



EDCI 566: Field-Based Professional Development Practicum in Education (For Staff Development Credit) Course Syllabus for Fall 2015

According to State of Texas HB 2504, this course syllabus must be submitted for review prior to the course's scheduled start date. Therefore, the instructor has the right to modify this syllabus and course calendar at any time between submission for publication and the first day of class. Furthermore, the instructor has the right to modify the syllabus at any time during the course itself provided that (1) such changes do not increase expectations or requirements beyond a reasonable equivalent and (2) students are given ample notification.

Instructor: Dr. Becky Sinclair

Office Location: Education South #228, Commerce

Office Phone: 903-468-3237. Cell Phone number will be provided during the first class meeting.

University Email Address: Becky.Sinclair@TAMUC.edu (The best way to contact me.)

COURSE INFORMATION

Materials Needed for the Course:

Students will use notes and/or handouts related to their completed staff development sessions as needed to complete course activities. Any additional readings will be supplied by the instructor.

Course Description: Students develop conceptual and professional skills related to their practice in the field. This course is part of the field-based professional development minor. It provides for the continued development and practice of skills learned in field-based staff development sessions. For each semester hour of credit, one hour is spent in lecture/staff development sessions and one hour is spent applying what was learned in a field-based setting. May be repeated when topics vary. Prerequisite: Consent of instruction.

General Guidelines:

- 1 Students register for one section of EDCI 566 for each bundle of 30 clock hours of staff development taken in the district and for which Professional Growth Hours (PGH) are awarded.
- 2 For each 3-hour class of EDCI 566, the contact time requirements are:
 - a. 30 clock-hours of approved staff development with MISD
 - b. 15 hours of scheduled seminars through TAMU-C, which can be in a web-enhanced format
- 3 A limit of 12 semester hours is allowed per student.

Student Learning Outcomes: By the conclusion of the course, the student will demonstrate the following outcomes:

1. Integrate staff development and university coursework in a way that aligns educational theory and practice.
2. Provide a venue for teachers to share what they have learned from staff development and gain an understanding of the theory and research that forms the foundation for that content.
3. Demonstrate how they have applied the learning in staff development in classrooms.
4. Present to an audience of teachers at least one professional staff development session they have attended during the year.

COURSE REQUIREMENTS

1. **Staff Development Attendance.** During the school year previous school year, successfully complete 30 clock hours of staff development offered through Mesquite ISD.
2. **Staff Development Documentation.** Document the 30 hours of staff development by (a) providing an official MISD transcript and (b) complete the approve form *Record of MISD Staff Development* and maintain this form in your documentation. Contact the MISD Staff Development Office for assistance, questions or concerns about specific staff development course offerings and/or documentation.
3. **University Seminar Attendance & Participation.** Attendance and participation at all class meetings is required and essential to your success in this experience. Students are expected to be on time and actively participate. The rules of the University regarding class attendance will be followed in this course. The university policy on excused absences is explained in the current University Catalog and includes: (a) participation in a required or authorized university activity; (b) illness that is verifiable; (c) death in the immediate family; (d) obligation at a legal proceeding in fulfilling responsibility as a citizen; and (e) other reason as determined by individual faculty to be excusable. Although you are urged to notify faculty in advance, in the event you are not able to attend class, such notification does not constitute an excused absence. **You are required to email the instructor for every absence you may have.** A record of excused and unexcused absences and tardies will be maintained and will result in a reduction of your final grade. In the event of any absence, you are responsible for obtaining class materials/assignments/notes from your classmates.
4. **Report of Staff Development and Classroom Attended.** On a form provided, summarize two to four particular staff development sessions of special interest to you on the form
5. **Peer Collaboration/Discussion.** Join other teachers who reported similar interest and share special contributions of each session attended, how it changed your thinking and beliefs about teaching, and ways in which the particular session affected your teaching and/or classroom.
6. **Presentation.** From the sessions discussed, create an interest group of 2-3 teachers who will plan and present a formal poster session on a specified date to be determined. The details of the poster session are to be presented and approved by the instructor prior to proceeding with the preparation.
7. **Goals for Future Learning Opportunities:** During the poster session conference, visit the poster sessions of topics you did not attend during the year and write a brief report of the session to include: (a) name of the session and presenters; (b) greatest benefits to you as a learner; and (c) ideas about the topic that you will use in your classroom in the future.

FINAL GRADE IN THE COURSE

Course grades will be on a satisfactory (S) or unsatisfactory (U) basis, which will focus on successful completion of the previously outlined course requirements.

