

**EDUC 5384.120 Teaching Internship  
CRN 11853**

**Spring 2022  
Texas A&M University-Central Texas**

**COURSE DATES, MODALITY, AND LOCATION**

This class meets on certain Saturdays from 9am-1:35 pm on: January 29, February 26, March 26, April 23 and May 7, in Warrior Hall in Room 315. January 19, 2022-May 11, 2022

This is a blended 16-week practicum course which meets four times face-to-face and once virtually, 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 hours at 832-372-7640.

**Email:** [linda.black@tamuct.edu](mailto:linda.black@tamuct.edu)

<b>Online &amp; Office Hours:</b>	MW	11-11:45am, 1:45-3pm	Online or Phone
	Tuesday	11am-12:15pm, 2-5pm	On campus office
	Thursday	11am-12:15pm, 2-3pm	On campus office
	Friday	By appointment	

**Student-instructor interaction** You can meet with me during scheduled office hours or by appointment, in person on campus or online. 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 usually respond to emails within 24 hours. Whether texting or leaving a voice mail, please tell me your name (text) and which class you are taking. I usually respond to phone calls or text messages within the hour, unless in a class, 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.

**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 website [[www.safezoneapp.com](http://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:
  - iPhone/iPad: [<https://apps.apple.com/app/safezone/id533054756>]
  - Android Phone / Tablet  
[<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](mailto:{name}@tamuct.edu))
3. Complete your profile and accept the terms of service

## **COURSE INFORMATION**

### **Course Overview and 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. **Completion of the field experience is required in order to pass this course. No Grade lower than a B will be accepted.**

**Prerequisite:** Admission to a teacher certification program at Texas A&M Central Texas; satisfactory performance in the professional development courses preceding the internship.

**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 (SLOs):**

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)**

### **Pedagogy & Professional Responsibilities (PPR) State Standards**

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

## ISTE Technology Standards

<https://www.iste.org/standards/iste-standards-for-teachers>

### Required Textbook/Materials

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

### Suggested Readings (Not required)

Charles, C.M. & Cole, K.M. (20XX). *Building classroom management: Methods and models*. 12<sup>th</sup> ed. Pearson Education: Boston, MA.

Evertson, C. M. & Emmer, E. T. (2017). *Classroom management for elementary school teachers*. 9<sup>th</sup> 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 Assessments

**a. Weekly Schedule (50 pts.)-** Students will complete the Weekly Schedule and turn it in to their Field Supervisor and Canvas. 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. **\*\*Supports the Student Learning Outcome #4.**

**b. Meetings with Mentor (50 pts. each)-** During the first few weeks of school, and then at least 2 other times during the semester, interns need to meet with their mentor to discuss professional goals for the semester and other issues. After discussion, the mentor will assist the intern in the development of professional growth goals and identify any 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. **It is due by Feb. 14. \*\*Supports the Student Learning Outcome #5.**

**c. Monthly Journal Reflection (Jan/Feb/Mar/April) (50 pts. each)-** Students will complete 4 monthly journals of a least one page 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 complete sentences and submit the journal as a Word document to Canvas by the due date. **\*\*Supports the Student Learning Outcome #5.**

**d. Lesson Plan for Learning (25 pts each) and Post-Lesson Reflection (25 pts. each)** With guidance from your mentor teacher, complete a plan for each of the **four lessons** your field supervisor will observe. The Plan for Learning Standards- Based Lesson Plan will be sent via email to your Field Supervisor and Dr. Black 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. Email your Plan for Learning to [fieldexperiences@tamuct.edu](mailto:fieldexperiences@tamuct.edu). **\*\*Supports the Student Learning Outcomes #2 & 5).**

**e. Intern Observation of Mentor (50 pts.)-** Students will conduct **one** 30-minute observation of their assigned mentor. Use provided form in Canvas and submit in Canvas and to [fieldexperiences@tamuct.edu](mailto:fieldexperiences@tamuct.edu). Be prepared to share your feedback with your mentor and field supervisor. **\*\*Supports the Student Learning Outcome #5.**

**f. Two Mentor Observations of Intern (50 pts. each)** Mentors will conduct two 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. **\*\*Supports the Student Learning Outcomes #1-3.**

**g. One Intern Observation of a Teacher Other than Mentor (25 pts.)-** Students will conduct one 30-minute observations of someone in another grade band or content area. 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. 6 **\*\*Supports the Student Learning Outcome #5.**

**h. Professional Development Opportunities (25 pts)-** 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, including attending an ARD, 504, ELPS mtg; PTA/PTO, 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. **\*\*Supports the Student Learning Outcome #5.**

#### **Summary of Course Grades**

Weekly Schedule	50 pts.
Meetings with Mentors	150 pts.
Monthly Journal Reflections	200 pts.
Lesson Plans & Post Lesson Reflections	200 pts.
Intern Observation of Mentor	50 pts.
Intern Observation of Another Teacher	50 pts.
Two Mentor Observations of Intern	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 usually be posted within seven working days, unless it is a major assignment.

