

**EDUC 4332.110**  
**Curriculum & Instruction for Secondary Teachers**  
**CRN 80242**  
**Fall 2023**  
**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 306, from August 28, 2023 to Wednesday December 13, 2022, 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 322J

**Phone:** 254-519-5485

**Email:** linda.black@tamuct.edu

**In Person Office Hours:**

MW	10-10:45 am; 2-5 pm
Tuesday	11:00- 5 pm
Thursday	By appointment

**Student-instructor interaction** You may meet with me 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.

**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]

- [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)
- 3. Complete your profile and accept the terms of service

**For updates on COVID information, please monitor the University website**

[<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. (In EDUC 4331)
- (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), state 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 Technology Standards**

1. Educators continually improve their practice by learning from and with others and exploring proven and promising practices that leverage technology to improve student learning.
2. Educators seek out opportunities for leadership to support student empowerment and success and to improve teaching and learning.
3. Educators inspire students to positively contribute to and responsibly participate in the digital world.
4. Educators dedicate time to collaborate with both colleagues and students to improve practice, discover and share resources and ideas, and solve problems.
5. Educators design authentic, learner-driven activities and environments that recognize and accommodate learner variability.
6. Educators facilitate learning with technology to support student achievement of the ISTE Standards for Students.
7. Educators understand and use data to drive their instruction and support students in achieving their learning goals.

### **Required Textbook/Materials**

Romano, M. and Weinstein, C. S. (2019). *Elementary Classroom Management: Lessons from Research and Practice, 7<sup>th</sup> Edition*. McGraw Hill Education: New York, NY. ISBN 978-1-259-91376-1

### **Suggested Readings (Optional)**

Charles, C.M. & Cole, K.M. (20XX). *Building classroom management: Methods and models*. 12<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.

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

### **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 evaluations 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 evaluations 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 Exam (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. 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, 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.**

**e. Authentic Summative Assessment- Classroom Management Plan Final Project (200 pts.)** Each student will REVISE any part of the classroom management plan based on feedback, 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.**

**f. Authentic Summative Assessment, Field Experience Hours- (500 pts.)-** All students must complete a minimum of 50 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 full lessons and part of another lesson. (Students are encouraged to teach more than the required number.) A signed **Time Log** (500 pts.) **\*\*Supports the Dept. of C&I goals #1, 2, & 4, and Student Learning Outcomes #1, 2, 4, & 6.**

**g. Faculty Evaluation of at least one lesson- (50 pts.)** Your TAMUCT faculty will observe and evaluate one of your lessons. **\*\*Supports the Dept. of C&I goals #1, 2, & 4, and Student Learning Outcomes #1, 2, 4, & 6.**

**h. Three Evaluations of Your Teaching Lessons by Your Mentor- (150 pts.)** **\*\*Supports the Dept. of C&I goals #1, 2, & 4, and Student Learning Outcomes #1, 2, 4, & 6.**

**i. A detailed Reflection** on lessons taught (50 pts.) will be submitted to Canvas & Sharefile to fulfil this requirement. **Your Reflection on Field Experience is also REQUIRED to be submitted in your**

**SHAREFILE as well \*\*Supports the Dept. of C&I goals #1, 2, & 4, and Student Learning Outcomes #1, 2, 4, & 6.**

**j. 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.**

**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 Exam	100 pts.
Parts of a Classroom Management Plan	100 pts.
Final Classroom Management Plan	200 pts.
Field Experience Hours	500 pts.
Faculty Observation of Lesson Teach	50 pts.
Three Evaluations of Lessons by Mentor Teacher	150 pts.
Reflection on Field Experience	50 pts.
Final Exam	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 grades for major assignments 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 # 1:** Course Expectations; Building Relationships with Students

