

EDUC 5384, CRN 80810, Teaching Internship

Fall 2021

Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION

This is a blended 16 week practicum course which meets four times face-to-face, 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: Shelley B. Harris, Ph.D.

Office: WH 322r

Phone: 254-519-5797

Email: shelley.harris@tamuct.edu (preferred)

Office Hours (by appointment)

Tuesdays 10 – 11am; 1 – 4pm

Thursdays 10 – 11am; 1 – 4pm

Student-instructor interaction

As your professor, my role is to facilitate in your learning and help assist you in your college journey. Please take advantage of the office hours provided – they are your time to visit.

I will do my best to help you in any way. I will be checking email daily. My response time will be returned within 48 hours. When sending an email, please put the course name in the subject line. For the body of the email, remember to address me as Dr. Harris, include your detailed information with a possible solution, if needed, and include a salutation with your W#.

Professional communication is expected at all times.

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.

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](https://www.tamuct.edu/covid19/) [<https://www.tamuct.edu/covid19/>]

COURSE INFORMATION

Catalogue Course Description: A supervised field-based experience in classroom teaching, interns must demonstrate proficiency in applying effective teaching practices and classroom management strategies in a school classroom. Prerequisite: admission to a teacher certification program at Texas A&M Central Texas; satisfactory performance in the professional development courses preceding the internship. **Completion of the field experience is required in order to pass this course. No Grade lower than a B will be accepted.**

Course Objective:

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

Student Learning Outcomes:

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

Competency Goals Statements (certification or standards):

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.

ISTE Standards:

Standard 1. All teachers use technology-related terms, concepts, data input strategies, and ethical practices to make informed decisions about current technologies and their applications.

Standard 2. All teachers identify task requirements, apply search strategies, and use current technology to efficiently acquire, analyze, and evaluate a variety of electronic information.

Standard 3: All teachers use task-appropriate tools to synthesize knowledge, create and modify solutions, and evaluate results in a way that supports the work of individuals and groups in problem-solving situations.

Standard 4: All teachers communicate information in different formats and for diverse audiences.

Standard 5: All teachers know how to plan, organize, deliver, and evaluate instruction for all students that incorporates the effective use of current technology for teaching and integrating the Technology Applications Texas Essential Knowledge and Skills (TEKS) into the curriculum.

Standard 6: All teachers demonstrate a thorough understanding of technology concepts, systems, and operations.

Standard 7. All teachers know how to plan, organize, deliver, and evaluate instruction for all students that incorporates the effective use of current technology for teaching and integrating the Texas Applications Texas Essential Knowledge and Skills (TEKS) into the curriculum.

Required Reading and Textbooks:

No textbooks are required for this course. (Course assigned reading will be provided.)

COURSE REQUIREMENTS

Beginning of Year Checklist SLO 1-4

5 points

To ensure a successful beginning to the internship, the intern, with his/her mentor must complete the Beginning of the Year Checklist. Present the checklist to the mentor and enlist his/her support in accomplishing the numerous tasks that a beginning teacher must complete to begin the school year. The checklist is in a .pdf and located in Canvas. Students will submit their checklist to Canvas by the due date.

Weekly Schedule SLO 4

5 points

Students will complete the Weekly Schedule and turn it in to their Field Supervisor. This will assist the Field Supervisor in scheduling his/her visits for observations. At any time, your weekly schedule changes, you must submit a new Weekly Schedule to your Field Supervisor. It is your responsibility to email the Weekly Schedule on time to reflect organization and professionalism. The form is a .pdf and located in Canvas.

Weekly Conference with Mentor Log (Qualtrics) SLO 4

10 points

Students are required to keep and maintain their Weekly Conference Log with their mentor. This document is in Qualtrics and requires input and signatures from both the intern and mentor.

Professional Goals and Action Plan *SLO 1-4* *10 points*
During the first few weeks of school, interns need to meet with their mentor to identify the interns' personal and professional strengths and weaknesses. After discussion, the mentor will assist the intern in the development of professional growth goals and identify actions needed to facilitate attainment of the goals. The goals and actions will be documented on the Fall Action Plan for Professional Growth. A commitment is then made to evaluate progress in relation to each goal at the conclusion of the semester. The Fall Action Plan is a .pdf and located in Canvas. It is due within the first month of school.

Monthly Journal (4) *SLO 1-3* *10 points*
Students will complete monthly journals to reflect upon the classroom's events and garner insights into effective teaching, providing the intern with a history of growth as a teacher. Students must use APA style and submit the journal in Word to Canvas by the due date.

