

**EDUC 4332 110 Classroom Management
CRN 80791**

Fall 2021

Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION

This course meets face-to-face on Monday/Wednesday from 12:30-1:45 pm in Warrior Hall Room 312, from August 23, 2021 to Wednesday December 8, 2021, with supplemental materials made available online through the A&M-Central Texas Canvas Learning Management System

<https://tamuct.instructure.com/>

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Linda Black, PhD

Office: WH 322P

Phone: 254-519-5795; outside of office at 832-372-7640.

Email: linda.black@tamuct.edu

Online & In Person Office Hours:

Monday	11-12:15 pm
Tuesday	11:00-2, 3:30-5 pm
Wednesday	11-12:15 pm
Thursday	11:00-2, 3:30-5 pm

Student-instructor interaction You can meet with me online during scheduled office hours or by appointment. Often, multiple students ask the same questions via email. In these instances, I typically respond through Canvas in an announcement to clarify concerns for the entire class. I respond to emails within 24 hours. Whether texting or leaving a voice mail, please tell me your name and which class you are taking. I usually respond to phone calls or text messages the same day, unless in a meeting or at a conference.

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.

COVID-19 SAFETY MEASURES

Fall 2021 Return to Campus Plan. For the most recent campus information regarding COVID-19 see the Texas A&M University-Central Texas Fall 2021 Return to Campus Plan at <https://www.tamuct.edu/covid19/>

COURSE INFORMATION

Course Overview and Description

This course introduces various classroom organizational strategies, offers pre-service teachers ideas for effective classroom management, and develops an understanding of the value of collaborating within the school community. The course addresses the creation of safe and supportive learning environments that foster high levels of student engagement and maximize student learning.

Prerequisite: Admission to Educator Preparation Program.

Overview: The student will demonstrate effective practices in a field-based setting, including implementing classroom discipline management plans 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. Upon completion of this course, the student will be a reflective professional educator who makes effective educational decisions including decisions about implementing a classroom discipline management plan that supports the creation of dynamic learning environments appropriate for diverse students' needs.

Student Learning Outcomes (SLOs)

The learner will:

- (1) communicate goals and objectives with high expectations for the community of learners.
- (2) integrate a variety of modalities to teach key concepts.
- (3) identify behavior management systems that support an environment where all students can learn.
- (4) identify routines that maximize instructional time.
- (5) plan a flexible physical environment to accommodate different needs and facilitate groupings that maximize collaboration, engagement, critical thinking, and problem solving.
- (6) create a culture that fosters respectful, supportive, positive and productive interactions for a diverse student population, to allow for a wide variety of backgrounds and experiences.

Competency Goal Statements- Pedagogy and Professional Responsibilities (PPR) certification standards

<https://tea.texas.gov/sites/default/files/PPr%20EC-12%20Standards.pdf>

Standard I. *The teacher designs instruction appropriate for all students that reflects an understanding of relevant content and is based on continuous and appropriate assessment.

Standard II. *The teacher creates a classroom environment of respect and rapport that fosters a positive climate for learning, equity, and excellence.

Standard III. *The teacher 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.

Standard IV. *The teacher fulfills professional roles and responsibilities and adheres to legal and ethical requirements of the profession.

ISTE Standards

1b- Pursue professional interests by creating and actively participating in local and global learning networks.

4d- Demonstrate cultural competency when communicating with students, parents and colleagues and interact with them as co-collaborators in student learning.

6a- Foster a culture where students take ownership of their learning goals and outcomes in both independent and group settings.

6d- Model and nurture creativity and creative expression to communicate ideas, knowledge or connections.

Required Textbook

Emmer, E. T., and Evertson, C. M. (2017). 10th Edition. *Classroom Management for Middle and High School Teachers*. Pearson Education: Boston.

*Several required readings will be posted on the course website throughout the course.

Suggested Readings

Charles, C.M. & Cole, K.M. (2018). *Building classroom management: Methods and models*. 12th ed. Pearson Education: Boston, MA.

Wong, H. K. (2009). *The first days of school: How to be an effective teacher*. Harry K. Wong Publications: Mountain View, CA.

Course Requirements/Assignments/Assessments

a. Field Experience Assignments throughout the semester- Each student will complete:

Three assignments at the **beginning** of the semester relating to getting to know his/her cooperating teacher:

1. Contract with Cooperating Teacher- 20 pts.
2. Observation of Cooperating Teacher- 40 pts.
3. Interview of Cooperating Teacher- 40 pts.

