

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

**EDUC 3420-110. CRN 11330, INSTRUCTIONAL PLANNING AND DELIVERY**

Spring 2022

Texas A&M University - Central Texas

Warrior Hall

*This is an online synchronous course.*

We will meet on WebEx on Mondays and Wednesday from 3:45-5:45.

Classes will begin January 19, 2022 and end May 11, 2022.

**INSTRUCTOR AND CONTACT INFORMATION**

**Instructor:** Amanda G. Allen, Ed.D.

**Office:** Warrior Hall 322 O

**Phone:** 254-519-5411

**Email:** [agallen@tamuct.edu](mailto:agallen@tamuct.edu) (*This is my A&M Central Texas and not my Canvas email.*)

**Office Hours:** Monday/Wednesday: 11:00-2:00; Tuesday/Thursday: 2:00-4:00; and by appointment

**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 I will generally reply within 48 hours except on weekends. Otherwise I will answer your email during my regular office hours. Email me at [agallen@tamuct.edu](mailto:agallen@tamuct.edu) and not through Canvas.

**Emergency Warning System for Texas A&M University-Central Texas  
SAFEZONE.**

SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

You can download SafeZone from the app store and use your myCT credentials to log in. If you would like more information, you can visit the [SafeZone](http://www.safezoneapp.com) website [www.safezoneapp.com].

To register SafeZone on your phone, please follow these 3 easy steps:

1. Download the SafeZone App from your phone store using the link below:
  - o [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [https://apps.apple.com/app/safezone/id533054756]
  - o [Android Phone / Tablet](https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp)  
[https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp]
2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
3. Complete your profile and accept the terms of service

## **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:**

*PPR EC-12 Standards are found at the end of the syllabus*

### **RESOURCES:**

#### **Required text**

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

#### **Required resource**

Certify Teacher – \$35.00

## **ASSESSMENT COMPONENTS**

- *Successful completion of Certify Teacher: (10 pts.)* SLO 1-5
- *Topic discussions and reflections: (20 pts.)* SLO 1-7  
Participate in various topic discussions both in and out of class. Reflect on various issues. Rubrics and expectations will be provided.
- *Objectives: (10 pts.)* SLO 1 & 2
- *Lesson plans: (20 pts.)* SLO 1 - 5  
Develop appropriate lesson plans reflecting standards, objectives, and instruction.
- *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.)*  
Professionalism includes but is not limited to

- Attending class
- Actively participating in class
- Being prepared for class by reading the chapters, answering weekly questions, etc
- Completing and submitting assignments on time
- Communicating appropriately with your professor, your colleagues, and other professionals at the appropriate times and in a timely manner
- Following the TExES Code of Ethics and the TAMUCT Student Code of Ethics and TExES and other standards, policies, and requirements stated throughout the syllabus.

**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/reflections	20	89-80 = B
Quizzes, etc.	10	79-70 = C
Objectives	10	69-60 = D
Lesson plans	20	59 > F
Final exam	20	
Professionalism	10	
<b>TOTAL</b>	<b>100</b>	

### **Posting of Grades & Grading Policies:**

Grades will be posted on Canvas.

\*If your computer or other device is being defiant, eating your homework, or exhibiting other inappropriate behaviors, use the TAMUCT computer lab, the TAMUCT library, or a local library to complete your assignments or attend class. You may also email copies of assignments to me, or print hard copies of your assignments and bring them to me if necessary.

### **Late Work:**

The professor will deduct 10% of the possible points if an assignment is past due. Ten percent will be deducted each additional day the assignment is late. Supplemental assignments are not available. Be aware of the time and date each assignment is due.

Late work will be accepted without penalty only under extreme extenuating circumstances. This information will be communicated to the professor in a timely manner (no more than two days after the due date) and directly from the student who will be or who is absent. The professor will not accept information from another student. If extenuating circumstances prevent a student from completing an assignment(s) by the due date, medical or other documentation is required.

## COURSE OUTLINE AND UNIVERSITY CALENDAR

### Complete Course Calendar

*The course calendar is on a separate Canvas page.*

### Important University Dates

The following link will take you to the current Academic Calendar. You will need to cut and paste the link into your browser.

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

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

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

*Please let the support technician know you are an A&M-Central Texas student.*

## UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

### Drop Policy

If you discover that you need to drop this class, you must complete 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]. Paste into your browser. Click on Code of Student Conduct under Important Documents.

