

**CISE 4380.04 - Roles and Responsibilities of the Professional Educator**

*CISE 4380 is a required course for SECONDARY EDUCATION MINOR and SECONDARY CERTIFICATION*

**Spring 2018**

**College of Education, Department of Curriculum and Instruction**

**Instructor:** **Dr. William D. Edgington**  
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**Office hours:**  
By appointment

**Class Format:**

The course format includes readings from the text, use of library resources such as newspapers, journal articles, trade books, find reading resources, tests, class discussions in class and on Blackboard, small group activities, preparation of reading activities, and teaching.

**Class day and time:** Tuesday/Thursday 2:00 a.m. – 3:20 p.m.

**Class location:** TEC 322

**Course Description:** *This course is designed to assist teachers in understanding the structure, organization, and management of public schools. Discussion topics will include school history, law, teacher professionalism, ethics, and special populations. A minimum of 10 hours for this course will be spent in field experiences in a public classroom. During Field Experiences students will observe public school teachers and students for information related to class work.*

**Textbook:**

None

**Course Objectives:** The following objectives will be met during this course:

OBJECTIVES/ LEARNING OUTCOMES	ACTIVITIES FOR COURSE	PERFORMANCE ASSESSMENT	STANDARDS FOR TEXAS
<b>The Candidate will:</b> Create a professional packet that reflects teaching employment readiness	*Create or continue the development of a professional portfolio to be used in the professional interview process.	Professional Portfolio	4.14S, 4.9K <b>3Aii, 6 A-D</b>
<b>The Candidate will:</b> communicate effectively & professionally with other educators in varied context	*Prepare a resume based on a widely accepted format in the field of education. *Prepare a cover letter based on a widely accepted format in the field of education. *Write a philosophy of education that reflects your individual beliefs and goals for you and your students. *Participate in peer review sessions of the above. *Complete a job application.	Resume Cover Letter Philosophy Essay	Competency 21 <b>6A-D</b>
<b>The Candidate will:</b> Analyze the legal and ethical rights and responsibilities of teachers.	*Participate in evaluating ethical education dilemmas. *Research a critical case in educational law and present to the class.	Case Law Report and Presentation (instructor assigned) Legal/Ethical Issue Journal Report (content based) and	4.13S, 4.13K, 4.14K, 4.15K, 4.16S <b>3Aiii</b>

	*Write a report on a legal or ethical issue, based on a professional journal article, and present the summary of the article to the class.	Presentation	4A ii & iii 4C i-iii 4Div 5Biii 6A-D
<b>The Candidate will:</b> Identify the organizational structure of the public school system.	Develop a working knowledge of local, state, and federal education organizations through participation in web searches and discussions, and creation of charts.	Examination of the TAC/TEC Campus and District Organizational Chart	1.18K, 4.15S, 1.15K, 4.5K, 4.6K, 4.7K, 4.9K, 4.18K, 4.19S 3Ai-iii 5C I & ii 5D ii 6B I & ii 6C i& ii 6D ii
<b>The Candidate will:</b> Analyze the services provided by the public school system for special populations. Include the teacher's roles and responsibilities with special populations.	Work with a group to plan and present an interactive lesson on a special population encountered during field experience. Answer classmates' questions about special populations and legal requirements.	Group Presentation of Lesson and information on the special population assigned	1.1S, 1.2S, 1.3K, 3.5K 1Bi 2Aii 2C ii 5Cii 5Di 6A iii 6D iii

**IDEA Objectives:** The instruction in this course will address the following major objectives (as assessed by the IDEA course evaluation system):

**Essential:** Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course

**Important:** Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, theories). Learning to apply course material (to improve thinking, problem solving, and decisions).

## Course/Instructor Requirements:

### Tk20 Account:

*Tk20 Account* **is** required for this course. Tk20 is an electronic toolkit used by candidates to provide evidence that they have mastered state and professional standards for the profession. Additional information regarding Tk20 is available at: <https://tk20.shsu.edu/>

### Requirements:

**1. Check BLACKBOARD and your E-MAIL account often.** 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. **IN OTHER WORDS: CHECK YOUR EMAIL OFTEN!!!!!!**

**2. Field Experience:** Field Experience is designed to give you the opportunity to observe teachers and students in a public school setting and to apply learned information in the classroom. There are specific assignments related to Field Experience. Successful completion of Field Experience and Field Experience assignments is required to receive credit for this course. The Ten hours will be planned within our course schedule. You cannot begin your field experience until you have applied to the Education Preparation Program (EPP) and have a completed background check.

### 3. 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.

Late assignments may receive a **10% deduction in points for each day late**. 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.

