



**SED 510.01W Assessment in Secondary Education  
Fall 2016**

**Class Held on ECollege: Chats held on Mondays at 5:00 p.m.,  
with the exception of first chat held on 9/7/16.**

**Instructor:** Sherri R. Colby PhD

**Office Location:** Ed Sowers South 232

**Office Hours:** Please contact instructor for appointment. Office hours will rotate between Commerce, Rockwall, and the Collin County campuses. I will be at these locations on Tuesday and Wednesday afternoons/evenings. My office hours will post weekly on the home page of ECollege.

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<b>COURSE INFORMATION</b>
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**Materials – Textbooks, Readings, Supplementary Readings:**

Collection of online readings shall be provided by the instructor.

**Course Description:**

The purpose of this course is to build understanding of the fundamentals of assessment and its connection to the improvement of teaching and learning. The course will include the definitions, history and purposes of assessment with a strong emphasis on providing feedback which leads to students recognizing their next steps and how to take them in the learning process and the creation of a positive learning culture (active learning, growth mindset, effective questioning and dialogic talk; belief in learning potential of every child). Educational policy issues regarding assessment in secondary schools shall be emphasized as well.

<b>COURSE REQUIREMENTS</b>
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Students will be expected to complete assigned readings, participate in class activities/discussions, and complete the specified assignments. Details regarding the class assignments shall be provided during the first class session.

Reading reflections, chat journals, discussion postings - 20%  
Assessment Plan Proposal - 20%  
Assessment Plan Draft 1 - 20%  
Assessment Plan and Presentation - 40%

The grading scale will constitute: A (90-100%), B (80-89%), C (70-79%), D (60-69%), F (59% or below). Letter grades translate into mathematical scores as follows: A++ (100%), A+ (97%), A (95%), A- (92%), A-/B+ (90% or 89% as deemed by instructor), B+ (87%), B (85%), B- (82%), B-/C+ (80% or 79% as deemed by instructor), C+ (77%), C (75%), C- (72%), C-/D+ (70% or 69% as deemed by instructor), D (65%), D- (62%), F (59% or below as deemed by instructor).

**Assignment Submission Policy:** The instructor reserves the right to change course assignments, projects, and examinations throughout the semester. Each assignment/project must be completed and turned in by the due date given. **All assignments are due by 11:59 midnight on the date indicated on the calendar. All assignments are submitted electronically on Ecollege. Students may elect to turn in a hard copy, but the assignment must be hand delivered to the instructor before the deadline.**

The instructor maintains a strict late work policy. The instructor shall send students missing an assignment an email within 48 of the assignment submission. **Late assignments shall be subject to letter grade reductions (usually a 70 or half credit) or non-acceptance at the instructor's discretion. Students electing to withdraw from the course must contact the registrar by the university's official deadline for withdrawal.**

**In the case of unexpected emergencies, students must provide written documentation regarding their missed assignments.** The instructor reserves the right to deny make-up opportunities, especially in cases of negligence. It is expected that all course assignments/projects (inside and outside of class and including examinations) will be completed at mastery level (as designated by the instructor). If (in the professional opinion of the instructor) an assignment/project is not satisfactorily completed, it may be returned to the student, and the student may be required to re-do the work until it is at mastery level. The instructor reserves the right to limit the number of times an assignment/project may be re-submitted and to establish a reasonable time frame for resubmissions. If any course assignment/project is not completed at a mastery level by the final resubmission deadline, the instructor reserves the right to assign the student a grade of "I" or "F" for the assignment and/or course--at the instructor's discretion.

**Attendance Policy:** As per University Policy A 13.02 effective September 1, 1996: Students are responsible for learning about and complying with the attendance policy stated in the catalog, Student's Guidebook, and/or faculty syllabus. The expectations for students enrolled in this course are that they will attend all class sessions, by actively participating in discussions and activities.

## TECHNOLOGY REQUIREMENTS

Due the nature of the course, students are required to have continuous on-line access. All students must have access to email and adequately functioning computer equipment. To use the university's online resources, students need a computer and an Internet service provider (ISP). Students also need an Internet browser, an email program, and a word processing program. A working familiarity with hardware and software is advantageous before entering the program.

### Hardware

Both Macintosh and Windows systems are acceptable. Students do not need to purchase a new system to begin online learning at the university.

## Windows

98/NT/2000/ME/XP

Pentium (2 GHz or greater)

128 megabytes (MB) random access memory (RAM)

2 GB or greater hard drive

## Macintosh

OS 9.1 to OS X; G3, G4, or higher

128 megabytes (MB) random access memory (RAM)

2 GB or greater hard drive

## Software

### Word Processor

Microsoft Word is preferred. Microsoft Works, WordPerfect, and AppleWorks are acceptable.

### Connectivity

Reliable Internet access through an established Internet service provider (ISP) is key to the online learning experience. Students should choose a DSL or cable-modem service where high-speed internet is available. If you have dial-up, you may experience problems.