Plan for Learning (4) *SLO 1, 3* *10 points*
With guidance from your mentor teacher, complete this plan for the lesson your field supervisor will observe. The Plan for Learning Standards Based Lesson Plan will be sent via email to your Field Supervisor no later than 8:00 a.m. 3 days prior to your observation. This Lesson Plan and the Field Supervisor's emailed responses and reflective coaching questions constitute your PRE-CONFERENCE. Use provided .pdf form in Canvas and submit to Canvas. Email your Plan for Learning to fieldexperiences@tamuct.edu.

Intern Observation of Mentor (2) *SLO 1-3* *10 points*
Students will conduct (4) 30 minute observations of their assigned mentor. (two each semester) Use provided form in Canvas and submit in Canvas and to fieldexperiences@tamuct.edu. Be prepared to share your feedback with your mentor and field supervisor.

Mentor Observation of Intern (2) *SLO 1-3* *10 points*
Mentors will conduct (4) 30 minute observations of their assigned intern. (two each semester) Use provided form in Canvas and submit in Canvas and to fieldexperiences@tamuct.edu. Be prepared to share your feedback with your mentor and field supervisor.

Intern Observation of Other (1) *SLO 1-3* *10 points*
Students will conduct (2) 30 minute observations of someone in another grade band or content area. (one each semester) The purpose of this assignment is to see a variety of teaching and classroom management strategies. Use provided form in Canvas and submit in Canvas. Be prepared to share your feedback with your mentor and field supervisor.

Professional Development Opportunities *SLO 4* *5 points*

There are a variety of professional development opportunities on your campus that will allow you to be more engaged and cognizant of the daily functions of a campus. A list of opportunities will be provided to you; however, some include attending an ARD, 504, ELPS mtg; PTA/PTO, carnival, field trips, grade level meetings, before/after school duties, etc. Use your journal to document and reflect on our experiences in these opportunities. Complete the Professional Development Opportunities .pdf located in Canvas and submit to Canvas by the due date.

PPR Representative Test *SLO 1-4* *5 points*

In preparation for the PPR exam, students will study and take the PPR Representative Test. It is scheduled for October 23 from 9-11. All students MUST attend – this is mandatory.

Seminars (4) *SLO 1-4* *10 points*

Students will attend monthly class Seminars on campus. We will review the POP cycle feedback and discuss various aspects of the classroom including curriculum, lesson planning, instruction, differentiation, assessment and classroom management. All students are required to attend.

Grading Criteria Rubric and Conversion

Grades will be assigned at the end of the semester on the following basis:

A = 100-90 points

B = 89-80 points

C = 79-70 points

D = 69-60 points

F = 59-0 points

Posting of Grades

Grades will be posted on the Canvas Grade book where students can monitor their status. Turn-around time for grades to be posted are within 2 weeks. Larger projects may take more time. If you have any questions or concerns, please do not hesitate to email me or come by my office.

Grading Policies

All assignments must be submitted on time to receive full credit. Any late assignment submitted will have an automatic 25% deduction or not accepted per the instructor's decision. Note: Arrangements in exceptional circumstances (hospitalization, catastrophe, etc.) are the responsibility of the student. This means you must meet with the instructor to discuss the situation and provide documentation. If you are having technology difficulties, email the assignment to yourself and print in the library. Paper copies and/or Canvas copies of assignments are necessary to receive a grade.

COURSE OUTLINE AND CALENDAR

[Course Calendar](#)

Important University Dates

<https://www.tamuct.edu/registrar/academic-calendar.html>

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

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-](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)

[46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FSubmit%2FForm%2FStart%2F53b8369e-0502-4f36-be43-f02a4202f612](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), [<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/pregnant-and-parenting-students.html) [<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](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, 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].

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 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.

OTHER POLICIES

Communication

It is the expectation that all students use and check their TAMUCT email account and Canvas Announcements daily for class updates and university notices. Communication is vital in all classes and therefore, an expectation to be successful. Please utilize both your student email and Canvas email for interactions with your Professor.

Unforeseen Occurrences

Please be aware that changes may be made to this syllabus at the discretion of the professor and in the best interest of students. In the event of an unfortunate event, natural disaster or global pandemic, this course (contents, assignments, delivery) may have to change. Students will be notified immediately of any change.

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. (2021) by (Harris) at Texas A&M University-Central Texas, (COLLEGE OF EDUCATION); 1001 Leadership Place, Killeen, TX 76549; 254-(5797); (shelley.harris@TAMUCT.EDU)