



SED 300.02E, Foundations of SED

COURSE SYLLABUS: Fall 2025

INSTRUCTOR INFORMATION

Instructor: Dr. Julie Mills

Office Location: EDS 222

Office Hours: Tuesdays, Wednesdays, Thursdays 1- 3 pm

University Email Address: Julie.mills@etamu.edu

Preferred Form of Communication: Email

Communication Response Time: 48 during work week

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 300
<https://tamuc.tk20.com/campustoolshighered/start.do> (may have been previously purchased)

Course Description

SED 300 - Foundations of Secondary Education

Hours: 3

This course provides prospective educators with a comprehensive understanding of curriculum design principles and practices in secondary education. Through a focus on backward design, standards alignment, and summative assessments, students will explore how to effectively plan, implement, and evaluate curriculum to enhance student

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learning outcomes. Field based experience required. Prerequisites: Minimum overall GPA of 2.50.

Student Learning Outcomes (Should be measurable; observable; use action verbs)

1. Design a safe and productive learning environment
2. Align lessons and assessments to state standards
3. Analyze and interpret assessment data
4. Evaluate lesson plans
5. Design and teach lessons using models of instruction
6. Reflect on teaching practices
7. Complete 50 hours of field experience

COURSE REQUIREMENTS

Students in this course are required to complete field experience (in their assigned school district).

COURSE RELATED TEA EXPECTATIONS

Accreditation Standards Associated with this Class

Just list the standards and alignment, performance standards. Number is good.

PPR EC-12

1.11k, 1.12k, 1.13k, 1.14k, 1.15k, 1.16k, 1.17k, 1.18k, 4.13k, 4.14k, 4.15k, 4.16k, 4.17k, 4.18k,

PPR Crosswalk

13B,

TEKS

Knows and understands the importance of the state content and performance standards as
Understands the intent of the TEKS for the candidate's specific content area
Understands the TEKS vertical alignment for the candidate's specific content area

Instructional Methods

This course incorporates 7-12 field experience, inquiry-based activities, classroom discussions, and various other instruction methods.

Student Responsibilities or Tips for Success in the Course

1. Act like a teacher.
2. Complete field-based requirements.

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3. Attend all classes (seminars).
4. Communicate regularly with field supervisor and course instructor.

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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

Total points corresponding to the final letter grades

A = 451- 500 Points

B = 401- 450 Points

C = 351- 400 Points

D = 301- 350 Points

F = 300 & > Points

Weights of the assessments in the calculation of the final letter grade.

Example:

Assignments	20%
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Discussions	20%
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Midterm Exam	30%
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Final Exam	30%
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TOTAL	100%
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Assessments

Details of each assessment can be found in Tk20 and/or D2L.

POP Cycle 1

POP Cycle 2

Informal Observations (3)

In-class collaborative activities

Reflections

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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

Zoom Video Conferencing Tool

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.

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 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>

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Interaction with Instructor Statement

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

East Texas A&M University 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).

For this course, it may be appropriate for you to use AI like ChatGPT for some portions of an assignment. Appropriate uses may be to edit writing, create content, and/or generate ideas. It is not appropriate to use AI to create full assignments. However, you may discover uses that are relevant and appropriate. Anytime you use AI in this course, you must include the transcription of the conversation as an appendix or attachment to the assignment or discussion. If used, you must also directly reference how you used AI in your discussion post or the assignment submission. This allows for transparency and avoidances of plagiarism. It also helps me to determine if it was a legitimate use of AI for the purposes of this course. If for some reason I do not think it was appropriate, then I will communicate that with you and allow you a chance to resubmit. To learn more about how to appropriately cite Chat GPT or other AI tools, read this blog by McAdoo (2024).

<https://apastyle.apa.org/blog/how-to-cite-chatgpt>

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>

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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>

[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

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Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

<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](#) 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

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

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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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