**Week # 2:** Introduction to and Characteristics of, Classroom Management; Classroom Environment.

**Week # 2:** Legal and ethical issues related to classroom management

**Week # 3:** Theories of classroom management

**Week # 4:** Teacher-Student Relationships and Social Emotional Learning

**Week # 5:** Behavior Expectations; Classroom Rules and Procedures/Routines

**Week # 6:** Student Motivation; Incentives and Rewards

**Week # 7:** Preventing Misbehavior

**Week # 8:** Maintaining Appropriate Behavior

**Week # 9:** Addressing Problem Behavior and Consequences

**Week # 10:** Time Management; Managing Independent Work and Class Discussions

**Week # 11:** Managing Group Work

**Week # 12:** Working with Parents and Families

**Week # 13:** Student Relationships with Peers

**Week # 14:** Violence and Other Serious Behavior Issues; Safety Issues

**Week # 15:** Students with Special Needs; Designing A Classroom Management Plan

## **Important University Dates**

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

**University Closed-** Thursday and Friday Nov. 23-24 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 tab, located at the bottom of the left-hand menu, for issues with Canvas. You can search the support articles or use the Email, Call, or Chat buttons at the bottom of the support pop-up to contact the Canvas Help Desk.

For issues related to course content and requirements, contact your instructor.

## Online Proctored Testing

Texas A&M University-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 requires use of the Chrome web browser with their custom plug in installed.

## 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

### Warrior Center for Student Success

The Warrior Center for Student Success is a comprehensive academic support department at A&M-Central Texas, dedicated to fostering an environment of excellence and empowerment among its student body. The center offers a wide range of programs and services to ensure every student reaches their full potential, and is a haven for students seeking guidance, resources, and a strong support network to excel in their educational journey.

**ADA Access and Accommodations:** Texas A&M University-Central Texas ensures that students with disabilities have equal access to educational opportunities by providing appropriate accommodations and support services. If you believe you have a physical, learning or socio-emotional disability requiring reasonable accommodations, please visit [Access and Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) [https://www.tamuct.edu/student-affairs/access-inclusion.html] for more details or contact the Office of Access and Inclusion, WH-212; (254) 501-5836. Any information you provide is private and confidential.

**Success Coaching and Peer Mentoring:** Our experienced Success Coaches work one-on-one with students to develop personalized action plans, set academic goals, and build effective study strategies, time management skills, and resilience. Our Peer Mentors provide a valuable support system, offering guidance, encouragement, and a relatable perspective to help students navigate their academic and personal challenges. For more details call 254-501-5836 or 254-501-5928 or visit [Academic Support](https://www.tamuct.edu/student-affairs/academic-support.html) [https://www.tamuct.edu/student-affairs/academic-support.html]. Click the link to schedule a session (virtual or in-person) with a success coach [bit.ly/3q7uB50](https://bit.ly/3q7uB50) or visit WH, 111.

**Testing Services:** We offer a secure and comfortable environment for students and members of the community to take courses and distance learning exams, as well as placement tests and professional certification exams. Our Testing Service also offers resources and support referrals for testing related challenges (test anxiety, learning disabilities, etc.) and supports all approved ADA accommodations. Call (254) 519-5830 or visit the [Testing Center](https://www.tamuct.edu/testing-center/) [https://www.tamuct.edu/testing-center/].

**Tutoring and Supplemental Instruction Services:** Our team of qualified Tutors and Supplemental Instructors assist students in various non-writing subjects, promoting academic comprehension and enhancing learning outcomes. Click the link to schedule a tutoring session with a TAMUCT tutor (virtual or in-person) or view tutor availability [bit.ly/43Q6wNz](https://bit.ly/43Q6wNz). You may also chat live with a remote tutor 24/7 for a variety of subjects through our partnership with Tutor.com, an online tutoring platform that is free to all TAMUCT students. To learn more please visit [Tutoring Services](https://www.tamuct.edu/student-affairs/academic-support.html#tutoring) [https://www.tamuct.edu/student-affairs/academic-support.html#tutoring] or call (254) 501-5836 or visit the Tutoring Hub in Warrior Hall, 111.

### **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 Student Conduct Office. 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 referral](https://cm.maxient.com/reporting.php?TAMUCentralTexas), [https://cm.maxient.com/reporting.php?TAMUCentralTexas].

## **Drop Policy**

If you discover that you need to drop this class, you must complete the [Drop Request](#) Dynamic Form through Warrior Web.

[<https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpld=https://eis-prod.ec.tamuct.edu:443/samlso&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fsubmit%2fstart%2f53b8369e-0502-4f36-be43-f02a4202f612>].

Faculty cannot drop students; this is always the responsibility of the student. The Records and Admissions Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Records and Admissions 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 Records and Admissions 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.