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 Warrior Center for Student Success, Equity 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, both virtually and in-person. Student success coaching is available online upon request.

If you have a question, are interested in becoming a tutor, or in need of success coaching contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, visit the Warrior Center at 212 Warrior Hall, or by emailing [WarriorCenter@tamuct.edu](mailto:WarriorCenter@tamuct.edu).

To schedule tutoring sessions and view tutor availability, please visit [Tutor Matching Services](https://tutormatchingservice.com/TAMUCT) [https://tutormatchingservice.com/TAMUCT] or visit the Tutoring Center in 111 Warrior Hall.

Chat live with a remote 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 WCOOnline at <https://tamuct.mywconline.com/>. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC, 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](mailto: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/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 254-501-5805.

### **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.

**Class Policies:** *Attendance & Late Work*

## **Student → Teacher Candidate**

You are well on your way to moving from the station of student to that of teacher candidate. You are beginning the semester to prepare you for that next step. Your job this semester is to determine whether or not you truly want to become a teacher. If this is your calling, your professors will know through your perseverance, attendance, responsibility, and thirst for knowledge.

Attendance and participation are required. Being prepared to participate includes completing assigned reading, bringing necessary books, assignments, materials, and a willingness to learn to class.

### **Attendance:**

EDUC 3420 meets through WebEx on Mondays and Wednesdays from 3:45-5:45. Attendance and participation are expected.

Students missing class are responsible for notes, handouts, assignments and any changes in schedules.

### **Late Work:**

The professor will deduct 10% of the possible assigned points if an assignment is past due. Ten percent will be deducted each additional day the assignment is late. Supplemental assignments are not available. Be aware of the time and date each assignment is due.

Late work will be accepted without penalty only under extreme extenuating circumstances. This information will be communicated to the professor in a timely manner (no more than two days after the due date) and directly from the student who will be or who is absent. The professor will not accept information from another student. If extenuating circumstances prevent a student from completing an assignment(s) by the due date, medical or other documentation is required.

### **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.

### **Academic Integrity:**

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

This syllabus is an overview of the course, a description of the learning tasks, and an explanation of university policy. The professor reserves the right to amend the syllabus during the term.

*Be cognizant of Canvas Announcements and all emails that may indicate changes to the syllabus and the class.*

## **STANDARDS OF PROFESSIONAL CONDUCT**

Teachers have a responsibility for professional behavior and conduct at all times. The Teacher Education Program at TAMUCT expects high standards of professional conduct during your teacher preparation training and field-based observations. The following categories describe, in general, the expected professionalism.

### **I. Attendance and Punctuality**

Attendance and punctuality are required for all classes, tests, seminars, group meetings, small and large group collaboration, and all field-based experiences.

### **II. Professional Attitude**

Maturity and commitment to the profession of teaching is reflected by your positive attitude. Keeping a positive, professional attitude is crucially important to your course work.

### **III. Professional Communication Skills**

Professionalism in your interactions with public school and university personnel implies (1) active listening, (2) thoughtful responses, (3) appropriate written and oral communication skills, and (4) active participation in class and field-based observations. Assuming full professional responsibility also means contributing to small and large group interactions, planning sessions, and assuming an active role in your professional development when appropriate.

Your professional behaviors communicate your integrity and character. These professional behaviors include how well you articulate your ideas and beliefs in facilitating instruction, the speech you use, the interactions with your peers, compliance with the school district dress and appearance guidelines, and the highest respect for teacher-student relationships.

It is extremely important to respect and honor the confidentiality of all interactions with school districts, administrators, teachers, and students during your pre-practicum experience.

### **IV. Honesty and Ethical Behavior Reflecting good Character**

It is imperative that you do not undermine your personal integrity in any way nor project that appearance in any situation.

**PEDAGOGY AND PROFESSIONAL RESPONSIBILITIES (PPR) EC-12****DOMAIN I: DESIGNING INSTRUCTION AND ASSESSMENT TO PROMOTE STUDENT LEARNING**

PPR 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.

**DOMAIN III: IMPLEMENTING EFFECTIVE, RESPONSIVE INSTRUCTION AND ASSESSMENT**

PPR 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.

Technology Applications Standard III: 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 problemsolving situations.

Technology Applications Standard IV: All teachers communicate information in different formats and for diverse audiences.

Technology Applications Standard V: 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.