TECHNOLOGY REQUIREMENTS

Internet Connection. Internet access/connection – high speed recommended (not dial-up)

Word Processor. MS Word is the recommended word processor for eCollege

Operating Systems. Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer). Safari, the default browser on iPads and Smart Phones DOES NOT access eCollege.

Browser Testing. It is strongly recommended that you perform a “Browser Test” prior to the start of your course. To launch a browser test, login in to eCollege, click on the ‘my Courses’ tab, and then select the “Browser Test” link under Support Services.

COMMUNICATION AND SUPPORT

Questions about the Course, Assignments, Syllabus, etc.

Contact me via **email** any time 24/7. I check my email Monday through Friday and often on the weekends. If you email me and do not receive a response from me after 48 office hours, please resend the email. If you do not receive a response after several office days, contact the EDCI Office.

eCollege Course

This course maintains an eCollege course which includes class handouts, threaded discussions, assignments and information.

Office Hours

I am available most days to meet with students either at my office in Commerce, at the MPLX Center or by phone. Email me or see me after class to schedule an appointment.

Email Correspondence

From me to you: All emails from me (and the University) will be sent to your University Email account, not your work or home email. Therefore, it is important to check your Leo Mail every day.

From you to me: Always send emails to me at university email address provided on the first page.

Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of eCollege and email. The student help desk may be reached by the following means 24 hours a day, seven days a week. If you encounter a technical issue that prevents you from completing an assignment, copy me the work order from the Tech Department.

Chat Support: Click on 'Live Support' on the tool bar within your course to chat with an eCollege Representative.

Phone: 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.

Email: helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative.

Help: Click on the 'Help' button on the toolbar for information regarding working with eCollege (i.e. How to submit to dropbox, How to post to discussions etc...)

Course/Department Specific Procedures/Policies:

Late Work.

Specific dates and times are established for every assignment. No late work is accepted without extenuating circumstances approved by the instructor. Students who feel they have an extenuating situation must contact the instructor prior to or during the due date about the circumstance. Work cannot be made up and extra work is not allowed to compensate for missing or later work.

Appeal of the Final Grade (13.99.99.R0.05 Student's Appeal of Instructor's Evaluation, Effective September 1, 1996. Revised February 8, 2007)

1. The final grades awarded by faculty members are their expert judgment concerning student performance. Students challenging a final grade must show that the instructor's judgment was unfair based on:
 - a) some basis other than performance, or
 - b) standards different from those applied to other students in the same course section, or
 - c) a substantial, unreasonable, and unannounced departure from previously articulated standards or the syllabus.
2. Students who believe their grade to be unfair must first discuss the matter with the instructor.
3. If no satisfactory resolution is reached with the instructor, or if the instructor is unavailable, the student shall appeal to the department head. A grade appeal must be initiated in writing with the department head (or dean if the department head is the instructor) within six months of the last day of the semester in which the grade was awarded. The department head will examine the student's appeal to determine whether the student has established an apparent case of unfair academic evaluation as described in section 1. If the student has not established a case that appears to have merit, the department head will so inform the student and the instructor without delay.
4. If the case has merit, the department head will secure, from all parties, written statements and other such information as he or she deems helpful and will issue his or her findings and remedies, if any. In so doing, the department head will be guided by the principle the burden of proof lies with the student.

For additional information regarding the appeal of a final grade above that of the department head, please consult the latest version of the graduate catalog or contact the Head of the Department, Curriculum and Instruction, at 903-886-5537.

Academic Integrity/Honest Statement

This course demands a high level of scholarly behavior and academic honesty on the part of students. Violations of academic integrity/honesty while carrying out academic assignments may, at the discretion of the instructor, receive a zero on the particular work in question, receive an "F" in the course, or brought before a higher level of governance for possible dismissal from the university. Examples of academic dishonesty includes plagiarism, but are not limited to: (1) turning in work as original that was used in whole or part for another course and/or instructor without obtaining permission from this instructor in advance; (2) turning in another person's work, in part or in whole, as your own; (3) copying from professional works without citing them; and (4) any form of cheating on exams.

If you are unsure what constitutes plagiarism and how to avoid it, visit the following websites:

<http://www.plagiarism.org/>

<http://www.unc.edu/depts/wcweb/handouts/plagiarism.html>

University Specific Procedures:

ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

[Student Disability Resources & Services](#)

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Code of Student Conduct from Student Guide Handbook). Use of cell phones, texting or email devices during class is forbidden. In the event of an emergency, students should excuse themselves from the classroom to receive/make a communication and should return to class as soon as possible.

University Non-discrimination Policy Statement

A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.