## **Pregnant and/or Parenting Students Rights and Accommodations**

Texas A&M University-Central Texas supports students who are pregnant, experiencing pregnancy-related conditions, and/or parenting. In accordance with requirements of [Title IX and related guidance from US Department of Education's Office of Civil Rights](#), the Associate Dean in the Division of Student Affairs, (254) 501-5909, can assist students who are pregnant, experiencing pregnancy-related conditions, and/or parenting by provide flexible and individualized reasonable accommodations. Students should seek out assistance as early in the pregnancy as possible through the [Pregnancy & Parenting webpage](#) [<https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html>]. For more information, please visit [Student Affairs](#) [<https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html>]. If you would like to read more about these [requirements and guidelines](#) online, please visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

[Title IX of the Education Amendments Act of 1972](#) specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions [<https://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.html>].

Students experiencing any form of discrimination due to any of these conditions are encouraged to reach out to the Title IX Coordinator, 254.519.5716, [titleix@tamuct.edu](mailto:titleix@tamuct.edu), Founders Hall 317B, or the Associate Dean of Student Affairs, 254.501.5909, Warrior Hall 105.

## **Title IX Rights and Reporting Responsibilities**

Texas A&M University-Central Texas is committed to creating a safe and open learning environment for all students. If you or another student has experienced any form of gender discrimination or sexual misconduct, including sexual harassment, sexual assault,

dating/domestic violence, and/or sex-based stalking, help and support are available. Our university strongly encourages all members of our campus community to report incidents and seek support for gender discrimination and sexual misconduct through the Title IX Office. You may contact the Title IX Office at 254.519.5716, [titleix@tamuct.edu](mailto:titleix@tamuct.edu), Founders Hall 317B, or learn more by visiting the [Title IX webpage](https://www.tamuct.edu/compliance/titleix.html) [https://www.tamuct.edu/compliance/titleix.html].

Please be aware that that under [Title IX](#), [Texas Senate Bill 212](#), and [System Regulation 08.01.01](#), [https://policies.tamus.edu/08-01-01.pdf] all university employees are mandated reporters and are required to disclose information about suspected or alleged violations as listed above and defined in System Regulation 08.01.01. If the Title IX Office receives information about an incident, they will reach out to offer information about resources, rights, and procedural options as a member of the campus community. Although I have an obligation to report, you will, in most cases, control how your case will be handled. When working with the Title IX Office you will have access to resources and accommodations but also have the opportunity to express if you wish to move forward with an investigation. Our goal is to make sure you are aware of the options available to you as a student. Community members are not required to respond to this outreach.

If you or another student wishes to speak to a confidential employee who does not have this reporting responsibility, you can contact the [Student Wellness & Counseling Center](#), [https://www.tamuct.edu/student-affairs/student-counseling.html], 254.501.5955, or [swacc@tamuct.edu](mailto:swacc@tamuct.edu), located in Warrior Hall Room 207L or the Student Support Advocate, 254.501.5978 or [ssa@tamuct.edu](mailto:ssa@tamuct.edu), located in founder Hall Room 317D.

### **University Library & Archives**

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 350 electronic databases containing approximately 1,203,947 eBooks and 134,750 journals, in addition to the 96,879 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. [Schedule an appointment here](#)

[https://tamuct.libcal.com/appointments]. 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 workspaces, 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](#)

[<https://tamuct.libguides.com/index>]

### **University Writing Center**

Located in Warrior Hall 416 and online, 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. The face-to-face hours of operation are from 10:00 a.m.-5:00 p.m. Monday and Thursday in Warrior Hall 416. Online tutoring is available Monday thru Thursday from 10:00 a.m.-5:00 p.m. and from 6:00-9:00 p.m. and on Saturdays from 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](#) [<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.

### **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>].

## 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/reporting.php?TAMUCentralTexas>].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](#) 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 254-501-5805.

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## OTHER POLICIES

### 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 and field experience hours, arrive on time, sign in with mentor, 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.

**Absences in Field Experience-** In Field Experience, any hours missed must be made up by the end of the semester.

**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 of your absent. When a student is absent more than twice without an excused absence or communication with the professor, a conference will be held with the faculty and department chair and if necessary, a statement of concern will be issued and signed by the student. Further absences without excuses will be grounds for failing this class.**

**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 observation in Pre-Practicum as well as in 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/](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/) <<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.

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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. 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 during 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. 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 behavioral practices 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; and 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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