Two formative assignments at **mid-term**:

1. Mid-Term Evaluation of Cooperating Teacher by TAMUCT Student- 32 pts.
2. Mid-Term Evaluation of TAMUCT Student by Cooperating Teacher- 33 pts.

Two summative assignments at **end of term**:

1. Final Evaluation of Cooperating Teacher by TAMUCT Student- 32 pts.
2. Final Evaluation of TAMUCT Student by Cooperating Teacher- 33 pts.

Supports the **Dept. of C&I goals #2, 6, 9, 10 and Student Learning Outcomes #1-6.

b. Quiz over Legal & Ethical Responsibilities of Texas Teachers (100 pts.)- Each student will be assessed on information from the TAC Code Chapter 227, *Code of Ethics and Standard Practices for Texas Educators* as well as other important issues addressing and ethical legal issues for Texas teachers.

****Supports the PPR State Standards for Teachers, Standard IV. *The teacher fulfills professional**

roles and responsibilities and adheres to legal and ethical requirements of the profession and the Dept. of C&I goal #9.

c. Mid-Term Quiz (100 pts.) Each student will be assessed on topics from the text and other research-based articles about classroom rules & procedures that address behavior management that were covered in the first half of the course. ****Supports the Dept. of C&I goals #2, 6, 9, 10 and Student Learning Outcomes #1, 2, 4, 5 and 6.**

d. Partner Presentation & Chart of Discipline Theories (50 pts.) Working with a partner/group, students will research and present information about one of the major classroom management/discipline theories (50 pts.) completing a chart of theorists/scholars (50 pts.). Quiz about the major theorists after presentation (50 pts.). ****Supports the Dept. of C&I goals #2, 6, 9, 10 and Student Learning Outcomes #1, 5 and 6**

e. Authentic Formative Assessment- Parts of the Classroom Management Plan throughout the semester (100 pts.) Each student will create the following parts of their future classroom management plan to be assessed separately: classroom routines, rules, rewards, consequences, ways to care & respect for students, plan for the first day of school, student-to-student relationships, and plan for communicating with parents. These assignments will be reviewed by the course instructor as well as the student's cooperating teacher in field experience, if possible, for feedback and revision. ****Supports the Dept. of C&I goals #2, 6, 9, 10 and Student Learning Outcomes #1, 3, 4 and 6.**

f. Authentic Summative Assessment- Classroom Management Plan Final Project (200 pts.) Each student will REVISE any part of the classroom management plan as needed, and submit in a fully articulated classroom management plan for a final grade. This assignment will be reviewed by the course instructor as well as the student's cooperating teacher in field experience, if possible, for feedback and revision. ****Supports the Dept. of C&I goals #2, 6, 9, 10 and Student Learning Outcomes #1, 3, 4, and 6.**

g. Authentic Summative Assessment, Field Experience Hours and Teaching (450 pts.)- All students must complete a minimum of 60 field-based hours in their program prior to clinical practice. Field experiences include placement at a campus in the content area that you are seeking certification, observing lessons, working with small groups, and teaching the minimum of two lessons. A signed Time Log (300 pts.), faculty evaluation of at least one lesson (50 pts.), cooperating teacher evaluation of teaching (50 pts.), and a detailed reflection on lessons taught (50 pts.) will be submitted to Canvas to fulfill this requirement. ****Supports the Dept. of C&I goals #1, 2, & 4, and Student Learning Outcomes #1, 2, 4, & 6.**

h. Summative Assessment Final Exam (100 pts.)- Each student will be assessed on topics from the text and other research-based articles about classroom environment & organization, cooperative learning, student work, instruction, & working with families that were covered in the second half of the course. ****Supports the Dept. of C&I goals #2, 6, 9, 10 and Student Learning Outcomes #1, 2, 4, 5, and 6.**

i. Class Participation (100 pts.) Each student is required to participate in class through discussion, collaboration, and active listening. ****Supports the Dept. of C&I goals #1, 2, 4, 6, 9, 10 and Student Learning Outcomes #1, 3 & 6.**

j. Professional Dispositions Evaluation (Pass/Fail)- At this point in each student's professional development, the College of Education and Human Development expects pre-service candidates to demonstrate a wide range of professional dispositions, to include: attendance, class participation,

adherence to professional ethics, collaboration, commitment to diversity, initiative, responsibility, responsiveness to professional feedback, self-reflection, and student focus. Based upon interaction and observation of each student during the semester, the course instructor will calculate the disposition grade. ****Supports the Dept. of C&I goals #1, 2, 4, 6, 9, 10 and Student Learning Outcomes #1, 3 & 6.**

k. Professional Growth Opportunities (20 pts. each)- Just as professional educators have the opportunity for continued professional growth, students will be given the opportunity to extend, elaborate, and apply their classroom learning to two educational experiences outside of the classroom setting. These experiences will vary with the semester depending upon community and university events. ****Supports the Dept. of C&I goal #11.**

