

“Study without reflection is a waste of time; reflection without study is dangerous.”
Chinese Proverb

EDUC 3420-110. CRN 80786, INSTRUCTIONAL PLANNING AND DELIVERY

Fall 2021

Texas A&M University - Central Texas
Warrior Hall

This is a face-to-face course.

We will meet in Warrior Hall, Room 315 every Tuesday and Thursday from 8:00-10:00.
Classes will begin August 24, 2021 and end October 14, 2021.

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Amanda G. Allen, Ed.D.
Office: Warrior Hall 322 O
Phone: 254-519-5411
Email: agallen@tamuct.edu (*This is my A&M Central Texas and not my Canvas email.*)
Office Hours: Mondays and Wednesdays: 11:00-4:00 and by prior arrangement

Student-instructor interaction:

Email, call, or personally ask for a meeting during my office hours. We can meet face-to-face in my office or in a conference room, or online through webex.

If you send an email that I deem requires a response outside of my regular office hours, I will reply within 48 hours except on weekends. Otherwise I will answer your email during my regular office hours. Email me at agallen@tamuct.edu and not through Canvas.

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://www.tamuct.edu/police/911cellular.html) [<https://www.tamuct.edu/police/911cellular.html>] 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:

Catalog Description

This course addresses the lesson cycle; instructional models; use of technology to enhance instruction; resources to plan, deliver, and assess instruction; the role of assessment in driving instruction; Texas Essential Knowledge and Skills (TEKS) and the curricula scope and sequence. This course should be taken in the first block of the teacher education program..

Course Objective

Upon completion of this course students will be able to implement the elements of effective instruction. These include: lesson planning, classroom management, writing effective lesson plan objectives, utilizing appropriate assessments and elements of best practice.

Student Learning Outcomes:

The learner will

1. develop lessons with measurable objectives based on course content, curriculum scope and sequence, and expected student outcomes.
2. plan instruction that is engaging, developmentally appropriate, differentiated, and standards driven.
3. select the appropriate lesson plan model for the content and expected outcomes.
4. incorporate effective strategies into the instructional plans.
5. analyze content standards to identify enduring concepts.

Competency and Goals Statements:

-- Please see the PPR EC-12 Standards

Writing Instructive (WI)

This is a Writing Instructive (WI) course. Writing will be an integral and fundamental measure of your mastery of course content. WI means that you will have several opportunities to work on improving your writing skills.

Resources:

Borich, G. D. (2017). *Effective Teaching Methods: Research-Based Practice*, 9th Ed. Pearson.

Wong, H., & Wong, R. (2018). *The first days of school: How to be an effective teacher* (5th ed.). Harry K. Wong Publications, INC.

Certify Teacher – \$35.00 – Ms. Kuklies will walk us through this purchasing process during class.

Texas Essential Knowledge and Skills (TEKS):

<https://tea.texas.gov/academics/curriculum-standards/teks/texas-essential-knowledge-and-skills>

College and Career Readiness Standards (CCRS)

<http://www.highered.texas.gov/institutional-resources-programs/public-community-technical-state-college/texas-college-and-career-readiness-standards/>

TEA Code of Ethics and Standard Practices for Texas Educators

ASSESSMENT COMPONENTS

- *Successful completion of Certify Teacher: (10 pts.)* SLO 1
- *Topic discussions: (10 pts.)* SLO 1-7
Participate in various topic discussions both in and out of class.
- *Goals & objectives: (10 pts.)* SLO 1 & 2
- *Lesson plans: (10 pts.)* SLO 1, 2, 5
Develop appropriate lesson plans reflecting appropriate standards, and objectives, and instruction.
- *Unit plan (20 pts.)* SLO 1-5
Develop a unit plan including of three to five lessons from a unit you develop.
- *Quizzes, etc.: (10 pts.)* SLO 1-5
Complete periodic quizzes and other in-class activities. Points may vary.
- *Final Exam: (20 pts.)* SLO 1-5
Complete a cumulative final exam given at the end of the semester
- *Professionalism: (10 pts.)*
Attendance, punctuality, preparedness, and active participation are expected. Students are expected to demonstrate the attitudes and dispositions of capable, competent, and caring professional educators. Represent yourselves, the Teacher Education Program, and the University in the best light possible. Follow the TEA Code of Ethics that you agree to uphold.