**4. 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.

**5. 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.

**6. Program Requirements:** To receive your final grade for this course, you must complete all program requirements by the assigned due dates. The program requirements with their due dates for this course are:

- ☐ **Field Experience Documentation Log:**
- ☐ **Emerging Dispositions in TK20:**

**7. Dispositions and Diversity Proficiencies** - The Dispositions and Diversity Proficiencies (DDP) are administered and evaluated in prescribed courses to all educator preparation students in initial and advanced programs. At the end of your field experience, you will be required to reflect on these dispositions

	DDP	CF	CAEP	NCATE
1.	Demonstrates an attitude of reflection and thoughtfulness about professional growth and instruction.	2	1 & 2	4a.3., 4c.1., & 4c.2.
3.	Practices ethical behavior and intellectual honesty.	3	1 & 2	4a.3.
4.	Demonstrates thoughtfulness in communication and an awareness and appreciation of varying voices.	3	1, 2, & 3	4a.2 & 4a.3.
6.	Demonstrates ability to be understanding, respectful and inclusive of diverse populations.	3 & 5	1, 2, 3	4a.1., 4a.2 4a.3. 4d.1.
10.	Demonstrates a commitment to adapting instruction or programs to meet the needs of diverse learners.	5	1, 2, & 3	4a.2., 4a.3., & 4d.1.

## Course Outline

### Professional Portfolio

The professional portfolio is an example of the student's knowledge and skills of the standards and dispositions required for certification. The portfolio is also a tool used to showcase the teacher candidate's abilities, creativity, and talents in the educator preparation program and is useful as an example of the student's potential for success in teaching. The portfolio will be turned in the semester before student teaching.

- ❖ **Professional Resume**-Each student will compile information and documentation and produce a professional and employment- ready resume.
- ❖ **Cover Letter**-Each student will write and attach a professional cover letter to the resume.
- ❖ **Philosophy Essay**-Each student will write an essay describing their personal beliefs, attitudes, and philosophy about the teaching profession and student academic success.

### Journal Articles

Each student will write four (4) reviews of a professional journal article concerning education and a legal or ethical professional issue (a template will be provided). Students may give a short presentation of the article summary to the class.

### Legal/Ethical Issue Journal Report (content based) and Presentation

Each student will write a one-page report on a legal or ethical issue based on a professional journal article (a template for the report will be provided). The topic should pertain to the student's teaching field. The report must include a summary of the article with the legal or ethical dilemma as the focus.

### Examination of TAC/TEC

Students will participate in an activity researching the importance of TAC/TEC.

### CPS Training

Each student will take online training related to CPS

### Campus and District Organizational Chart

Each student will complete an organizational chart of a campus and district where they would like to student teach. The chart should include the job title and name of each administrator. Students should be prepared to explain the chart and describe the position and person in each area.

### Participation and Professionalism

Each student enrolled in CISE 4380 is considered a professional educator and must demonstrate their readiness to embrace that role. Participation is required in order for the instructor to assess the educator's preparedness for success in employment in the public schools.

### Discussion Board - Ethical Scenarios

Each student is required to create a original posts addressing the ethical scenarios posted for that day of class. The posts should be of professional quality and show depth of reflection on the issue concerned.

Due dates will be given the first week of class.

## Course Evaluation

Activity	Point Value
Professional Resume	20
Cover Letter	20
Philosophy Essay	20
CPS Training	20
Field Experience Reflection	50
On-line Dilemmas (14 @ 3.5 pts.)	50
Journal Articles (4 at 25 pts.)	100
Professionalism	50
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<b>Total Points</b>	<b>330</b>

### Grade Scale:

303 – 330	A
270 – 302.9	B
237 – 269.9	C

A final grade below 237 will result in the course n=being taken again

**Professionalism:** At this stage of your candidacy for teacher education, certain professional behaviors are expected. These behaviors are called dispositions and for this class include the following:

**A) Promptness to class and to the field experience-**Tardiness to class and to the field experience is simply not acceptable.

**B) Attendance:** Points for professionalism/participation will be used to address insufficient attendance issues.

**C) Appropriate attitude in class and in the field experience-** Teaching is people oriented. It is expected that candidates will be courteous and respectful to one another, the professor, and to the students and teachers they encounter in field experiences. There are appropriate ways to approach differences in opinion. It is expected that candidates will utilize the appropriate manner to handle any differences that may arise. It is expected that candidates will attend to class activities and not engage in personal conversations with other candidates, **will not use their cell phones to text message, or otherwise engage in off task behaviors.** The professor will not hesitate to discuss problems areas with candidates. If inappropriate behaviors continue, the professor will ask the candidate to drop the class.

**D) Appropriate dress**-Candidate discretion is assumed in the manner of dress for class. While at the mentor school, candidates will follow the dress code of the school in which they do their field experiences. **Jeans are usually not acceptable forms of dress** for teachers at most campuses. Special attention to length of blouses/shirts worn outside the pants and to the neckline of blouses is necessary.

