



CISE 3384 The Teaching Profession Spring 2018

CISE 3384 is a required course for a Secondary Education minor and Secondary Teaching Certification.

College of Education, Department of Curriculum and Instruction

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Office hours: Wednesday 5:00-5:30pm; I am always available by email and will try to get back to you within 24 hours. Please allow a reasonable amount of time for a response.

Class day and time: Wednesday, 5:30-8:20 pm

Class location: TEC 342

Course Description: This course provides an overview of the teaching profession in secondary schools. This is a required course for those seeking 7-12 certification. The course is an introduction to the concept of teaching as a professional career that makes a difference in the lives of children, youth, and their families. Students will be introduced to lesson planning, writing clear learning objectives, instructional strategies, formative and summative assessment methods, classroom management, professional ethics, and the use of technology as an instructional tool.

IDEA Objectives: In this course, our focus will be on these major objectives (as assessed by the IDEA course evaluation system):

Essential: Developing a clearer understanding of, and commitment to, personal values

Important: Gaining factual knowledge (terminology, classifications, methods, trends)

AND Learning fundamental principles, generalizations, or theories

Textbooks: This course will consist of online readings from digital books, professional journals, movies and videos as assigned-thus, no textbooks are required.

Course Format: The format of the class includes lecture, small group discussions, whole-class discussion. The content of this course is delivered in class and online using Blackboard and other Web 2.0 tools. Grades consist of professor assessment of written reports, class and online participation, appropriate implementation of technology into instruction, contribution of technology skills in a community setting, designing appropriate lesson plan, and evaluation of teacher ethics.

Course Content

- History of Education
- Introduction to Teacher Certification
- Professional Ethics for Teacher Educators
- Lesson planning & Assessing Learning
- Instructional strategies and techniques
- Creating Productive Learning Environments
- Educational use of Technology Tools
- Copyright and Fair Use
- The Reflective Practitioner

Course Requirements:

Check BLACKBOARD and your E-MAIL account daily. I will often send comments, clarifications, and urgent messages through e-mail. On Blackboard, I will also post assignments and documents. There may be homework reminders for the next class sent to you through e-mail.

Program Requirements: To receive your final grade for this course, **you must complete all program requirements** by the assigned due dates. There will be no extra credit given.

Attendance Policy and Expectations

Regular and punctual attendance is required for class, seminars, and field experiences. The three hours of absence provided by university policy should be used carefully for illness and emergencies.

As per University policy, candidates will not be penalized for three (3) hours of absence during the semester. This class period absence should be used carefully for emergencies and illnesses. It is important that candidates notify the professor via email or phone call prior to, or on the day of, the absence regardless of the reason for the absence.

Upon the first absence after the three (3) hours of absence allowed by the University, the Department of Curriculum and Instruction will be notified, and a notation will be made in the candidate's file. Upon the second absence, the candidate will attend a conference with the course professor as well as the Chairperson of Curriculum and Instruction to discuss and evaluate reasons for the absences, and to determine if the candidate needs to continue in the program. Excessive absences can constitute reasons for lowering of semester grades, and possibly, removal from the course. Each absence beyond the three hours allowed by university policy may result in reduction of your final grade in CISE 3384.

I will only take responsibility for having handouts and materials at class on the day initially provided. If you have to be absent, be sure you have arranged for a peer to obtain materials for you. **Check Blackboard regularly for announcements and materials.**

Tardiness and early exits are cumulative. Recurring instances of tardiness and early exits will be dealt with on an individual basis and may be grounds for contacting the Professional Concerns committee.

If a candidate is fifteen minutes or more late to class or leaves class fifteen minutes or more before class is over, an absence will be recorded. A candidate who shows a pattern of being a few minutes late (but less than 15) will be notified that continuation of that pattern will result in an absence.

Grading Policy and Expectations

Daily grades are given for in-class assignments. **In-class assignments cannot be made up, so attendance is essential.** Assignments need to be turned in on the due date at the beginning of class. If for some reason

you are unable to bring in an assignment, email it or have a friend bring it in when it is due. Late work will result in deductions from your grade and will negatively impact your professionalism grade.

Late Assignment Policy

Because your active participation is so important, it is imperative that all assignments be submitted on dates due at the beginning of class OR as assigned. Electronically submitted assignments will be considered “on time” if submitted by midnight on the due date, unless otherwise noted (*NOTE: All due dates/times are based on Central Standard Time*). Submission of work after midnight will be considered late.

Late assignments will receive a 20% deduction (10% per day) in points for being up to 48 hours after the due date and time. After 48 hours, a grade of zero will be earned; however, every assignment must be submitted to earn credit in the course.

Recognizing that “extenuating circumstances” may occur, documentation of reason for late work may be submitted to instructor for consideration of reinstating original possible points. All assignments must be completed to receive a grade for this course.