#### **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 proper use of Standard Academic 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.**

## Course Outline and Calendar

### TENTATIVE Texas A&M Central Texas Internship Calendar Spring 2022

Interns are expected to follow the school district calendar where they are employed. This includes the campus' daily scheduled beginning and ending times. **All interns are expected to follow the campus/district safety procedures related to COVID-19.**

Week	Date**	Time	Location	Assignment/Assessment and Deadline Dates
	January 6	5-6pm	Webex	TAMUCT Intern <b>Orientation</b> *Disclosure Agreement, Acknowledge read/receipt of MANUAL, Code of Ethics & TAMUCT Code of Conduct
<b>1</b>	Jan. 5-7	Campus Hours	Placement Campus	-First day in Internship 1/5 - <b>Weekly Teaching Schedule</b> Due to Professor and Field Supervisor (FS) by Sunday 1/9 -First conference with your mentor teacher 1/5-1/14.
<b>2</b>	Jan. 10-14			-Send Dr. Black email with reflection on first 2 weeks of school- due Jan. 16-17
<b>3</b>	Jan. 18-21			
<b>4</b>	Jan. 24-28			-Conference with mentor to set professional goals with an action plan for things to improve.  - <b>Monthly journal #1, 1/31 in Canvas</b>
	Saturday Jan. 29	10 am-1:30 pm	Warrior Hall 315	<b>Class #1 (Bring laptop if you have one)</b>
<b>5</b>	Jan. 31-Feb. 4			<b>Intern Observation #1 of Mentor</b> in January or February- 30 minutes-using required form.
<b>6</b>	Feb. 7-11			
				<b>First Observation Round Complete</b> ( <i>Submit Plan for Learning, ITES and Learning Reflection to Canvas and Field EX email within 3 days</i> )
<b>7</b>	Feb. 14-18			
<b>8</b>	Feb. 21-25	11:55 p.m.		Conference with mentor to check on progress of goals and action plan.
	Saturday Feb. 26	9 am-1:30 pm	Warrior Hall 315	<b>Class #2 (Bring laptop if you have one)</b>

Week	Date**	Time	Location	Assignment/Assessment and Deadline Dates
9	Feb. 28-Mar. 4	11:55 p.m.		Monthly Journal #2, 2/28 in Canvas
				<b>Second Observation Round Complete</b> (Submit Plan for Learning, ITESS and Learning Reflection to Canvas and Field EX email within 3 days)
10	Mar. 7-11			
	<b>March 14-18 Spring Break</b>			Spring Break
11	March 21-25			Conference with mentor to check on progress of goals and action plan.
	Saturday March 26	10 am- 2:30 pm	Warrior Hall 315	<b>Class #3 (Bring laptop if you have one)</b>
12	Mar. 28-April 1			Monthly Journal #3; 3/31 in Canvas
13	April 4-8			<b>Intern Observation of Other Teacher before May 7</b>
				<b>Third Observation Round Complete</b> (Submit Plan for Learning, ITESS and Learning Reflection to Canvas and Field EX email within 3 days)
14	April 11-15			
15	April 18-22			<b>Intern Observation #2 of Mentor</b> in March or April- 30 minutes-using required form.
	Saturday April 23	10 am- 2:30 pm	Warrior hall 315	<b>Class #4 (Bring laptop if you have one)</b>
16	Week 16 April 25-29			Conference with mentor to check on progress of goals and action plan.  Monthly Journal #4, 4/30 in Canvas  Professional Opportunities Document should be submitted
17	Week 17 May 2-6			***All required documents for the course, and required Internship I certification documents submitted.
	Saturday May 7		Room TBA	<b>Final Class #5</b>

Week	Date**	Time	Location	Assignment/Assessment and Deadline Dates
				Fourth Observation Round Complete

- \*\* Due to the Challenges of COVID-19 dates are tentative and subject to change. You will follow directives of your field supervisor, instructor, and/or Texas A&M University in association with information and directives from the district in which you are placed.
- OBSERVATIONS: Your four (4) 45 minute [minimum] observations will be scheduled by your Field Supervisor. You will receive an observation schedule from them letting you know date/time that they will be on your campus.
- Prior to EACH observation, you must:
  - Submit your PLAN FOR LEARNING LESSON PLAN no later than 8:00 a.m. three (3) days before you are to be observed.
  - Your Field Supervisor's response with coaching question will constitute your PRE-CONFERENCE.
- At the conclusion of each observation, you are required to upload your Learning Reflection no later than 48 hours after you have been observed.

### Important University Dates

[http://catalog.tamuct.edu/undergraduate\\_catalog/general-information/academic20calendars20and20final20exam20schedule/](http://catalog.tamuct.edu/undergraduate_catalog/general-information/academic20calendars20and20final20exam20schedule/)

**University Closed-** Spring Break March 14-18, 2022

### TECHNOLOGY REQUIREMENTS AND SUPPORT

**Technology Requirements-** This course meets during the designated time.

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.*

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## **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://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be45f3-a37d46928168bc10&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, 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. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more information regarding the Student Conduct process, [<https://www.tamuct.edu/student-affairs/student-conduct.html>].

If you know of potential honor violations by other students, you may submit a report, [[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\\_id=0](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/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, 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 6 Services[https://tutormatchingservice.com/TAMUCT] or visit the Tutoring Center in 111 Warrior Hall.

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](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 WOnline 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 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 through WebEx, Microsoft Teams or in-person at the library. Schedule an appointment here [<https://tamuct.libcal.com/appointments/?g=6956>]. 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>].

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**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, who are exhibiting concerning behaviors, or individuals causing a significant disruption to our community, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](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 254-501-5800.

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## **OTHER POLICIES**

### **Class Attendance**

Because of the small number of meetings times for this course, regular, punctual attendance, documented participation, and submission of completed assignments are expected at all classes, online meetings, 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.

**LATE WORK POLICY**- Late work on major assignments will be accepted for no penalty for university-excused absences. For other late work due to extenuating circumstances, please speak with the professor privately.

**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).

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### ***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. If you find yourself stumbling, overwhelmed, or generally stressed out, that's a signal to get in touch with your mentor teacher, supervisor, or me. We will set up a time to meet or talk. We will offer support and try to figure out how to help you balance these demands and learn so that you are prepared to teach.

#### **Participation and Discussions in Class**

Discussions will take place in groups, as a whole class, and ONLINE. 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.

**Participation is a required part of this class meetings.** 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 the following best practices 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.<sup>a</sup>

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