



**EDCI 566.41E: Field-Based Professional Development Practicum in  
Education (For ETIP Credit)  
Spring 2025**

**INSTRUCTOR INFORMATION**

Instructor: Susan Williams, Department of Curriculum and Instruction  
Office Location: Mesquite Center  
Office Hours: By appointment  
Office Phone: 972-882-0035  
University Email Address: susan.williams@tamuc.edu  
Preferred Form of Communication: email  
Communication Response Time: 12 hours

**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 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.

*The syllabus/schedule are subject to change.*

## **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**

**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.

**Documentation.** Document application of ideas from the ETIP courses. How and when did you implement ideas?

**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?

**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.

**Presentation and Discussion.** Join other teachers and share ways in which implementation of ideas from ETIP affected your teaching and/or classroom.

**Goals for Future Learning Opportunities:** What are your next steps in improving your classroom?

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## Minimal Technical Skills Needed

Students will need to use: Google Classroom for ETIP, Microsoft Word, PowerPoint, or other presentation software, programs used by school districts, etc.

## Student Responsibilities or Tips for Success in the Course

### Students are expected to:

- Turn in all assignments on time.
- Compete requirements for ETIP.
- Be a reflective practitioner.
- Share presentations during class.

## GRADING

Course grades will be on a A-F scale, which will focus on successful completion of the previously outlined course requirements.

## TECHNOLOGY REQUIREMENTS

### LMS

All course sections offered by East Texas A&M University 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

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

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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 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**

#### **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.

#### **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.

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# **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.

## **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/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx).  
<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

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>

### **ETAMU Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 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 East Texas A&M University 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>

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## [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 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**

East Texas A&M University

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: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

## **Nondiscrimination Notice**

East Texas A&M University 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 East Texas A&M University 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 East Texas A&M University 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](#)

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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 East Texas A&M University campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

### **ETAMU Supports Students' Mental Health**

The Counseling Center at East Texas A&M University, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to 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/counseling-center](http://www.tamuc.edu/counseling-center)

#### **Mental Health and Well-Being**

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



### **Department or Accrediting Agency Required Content**

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## **COURSE OUTLINE / CALENDAR**

Calendar will be provided in class.

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