Assignment Re-Dos

The opportunity to revise an assignment and resubmit for re-evaluation is left to the discretion of the instructor. Assignments, which are hastily completed and of very poor quality, will not be given this consideration.

What does “professionalism” mean here?

Attendance, punctuality, the quality of your interactions with colleagues and supervisors, and the quality and timeliness regarding completing assignments all determine your professionalism, which in turn, signals your readiness to advance in the teacher education program.

For professional educators, there are behaviors that, while not unethical, are considered unprofessional. This semester you are becoming ever closer to joining this time-honored profession. Therefore, we consider it our duty to make abundantly clear what is meant by professional behavior.

Professional Behavior Policy and Expectations

- **EMAILS:** Your emails to us are not to be written in the casual style you might use when communicating with a friend. We expect them to be written using standard grammar, spelling, punctuation, etc. and to have a respectful tone. You may disagree with us, however, please do so in a respectful manner. Please address all professors as Dr.
- **YOUR COLLEAGUES:** The other students in our class are your colleagues. They deserve your support and attention. When another colleague is speaking, please give your full attention. When another colleague is struggling with an assignment or concept, share your knowledge. Do not speak ill of your colleagues to other colleagues or to anyone outside our class. This does not mean you cannot relay important information about a colleague to either professor, but it does mean you need to do this in a private setting and then keep it to yourself.
- **PARTICIPANT PROFESSIONALISM:** As a courtesy to other participants and to your instructor, please refrain from text messaging, checking email, or answering your cell phone during class time. Breaks are provided throughout the class, so you can attend to personal matters. Using your personal electronic devices during class time is distracting and disrupts instruction and

participant communication and collaboration. If you have an emergency or justifiable reason to leave your cell phone turned on during class time, please make arrangements with the instructor PRIOR to the beginning of class. (*loss of up to 20 points per day*)

- **CLASS PREPARATION:** Professionals are on time and fully prepared for class! All assignments are to be completed and *reflected upon* prior to the day they are due and are due at the start of class.
- **CONVERSATIONS:** It is very easy to undermine the climate of the class by sharing information that others might find offensive. All conversations including those with your colleagues, your professors, your mentor, and the students at the school should remain professional.

DUE DATES: You are expected to adhere to all due dates unless there has been an exception made for you by the professor. Principals expect their teachers to have their grades, forms, requests, etc. submitted ON TIME, therefore, we expect the same. Please pay attention to all deadlines. Expect computer glitches, crashes, and “gremlins” – back up all of your work and do not wait until the last minute to meet deadlines. All assignments must be submitted at the scheduled time, in the designated posting place, and should be done in a professional manner (typed, Standard English grammar, usage, spelling, and neatness).

- **Other Professional Teacher Candidate Expectations:**
 1. Participate in all class activities
 2. Arrive to class on time and stay for the full class
 3. Submit work on time
 4. **Turn your cell phone OFF or on SILENT as well as placing out of sight.** This includes refraining from stepping out of class to make or receive calls (or texts) during class time. I keep a log of who is on their phones. You will have professionalism points deducted. Continued use could result in a referral to the Professional Concerns Committee.
 5. Refrain from working on assignments for this or other classes during class time.

The instructor reserves the right to refer any unprofessional behavior to the Professional Concerns Committee. This COULD impact your completion of the Educator Preparation Program.

Time Requirement: If you enroll in this course, it is assumed you are able to meet the time requirements. No considerations for other courses, employment, and additional commitments will be made. For each hour in class, the candidate will be expected to commit at least three hours outside of class

Student Interaction Policy: Relates to **Sam Houston State University Academic Policy Statement 100728**

- ☐ Do NOT communicate with any public school student inside or outside school unless it concerns academics or classroom learning.
- ☐ Do NOT text/e-mail students or access student Instagram, Twitter, Facebook, or other social media sites.
- ☐ Do NOT call students on their cell phones or home phones.
- ☐ Contact with students outside of school is prohibited.
- ☐ Do NOT give students rides or socialize with them or their families.
- ☐ Never be alone with any student, male or female.

Student Syllabus Guidelines

- SHSU Academic Policy Manual -- Students
 - [Procedures in Cases of Academic Dishonesty #810213](#)
 - [Disabled Student Policy #811006](#)
 - [Student Absences on Religious Holy Days #861001](#)
 - [Academic Grievance Procedures for Students # 900823](#)
- SHSU Academic Policy Manual – Curriculum and Instruction
 - [Use of Telephones and Text Messagers in Academic Classrooms and Facilities #100728](#)
- Visitors in the classroom - Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. No visitors are allowed at the field experience location.