Summary of Course Grades

Field Experience Assignments	230 pts.
Quiz over Legal & Ethical Responsibilities	100 pts.
Mid-Term Quiz	100 pts.
Partner or group presentation	50 pts.
Parts of a Classroom Management Plan	100 pts.
Final Classroom Management Plan	200 pts.
Field Experience Hours & Teaching	300 pts.
Professional Dispositions Evaluation	Pass/Fail
Final Exam	100 pts.
Class Participation	100 pts.

Grading Criteria Rubric and Conversion

To determine your grade, take your points earned and divide by the number of points possible. Letter grades for the course will be determined as follows:

90-100%	= A
80-89%	= B
70-79%	= C
60-69%	= D
Below 60%	= F

Posting of Grades

Grades from assessments will be posted within seven working days, unless it is a major assignment. Posting of major assessment grades will be discussed in class.

Grading Policies

Quality of Assignments- High professional standards are expected of all assignments. In order to obtain the full credit for an assignment, candidates must demonstrate higher order thinking skills (analyze data by applying theoretical and conceptual tools; construct convincing arguments; integrate information from various sources; evaluate various theoretical perspectives; etc.). All assignments are to be submitted in a timely, professional manner. This includes use of English, correct grammar and spelling, and appropriate formatting. Remember that the quality of work you present reflects your desire to be a professional educator. **All submitted work should be typed unless otherwise noted.**

Late Work Policy- Missed exams and quizzes may only be re-scheduled in cases of excused absences and must be made up within 2 weeks of the original date. Late work will be accepted for no penalty for

university-excused absences. For other late work due to extenuating circumstances, please speak with the professor privately.

Course Outline and Calendar

Week	Topics	Text Chapter
Aug. 23	Intro to and characteristics of classroom management; Legal & ethical responsibilities of Texas teachers	1
Aug. 30	Legal and ethical responsibilities of Texas teachers (packet)	
Sept. 1	*Quiz Sept. 1 over legal and ethical responsibilities of Texas teachers; Explanation of assignments and rules for field experience after quiz	
Sept. 6	Building supportive relationships with students;	2
Sept. 13	Behavior expectations & classroom rules; CHAMPs	4,5
Sept. 20	Organizing the environment; Classroom procedures & routines	3, 4
Sept. 27	Maintaining appropriate behavior; addressing minor misbehavior	9
Oct. 4	Feedback & Rewards	5
Oct. 11	*Quiz- Ch. 1-5 & 9 and any articles/handouts	
Oct. 18	Beginning the school year	6
Oct. 25	Planning and conducting instruction	7
Nov. 1	Managing cooperative learning groups	8
Nov. 8	Working with families- (Handout from alt. text)	10
Nov. 15	Managing special groups; Problem behavior; addressing safety issues: violence, bullying, & drug-related situations	11
Nov. 22	Discipline & Management Theorists- Research and presentations	
Nov. 29	Review for exam; PPR test review	
Dec. 5	*Final Field experience assignments due	
Dec. 6	*FINAL EXAM- Ch.5-8, 10-11	
Dec. 8	*Classroom Management Plan due	

Important University Dates

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

University Closed- Thursday Nov. 11 Veteran's Day, Nov. 26-27 Thanksgiving

TECHNOLOGY REQUIREMENTS AND SUPPORT

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

4A&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 a [Drop Request Form](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, 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), [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 [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) [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](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) 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, 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. 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 WCOonline 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 WCOonline 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 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>].

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) [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 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.

OTHER 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. Copyright. 2020 by Linda Black at Texas A&M University-Central Texas, College of Education; 1001 Leadership Place, Killeen, TX 76549; 254-519-5795, linda.black@tamuct.edu.

Class Attendance

Regular, punctual attendance, documented participation, and submission of completed assignments are expected at all classes, field experience, and other activities for which the student is registered. Failure of students to adhere to these requirements may influence the course grade, financial assistance, and/or enrollment status. Students may be excused from attendance for reasons such as health/medical reasons, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Make-up work must be completed as soon as possible after returning from an absence.