Assignments will be *word-processed and double-spaced* unless otherwise stated.
Use *person-first language* in all documentation. (State the person before the disability. – *student with a disability* rather than *the disabled student*)
Ensure that you use correct *grammar, mechanics, structure, and clarity*.
Points will be deducted for these errors.

Grading Criteria		Grades will be assigned at the end of the semester on the following basis:
<i>Certify Teacher</i>	10	100-90 = A
Discussions	10	89-80 = B
Quizzes, etc.	10	79-70 = C
Goals and objectives	10	69-60 = D
Lesson plans	10	59 > F
Unit plan	20	
Final exam	20	
Professionalism	10	
TOTAL	100	

Posting of Grades

Grades will be posted on Canvas.

Uncooperative Technology

If your computer or other device displays defiant tendencies, eats your homework, or exhibits other inappropriate behaviors, use a TAMUCT computer lab, the TAMUCT library, or a local library to complete your assignments. If an assignment is due on Canvas, you may email or print a hard copy of the assignment and send or bring it to me if necessary. All media are due on the required day and time.

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): [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%2FForm%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. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. 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/pregnant-and-parenting-students.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. 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

University Writing Center: Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. For the Fall 2021 semester, the hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday 12:00-3:00 p.m.

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 WOnline at <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, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor by making an appointment via WOnline at <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, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

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 400,000 eBooks and 82,000 journals, in addition to the 96,000 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 virtually through WebEx, Microsoft Teams 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].

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 Wellness and 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) [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, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. 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/bit) website for more information [https://www.tamuct.edu/bit]. 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:

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.

Attendance, Late Work, Class Policies:

Attendance, punctuality, and participation are required. Being prepared to participate includes completing assigned reading and bringing necessary textbooks, assignments and materials to class.

Attendance:

EDUC 3420 meets face to face on Tuesdays and Thursdays from 8:00-10:00. Attendance throughout the entire class is expected; please be prepared to actively participate in class. **More than three (3) class absences will result in a loss in professionalism points and lowering the final points by one letter grade. Four (4) absences will result in a loss in professionalism points and may result in failure of the class. Two partial attendances will equal one absence.** Students missing class are responsible for notes, handouts, assignments and any changes in schedules. Find a reliable classmate who will take notes, collect handouts, and provide pertinent information if you must be absent.

Uncooperative Technology

If your computer or other device displays defiant tendencies, eats your homework, or exhibits other inappropriate behaviors, use a TAMUCT computer lab, the TAMUCT library, or a local library to complete your assignments. If an assignment is due on Canvas, you may email or print a hard copy of the assignment and send or bring it to me if necessary. All media are due on the required day and time.

Late Work:

The professor will deduct one point if an assignment is past due. One point will be deducted for each additional day the assignment is late. Supplemental assignments are **NOT** available. Be aware of the time and date each assignment is due.

Some assignments will be completed in class. If you are not present, supplemental assignments will **NOT** be available. You will therefore not receive the points for the assignments you missed. Late work will be accepted without penalty only under extreme extenuating circumstances which are communicated *directly* to the professor in a timely manner. The professor will not accept information from another student.

Academic Integrity:

The professor will strictly adhere to the University's policy of Academic Integrity.

COURSE OUTLINE AND CALENDAR**Complete Course Calendar**

The course calendar is on a separate page.

Important University Dates – *(You may need to cut and pasted the link into your browser.)*

http://catalog.tamuct.edu/undergraduate_catalog/general-information/academic20calendars20and20final20exam20schedule/

This syllabus is subject to change. Be cognizant of Canvas Announcements that may indicate changes to the syllabus and the class.