NCATE Accreditation

The Sam Houston State University, College of Education has the distinction of NCATE accreditation since 1954. As an NCATE accredited program, the College of Education ensures that the best-prepared teachers will be in classrooms teaching the next generation of leaders how to solve problems, communicate effectively, and work collaboratively.

In November 2010, NCATE merged with the Teacher Education Accreditation Council (TEAC) to become the Council for the Accreditation of Educator Preparation (CAEP), combining the two premiere accrediting organizations as a single accrediting agency for reform, innovation, and research in educator preparation. SHSU will continue to be NCATE accredited through its next review scheduled for November 2015.

The Conceptual Framework and Model

[The COE Conceptual Framework](#) establishes the shared vision of the college in preparing educators to work with P-12 students through programs dedicated to collaboration in instruction, field experience, and research, the candidates in Sam Houston State University's Educator Preparation Programs acquire the knowledge, dispositions, and skills necessary to create a positive learning environment preparing educators to work with P-12 students. Employing a variety of technologies, candidates learn to plan, implement, assess, and modify instruction to meet the needs of diverse learners. The Conceptual Framework (CF) incorporates five (5) indicators throughout the framework that serve to identify areas tied to course work where there is evidence of Conceptual Framework and goals assessment. The five indicators are: Knowledge Base (CF1), Technological Learning Environment (CF2), Communication (CF3), Assessment (CF4), and Effective Field Experience with Diverse Learners (CF5) CF: Conceptual Framework
CAEP: Council for the Accreditation of Educator Preparation (see page 20-21 of CAEP Standards for cross-cutting themes and diversity characteristics)
NCATE: National Council for the Accreditation of Teacher Education

SHSU Dispositions and Diversity Proficiency (DDP) Standards

The Dispositions and Diversity Proficiency (DDP) Standards are administered and evaluated in prescribed courses to all educator preparation students in initial and advanced programs.

College of Education Information

	DDP	CF	CAEP	NCATE
1.	Demonstrates an attitude of reflection and thoughtfulness about professional growth and instruction.	2	1.1 (InTASC #10) & 3.3	1. c., 1.g., & 4. c
2.	Demonstrates a commitment to using technology to create an authentic learning environment that promotes problem-solving and decision making for diverse learners.	2	1.5 & 3.4	1.b, 4.a., & 6.d.
3.	Practices ethical behavior and intellectual honesty.	3	1.1(InTASC #9), 3.3, & 3.6	1.g. & 4.a.
4.	Demonstrates thoughtfulness in communication and an awareness and appreciation of varying voices.	3	3.1, 3.3	4.a.
5.	Demonstrates knowledge of second language acquisition and a commitment to adapting instruction or programs to meet the needs of culturally and linguistically diverse learners.	3 & 5	1.1 (InTASC #2)	4.a.& 4.d.
6.	Demonstrates ability to be understanding, respectful and inclusive of diverse populations.	3 & 5	3.1	4.a. & 4.d.
7.	Uses assessment as a tool to evaluate learning and improve instruction for all learners	4	1.1 (InTASC #6)	1.d. & 4.a.
8.	Demonstrates a commitment to literacy, inquiry, and reflection.	1 & 4	1.1 (InTASC #9) & 3.3	1. d, 1. g., & 4.a.
9.	Leads diverse learners to higher level thinking in cognitive, affective, and/or psychomotor domains.	5	1.1 (InTASC, & #2)	4.a.
10.	Demonstrates a commitment to adapting instruction or programs to meet the needs of diverse learners.	5	1.1 (InTASC #2 and #9), & 1.4, 2.3	1.c., 3.c., 4.a., & 4.d.

Please be advised that the College of Education conducts ongoing research regarding the effectiveness of the programs. You will receive one survey in the final semester prior to graduation regarding the operations of the unit during your time here.

A second survey will occur within one year following graduation from or completion of a program, and will be sent to you and to your employer. This survey will focus on the preparation received at SHSU. Please remember that your response to these surveys is critical to SHSU program excellence.

Course Standards Matrix:

Course Objectives	Activities	Performance Assessment	Conceptual Framework SHSU COE	Standards		
				SBEC	ISTE	NCATE
				Technology Applications Standards		
Demonstrate the knowledge and proper application of technology-related terms and concepts	Complete classroom activities appropriately incorporating terms and concepts	Lesson Plan-papers and presentation; class activities and discussions, midterm and final exam	CF1, CF2, CF5	1Biii; 1Eiii; 6Di	3 NETS 3a,3b, 3c, 3d	1
Explain the major concepts, key themes, multiple perspectives, assumptions, processes of inquiry, structure, and real-world applications of their grade-level and subject-area content.	Large-group and small-group discussions, Plan for delivery of instruction	Lesson Plan-papers and presentation; class activities and discussions, midterm and final exam	CF1, CF4	3A i-iii	3	1,3,4
Demonstrate process in identifying task requirements necessary to efficiently acquire, analyze, and evaluate a variety of electronic information	Discuss and present conclusions	Lesson Plan; class activities and discussions	CF1, CF2, CF5	1Bii&iii; 1Eiii	3 NETS 3a, 3d	1, 3
Demonstrate professional roles and responsibilities and adhere to ethical codes of conduct	TEA Teacher Code of Ethics discussions	Ethics Alignment and Review of TEA Ethics Videos	CF5	4Aii; 4Div; 6Ai-iii; 6Bi; 6Di-iii	4, 5	1, 3

