

**University Writing Center**

The University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free service open to all TAMUCT students. For the Summer 2020 semester, all services will be online as a result of the COVID-19 pandemic. The hours of operation are from 10:00 a.m.-4:00 p.m. Monday thru Thursday with satellite hours online Monday thru Thursday from 6:00-9:00 p.m. This summer, the UWC is also offering hours from 12:00-3:00 p.m. on Saturdays starting June 27th and ending July 18th.

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 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/compliance/titleix.html].

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 concerning behaviors, or individuals causing a significant disruption to our community, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. 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.

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**INSTRUCTOR POLICIES.**
Late work may be accepted, depending on circumstances, i.e. illness, family emergency, work, etc. Late points may be deducted.

**Copyright Notice.**
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