### Web Browser

Internet Explorer (version 6.0 or greater) or Netscape (version 7.0 or greater) is required. These browsers are available for free in the download areas at [www.microsoft.com](http://www.microsoft.com) and [www.netscape.com](http://www.netscape.com), respectively.

Note: Browsers that are part of the MSN and AOL software are not acceptable, because they include proprietary modifications that may not work correctly with resources. Students may continue to use AOL or MSN as their Internet service provider, but once connected to the Internet, they should minimize the AOL or MSN window and launch Internet Explorer or Netscape.

### Adobe Acrobat Reader

Available at [www.adobe.com](http://www.adobe.com), this free program (Adobe Reader 8) allows you to view and print many forms and some full-text documents from online library databases.

Adobe Flash Player 9.0 Available at [www.adobe.com](http://www.adobe.com). This allows you to view any content delivered in Flash.

Video Players/Plugins: It is available for free download Quicktime, [www.apple.com/quicktime](http://www.apple.com/quicktime).

RealPlayer, available at [www.real.com](http://www.real.com), and Windows MediaPlayer 11.0, available at [www.microsoft.com/windows/windowsmedia/download](http://www.microsoft.com/windows/windowsmedia/download).

### Real Player

Lecture files will be viewed using Real Player. A free copy can be downloaded from [www.real.com](http://www.real.com).

### Java Applet

Since the online classroom is interactive and dynamic, it is important that students' Internet browser be Java-enabled. The Java Virtual Machine can be downloaded for free at <http://java.com/en/index.jsp>.

### Virus Protection

Viruses can be transmitted to computers as email attachments. Once a virus is resident on a computer, it can hinder performance, crash the computer, or damage files and hard drives—permanently. To protect their systems, students should purchase up-to-date antivirus software from a local computer store and regularly check their computers for viruses.

Note: Students should keep their antivirus software current by downloading updates from the software company's Web site. Antivirus software is usually licensed for one year, with free updates. Most antivirus software can be configured to download virus definitions (or updates) automatically when the computer connects to the

Internet. Students should download virus updates weekly or more frequently. Commercially available programs such as Norton Antivirus or McAfee can be configured to update virus definitions automatically at least once a week.

## ACCESS AND NAVIGATION

The course requires the use of ECollege accessible through students' My Leo accounts. To login, students will need their valid student ID number and password.

eCollege Technical Concerns: Please contact the eCollege HelpDesk, available 24 hours a day, seven days a week, by sending an email directly to [helpdesk@online.tamuc.org](mailto:helpdesk@online.tamuc.org). You may also reach the HelpDesk by calling (toll-free) 1-866-656-5511. If you have a dial-up connect, you may experience problems uploading and downloading. If you feel your connection is not adequate, please use the lab at your site to upload documents.

## COMMUNICATION AND SUPPORT

### Email

Access to a reliable email service through an established Internet service provider (ISP) is critical to the online learning experience.

Course Concerns: If you have questions pertaining to the content of this course (e.g., questions about an exam, about course due dates, etc.), please contact via email.

Other Questions/Concerns: Contact the appropriate TAMU-C department relating to your questions/concern. If you are unable to reach the appropriate department with questions regarding your course enrollment, billing, advising, or financial aid, please call 903-886-5511 between the hours of 8:00a.m.-5:00p.m. Monday through Friday.

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### **Instructor Policies:**

The instructor reserves the right to change course assignments, projects, examinations, and due dates throughout the semester. Each assignment/project must be turned in by the due date given. Late assignments/projects will be subject to a point deduction or non-acceptance at the instructor's discretion. Class participation and attendance will be considered in assigning the final course grade. Students who elect to drop the course must make arrangements with the registrar. This is the student's (not the professor's) responsibility.

### **Cheating and Plagiarism Policy:**

The Student GuideBook provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism. The term "cheating" includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; and (3) the acquisition, without permission, of tests or academic material belonging to a faculty or staff member of the university. The term "plagiarism" includes, but is not limited to, the use of the published or unpublished work of another person, by paraphrase or direct quotation, without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. If a student engages in academic dishonesty related to this class, the student will receive a failing grade on the test or assignment and a failing grade in the course. In addition, the case will be referred to the Dean of Students for appropriate disciplinary action.

**Code of Ethics:**

The Curriculum and Instruction Department expects that its students will abide by the Code of Ethics and Standard Practices for Texas Educators (Chapter 247 of the Texas Administrative Code [www.sbec.state.tx.us](http://www.sbec.state.tx.us)) and as outlined in Domain IV: Fulfilling Professional Roles and Responsibilities of the Pedagogy and Professional Responsibilities (PPR) Texas Examination of Educator Standards (TExES); and as also addressed in codes of ethics adopted by professionals in the education field such as the National Education Association (NEA) and the American Federation of Teachers (AFT).

*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](mailto: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*).

<b>COURSE OUTLINE / CALENDAR</b>
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The course calendar is delineated week by week on ECollege.