Reflection for the purpose of becoming an effective teacher and understand the commitment of becoming a professional educator	Large-group and small-group discussions, textbook readings	Lesson Plan; History of Education; Midterm exam, Final exam	CF5	4Ai; 4Div; 6Ai-iii; 6Bi; 6Di-iii	6	3
Demonstrate understanding of the complexity of curriculum and the lesson planning process	Large-group and small-group discussions, textbook readings	Lesson Plan; History of Education	CF1	1Ai-iii; 1Bi-iii; 1Ci-iii; 1Di; 1Ei-iii; 1Fi; 2Bi-iii; 2Ci&iii; 3Ai; 3Bi-iii; 3Ci&iii; 4Di&iii; 5Aiⅈ 5Biⅈ 5Di	3	1
Plan and Organize instruction for students that incorporates the effective use of current technology for teaching and integrating the TEKS into the curriculum	Plan for delivery of instruction; Designing Technology Presentation	Lesson Plan; History of Education	CF1, CF2, CF5	1Bi&iii; 1Eii;	2 NETS 2a, 2b, 2c, 2d	1, 3, 4
Understand the need to plan for diverse populations and the needs of special populations	Large-group and small-group discussions, textbook readings	Lesson Plan; History of Education	CF1, CF5	1Ci-iii; 3Ci&ii	2, 6	4

For more information on Texas State Board of Educator Certification (SBEC), see *Educator Standards*; for NCATE Standards, see <http://www.ncate.org/public/unitStandardsRubrics.asp?ch=4> ; for SHSU Conceptual Framework, see http://www.shsu.edu/~edu_edprep/, State Standards, see <http://www.sbec.state.tx.us/SBECOnline/standtest/edstancertfieldlevl.asp>

State Standards: <http://www.tea.state.tx.us/index2.aspx?id=5938>

Course Evaluation: Your learning is assessed based on class-based assessments and experiences

Assignment	Points
Midterm exam	100
In-Class Participation	100
Final exam	100
Lesson plan	100
Lesson plan presentation	200
Professionalism	200
Total	800

Letter Grades:

A =	720-800	Academic Excellence
B =	640-719	Acceptable Performance
C =	560-639	Passing – yet insufficient performance
D =	480-559	Insufficient Performance *
F =	Below 480	Failure*

*A grade of “D” or lower in this course will result in the candidate repeating the course before methods block eligibility.

The professor reserves the right to alter course requirements to better meet the learning needs of the teacher candidates.

Technology Requirements

It is expected that candidates who register for this course have the following computer skills: sending/receiving emails, attaching documents to emails, creating tables, creating PowerPoint presentations, taking digital pictures and video, and scanning documents. This is NOT a course to begin learning basic

technology skills. Microsoft Word is the word processing program that is necessary to complete the assignments. It is also necessary that candidates have access to a computer outside of class since many course activities will be completed outside of class.

Assignments Across Coursework

The use of the same or similar work (even though it is your own), across courses within the teacher preparation program, is NOT acceptable. In each course, original work is expected -- not work used precisely as used in another class, OR work similar to work used in another class, but with a few changes made to appear to make it different. Original work in each course is expected. Use of assignments across courses in the program will result in a conference with the Professional Concerns Committee and the Chair of Curriculum and Instruction and possible removal from the program.

Bibliography:

- Bransford, J.D., Brown, A.L., & Cocking, R.R. (1999). *How People Learn: Brain, Mind, Experience and School*. Washington, DC: National Academy Press.
- Carroll, J.A. and Witherspoon, T.L. (2002). *Linking Technology and Curriculum*. Upper Saddle River, New Jersey: Prentice-Hall.
- Newby, T.J., Stepich, D.A., Lehman, J.D., and Russell, J.D. (2006). *Educational Technology for Teaching and Learning*. Upper Saddle River, New Jersey: Prentice-Hall.
- Oblinger, D. G., & Oblinger, J. L. (2005). *Educating the Net Generation*. Retrieved January 8, 2009 from <http://www.educause.edu/educatingthenetgen/5989>.

See additional resources in the Readings Section of Blackboard.

The content of this syllabus, including assignments and policies, is subject to change without notice.