



**EDCI 566: Field-Based Professional Development Practicum in Education  
(For ETIP Credit)  
Course Syllabus for Spring 2020**

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. Susan Williams  
**Office Location:** Mesquite Metroplex Center, Suite 600  
**Office Hours:** By appointment.  
**Office Phone:** 972-882-7533  
**Email Address:** Susan.Williams@tamuc.edu

**COURSE INFORMATION**

**Materials Needed for the Course:**

Students will use notes and/or handouts related to their completed staff development (ETIP) 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. The course requires applying what was learned from staff development (ETIP) in a field-based setting and reflecting on the success or lack of success in order to improve classroom results. Course may be repeated for credit. Prerequisite: Consent of instructor.

**General Guidelines:**

- 1 Students register for one section of EDCI 566 for selected ETIP courses.
- 2 Requirements for graduate credit are above and beyond practicum requirements for the district.

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

1. Integrate staff development and university seminar 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 from staff development into classrooms and reflect on its effectiveness.
4. Present to an audience of teachers a particularly effective idea or practice they have developed related to concepts from ETIP courses.

**COURSE REQUIREMENTS**

1. **Complete selected ETIP courses.** After completing the appropriate ETIP courses, you will register

for EDCI 566 Practicum where you will get credit for application of learning from the courses.

2. **Documentation.** Document application of ideas from the ETIP courses. How and when did you implement ideas?
3. **Reflection.** Thoughtfully reflect on the implementation. What went well? What didn't? What did you learn from this? How did you change the implementation for the next time? Did things improve? How did this impact your classroom?
4. **University Seminar Attendance & Participation.** Attendance and participation at all class meetings and/or online discussion groups 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. Although you should notify faculty in advance, in the event you are not able to attend class, such notification does not constitute an excused absence. **Attendance procedures follow the ETIP guidelines.**
5. **Presentation and Discussion.** Join other teachers and share ways in which implementation of ideas from ETIP affected your teaching and/or classroom.
6. **Goals for Future Learning Opportunities:** What are your next steps in improving your classroom?

### **FINAL GRADE IN THE COURSE**

Course grades will be on a A-F scale, 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 the resent message, contact the EDCI Office.

#### **eCollege Course**

This course maintains an eCollege course shell 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.

**Commerce-Based Tech Support** – 903-468-6000. Now available 24/7.

**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 AND UNIVERSITY PROCEDURES/POLICIES**

### **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

Gege Library 162

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).

#### **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.

### **Office of Student Disability Resources and Services**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.