A. Personal Days-Students are expected to attend all classes, arrive on time, sign in, and actively participate in class, including online courses. Students are allowed **two "personal days" of absence that they may take at their discretion, but only with prior notification**. You may notify the instructor by phone, email, or during class time.

B. Excused Absences-You also have officially excused university days available to you that are covered under university policy- health-related issues, family emergencies, and student participation in university-related activities. Sick days and university-related activities require appropriate documentation so that any missed work may be completed.

C. Unexcused absences- If there is a situation for an absence beyond your two personal days, please communicate with your instructor. **It is YOUR responsibility to NOTIFY the instructor if you are going to be absent.**

D. Tardies- Two tardies of over 20 minutes late will count as one absence, unless there are extenuating circumstances. This is the same rule as in Clinical Practice (Student Teaching).

Mobile technology: Please turn off any mobile phones prior to the beginning of class unless we are using them to complete a class assignment. If you are expecting an important call during class time, please inform the instructor before class.

Code of Ethics for Texas Educators

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification.

Please go to TAC 247.2 – Code of Ethics and Standard Practices for Texas Educators. This can be found at [https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=19&pt=7&ch=247&rl=Y](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=19&pt=7&ch=247&rl=Y).

To complete Certification/Licensing Requirements in Texas related to public education and other professional settings:

1. Candidates must undergo a criminal history background check prior to clinical teaching and prior to employment as an educator. The public-school campuses are responsible for completing the criminal background check. A person who is enrolled or planning to enroll in a State Board for Educator Certification-approved educator preparation program or planning to take a certification examination may request a preliminary criminal history evaluation letter regarding the person's potential ineligibility for certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

A Preliminary Criminal History Evaluation is a non-mandatory, non-binding evaluation of an individual's self-reported criminal history. In addition, the agency obtains your name-based Texas criminal history information. The service is provided to the requestor for a **non-refundable fee**. The requestor will receive an evaluation letter by email from agency staff advising of potential ineligibility for educator certification.

You are eligible to request a Preliminary Criminal History Evaluation if:

- You enrolled or planning to enroll in an educator preparation program or

- You are planning to take a certification exam for initial educator certification, and
- You have reason to believe that you may be ineligible for educator certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

You are not eligible for a preliminary evaluation of your criminal history if you do not have a conviction or deferred adjudication for a felony or misdemeanor offense.

In addition, you must complete the fingerprinting process when you apply for certification. Participation in the evaluation does not preclude you from submitting to a national criminal history review at the time you apply for your educator certification. Your criminal history will be reviewed and you may be subject to an investigation based on that criminal history, including any information you failed to submit for evaluation.

Additional information can be found at

https://tea.texas.gov/Texas_Educators/Investigations/Preliminary_Criminal_History_Evaluation-FAQs/.

2. Provide one of the following primary ID documents: passport, driver's license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at www.texas.ets.org/registrationBulletin/ <<http://www.texas.ets.org/registrationBulletin/>>). YOU must provide legal documentation to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas.

Participation, Personal Responsibility and Professional Dispositions

Stay in Touch with the Instructor

Teaching well takes serious effort and commitment. You have not chosen an easy job, but you have chosen an important and rewarding job. As a teacher, you are responsible for helping students learn and grow. What you do as a teacher will make a difference in students' lives. There is much to do to prepare for taking on the demands of leading a classroom so we ask you to put in your best effort. This class will require you to stay on top of your work. If you find yourself stumbling, overwhelmed, or generally stressed out, that's a signal to get in touch with me. We will set up a time to meet or talk. I will offer support and try to figure out how to help you balance these demands and learn so that you are prepared to teach.

Discussions

Discussions will take place with class members online outside of class and during class. I expect you to share your ideas, listen to and try to understand the ideas of others, ask each other questions about the topic of discussion and ideas shared, build on each other's ideas, cite examples from the texts or your experiences to support your ideas, and treat each other with respect. As a participant in discussions, do what you can to encourage your peers to participate, move the discussion forward, and make the classroom safe for different perspectives. Consider these behavioral practices and cautions to support active listening as you participate in class: Good practice includes looking at the person who is talking to you; making an effort to hear the exact words the speaker is saying; reflecting back what you hear; responding to others' ideas by extending, supporting, or challenging those ideas with your own thoughts; using specific examples from course readings to support your ideas or connect to

the ideas of others; use nodding or other signs to show that what a classmate says matters. Some cautions to avoid include interrupting before the person has finished speaking, being preoccupied with other things, conveying immediate disagreement or impatience by how you look at the person, or quickly suggesting other perspectives without understanding those of the speaker.

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