**E) Completion of assignments**-in class and in the field experience-Assignments must be completed and submitted on time. Activities that are a part of the field experience must be completed to the mentor teacher's satisfaction. More than adequate preparation is required for any teaching experience in the field. **(We are held to a higher standard folks!!!)** Your learning is assessed based on class-based assessments and field-experience. All are tied to the state competencies and their related standards that you need to master. Assignments may be modified to meet the needs of individual learners.

**\*\*It is expected that you will successfully complete and submit every assignment in order to receive a grade in CISE 4380.**

**Schedule – a tentative schedule will be posted in Blackboard.**

## Student Guidelines

### University Policies

- SHSU Academic Policy Manual-Students
  - [Procedures in Cases of Academic Dishonesty #810213](#)
  - *Any student with a disability that affects his/her academic performance should contact the Office of Services for Students with Disabilities in the SHSU Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786) to request accommodations.*
  - [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](#)
  - Technology during instruction: INSTRUCTOR'S POLICY ON TECHNOLOGY USE DURING INSTRUCTION
  - Technology during exams: INSTRUCTOR'S POLICY ON TECHNOLOGY USE DURING EXAMS
  - Technology in emergencies: INSTRUCTOR'S POLICY ON TECHNOLOGY USE IN EMERGENCIES
- 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.

### Attendance

#### ATTENDANCE EXPECTATIONS

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

Attendance (absences, tardiness, early exits) will be documented each day. Each absence above one will negatively impact your grade in this course. On the second absence, a letter will be sent to the Chair of the Department of Curriculum and Instruction. This letter will be added to your file. On the third absence, you will be invited to a meeting where we will discuss your ability to successfully complete this class. In addition, a letter will be sent to the Professional Concerns Committee. This letter will also be added to your file. This information will also be used to decide borderline grades and to write letters of recommendation. Students should discuss each absence with the instructor.

If for some reason you are unable to submit an assignment, you should email it, give it to a friend, or use some other method to submit your work on time. Late work will **negatively impact your professionalism grade**.

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.

## Course Expectations

### Professionalism:

**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 indicators:

**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.

**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 your professor, but it does mean you need to do this in a private setting and then keep it to yourself.

**ATTIRE:** The way you present yourself within the school is critically important. The school administrators/teachers/colleagues are looking to you as a representative of Sam Houston State University as well as the entire teaching profession.

**CLASS PREPARATION:** Professionals are on time and fully prepared for class! All reading assignments are to be completed and reflected upon prior to the day they are due.

**CONVERSATIONS:** Classroom conversations should be limited to general topics that don't include private information. It is very easy to undermine the climate of the class by sharing information that others might find offensive. You mentor teacher should only be discussed in positive terms. If you feel you cannot do that, please refrain from mentioning your mentor in our classroom. It goes without saying that you should NEVER mention your mentor AT ALL outside our classroom. This means there should be no sharing of information about your mentor to your colleagues or anyone who is not associated with this class (i.e. roommates, boy/girlfriends, etc.). **We are guests at the school, and as such, we are to speak in a supportive manner about the school. Any individual problems with your mentor should be shared with the professors only.** All conversations including those with your colleagues, your professors, your mentor, and the students at the school should be professional and contain no information that is not fully true.

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## College of Education Information

### Accreditation

The programs within the SHSU College of Education have the distinction of receiving accreditation and national recognition from multiple accrediting bodies. All educator certification programs, including teaching and professional certifications, have received ongoing accreditation from the Texas Education Agency ([TEA](#)). Additionally, the educator preparation program has been accredited by the Council for the Accreditation of Educator Preparation ([CAEP](#)-formerly NCATE) since 1954. Many of the educator preparation concentration areas have also chosen to pursue national recognition from their respective Specialized Professional Associations ([SPA](#)), signifying the program is among the best in the nation. The programs within the Department of Counselor

Education have also received accreditation from the Council for Accreditation of Counseling and Related Educational Programs ([CACREP](#)).

### **Course and Program Evaluation**

Near the end of the semester, students are asked to take part in the University's adopted course evaluation system, IDEA. The assessments are completed online and instructions are emailed to each student. Students' assessments of courses are taken are systematically reviewed by the Dean, Associate Deans, Department Chairs, and individual faculty members. Only after the semester has completed are faculty members allowed to view aggregated results of non-personally-identifiable student responses.

The College of Education conducts ongoing research regarding the effectiveness of the programs. Students receive one survey in the final semester prior to graduation regarding the operations of the unit during their time here. A second survey occurs within one year following completion of a program, and is sent to students and their employers. This survey requests information related to students' quality of preparation while at SHSU. Students' responses to these surveys are critical to maintaining SHSU's programs' excellence.