



## SED 330 - 01E: Foundations of Secondary Education

COURSE SYLLABUS: Spring 2024

### INSTRUCTOR INFORMATION

**Instructor:** Mr. Clay Stanfield

**Office Location:** STC 105A or EDS 123

**Office Hours:** Tuesday 11-12, Wednesday 12-1, or by appointment

**Office Phone:** 903-468-8757

**Office Fax:** 903-886-5480

**University Email Address:** clay.stanfield@tamuc.edu

**Preferred Form of Communication:** Email

**Communication Response Time:** 48 hours

### COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required

Carjuzaa, J., & Kellough, R. D. (2017). *Teaching In The Middle And Secondary Schools*. (11 ed.). Boston: Pearson Education, Inc. ISBN: 10: 0-13-406924-2

Software Required

**Tk20**—Must be purchased to successfully complete SED 330

<https://tamuc.tk20.com/campustoolshighered/start.do>

*Thirty clock hours of EFE—Early Field Experience Observations are required to successfully complete SED 330.*

Resources Required

1. **Authorization to take PPR** This document link gives you information for how to get authorization to take the PPR exam  
[https://docs.google.com/document/d/1vMR\\_n0FTuUynpoAjBkqx3rpotP6Vkt5ISnLLrj5k4OM/edit](https://docs.google.com/document/d/1vMR_n0FTuUynpoAjBkqx3rpotP6Vkt5ISnLLrj5k4OM/edit)

*The syllabus/schedule are subject to change.*

2. **TEXES Preparation Manuals for your content area**  
[http://www.tx.nesinc.com/PageView.aspx?f=HTML\\_FRAG/GENRB\\_PrepManuals.html](http://www.tx.nesinc.com/PageView.aspx?f=HTML_FRAG/GENRB_PrepManuals.html) (scroll to bottom—Select an Exam)
  - a) Pedagogy and Professional Responsibilities EC-12 (160)
  - b) Content Preparation Manual (consult with your content advisor)
3. **TEKS for your content area:** <http://www.tea.state.tx.us/index2.aspx?id=6148>
4. **ELPS**—English Language Proficiency Standards  
<http://ritter.tea.state.tx.us/rules/tac/chapter074/ch074a.html>
5. All teacher candidates should be familiar with the Texas Teacher Standards in Chapter 149 which can be found at  
<https://tea.texas.gov/sites/default/files/ch149aa.pdf>

## Description

Three semester hours. The course provides prospective teachers with a beginning foundation for understanding learners, enhancing student achievement, and understanding the teaching environment through the lens of STEM. The course will emphasize the structure, organization, management, and governance of the American school system and current issues related to the teaching profession. The legal, ethical, and multicultural foundations of teaching will be discussed.

## Student Learning Outcomes

### Objectives:

The learner will:

- explain the vertical alignment of state standards.
- create a personal plan for obtaining teaching certification and becoming a professional educator.
- critique the merits of a variety of teaching models within the context of educational philosophies.
- design assessments aligned with standards and based on student needs to provide feedback for student progress.
- develop multiple types of assessments to determine what students know and how to help them reach learning goals.
- analyze context for learning of a campus or classroom to identify best practices and enhance student learning.
- identify and explain essential components for culturally relevant and assets-based teaching to include the diverse backgrounds of students (language diversity, economic diversity, cultural and ethnic diversity, and exceptionalities).
- understand how curriculum and teaching practices can be anti-racist and promote equity in all content areas and develop student identity as learners.

### Support Objectives (State Requirements):

The learner will:

*The syllabus/schedule are subject to change.*

- design clear, well-organized, sequential, engaging, and flexible lessons that reflect best practices, align with standards and related content, and are appropriate for diverse learners and encourage higher-order thinking, persistence, and achievement;
- ensure high levels of learning, social-emotional development, and achievement for all students through knowledge of students, proven practices, and differentiated instruction
- clearly and accurately communicate to support persistence, deeper learning, and effective effort;
- organize a safe, accessible, and efficient classroom.
- establish, communicate, and maintain clear expectations for student behavior;
- lead a mutually respectful and collaborative class of actively engaged learners;
- meet expectations for attendance, professional appearance, decorum, procedural, ethical, legal, and statutory responsibilities;
- reflect on his or her practice;
- effectively communicate with students, families, colleagues, and community members;
- demonstrate professional ethical conduct, practices, and performance including ethical conduct toward professional colleagues and ethical conduct toward students; and
- ensure appropriate relationships, boundaries, and communications between educators and students.

## **COURSE REQUIREMENTS**

### **Minimal Technical Skills Needed**

All course materials will be available through D2L. Any virtual class meetings will be held on Zoom. Students will utilize different online platforms within the assignments for this course.

### **Instructional Methods**

This course consists of a series of activities and assessments to assist you in achieving the outcomes/objectives for the course. Each week you will work on various combinations of assignments, activities, discussions, readings, research, etc.

### **Student Responsibilities or Tips for Success in the Course**

- Attending all class meetings is essential for your success in this course. Remember your attendance and punctuality reflect your professionalism.
- Completion of all assigned readings from the text and any supplemental materials and on-time delivery is expected. The completion of all written

*The syllabus/schedule are subject to change.*

assignments and projects exhibit your scholarship and professionalism. Some examples of the assignments that may be expected of you: written reflections from field experiences and textbook content, self-assessments, thoughtful participation in class discussions, debates, group sessions, group activities, reflective written assignments, lesson plans, and project presentation.

- Participation in thirty (30) hours of documented EFE Early Field Experience Observations is REQUIRED to complete this course

## **GRADING**

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

A semester letter grade is earned based on the total points earned throughout the semester for the components of the class. The total points are then applied to a percentage system.

## **TECHNOLOGY REQUIREMENTS**

### **LMS**

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

Zoom Video Conferencing Tool

[https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom\\_Account.aspx?source=universalmenu](https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu)

## **ACCESS AND NAVIGATION**

*The syllabus/schedule are subject to change.*

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

## **COMMUNICATION AND SUPPORT**

If you have any questions or are having difficulties with the course material, please contact your Instructor.

### **Technical Support**

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

### **Interaction with Instructor Statement**

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Course Specific Procedures/Policies**

#### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

*The syllabus/schedule are subject to change.*

## **University Specific Procedures**

### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook

[http://www.tamuc.edu/student\\_guidebook/Student\\_Guidebook.pdf](http://www.tamuc.edu/student_guidebook/Student_Guidebook.pdf)

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

### **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedures 13.99.99.R0.01](#)

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

### **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

### **Students with Disabilities-- 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

*The syllabus/schedule are subject to change.*

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

Velma K. Waters Library Rm 162

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

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Student Disability Services](#)

<https://www.tamuc.edu/student-disability-services/>

### **Nondiscrimination Notice**

Texas A&M University-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.

### **Campus Concealed Carry Statement**

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 the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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.

### **A&M-Commerce Supports Students' Mental Health**

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to

*The syllabus/schedule are subject to change.*

community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

### **AI use policy**

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

### **COURSE OUTLINE / CALENDAR**

A calendar will be distributed the first week of class.

*The syllabus/schedule are subject to change.*