



EDCI 566.01W: Practicum

COURSE SYLLABUS: Fall 2025

INSTRUCTOR INFORMATION

Instructor: Dr. Melanie Loewenstein, Associate Professor
University Email Address: melanie.loewenstein@etamu.edu
Office Hour: 3:45-4:45 PM Wednesdays (Virtual)

Preferred Form of Communication: Email
Communication Response Time: 48 hours maximum (M-F)/Email

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Academic Calendar 2025-2026

<https://inside.tamuc.edu/admissions/registrar/documents/2526%20Academic%20Calendar%2008062025.pdf>

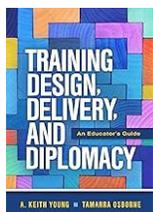
This course is 100% online. All work is completed asynchronously in accordance with the course calendar. Refer to calendar for synchronous learning sessions/check-in meetings, which may be rescheduled based on student availability. Individual check-in meetings may be required for some assignments.

Materials – Textbooks, Readings, Supplementary Readings:

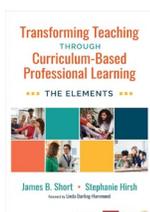
The following books are required for the course and may be purchased or borrowed from any source. Additional reading resources will be embedded within the D2L Course Shell. Also, you will be required to select another book from a coaching

books list within the D2L course shell.

Required:



Young, A. K., & Osborne, T. (2023). *Training design, delivery, and diplomacy: An educator's guide*. ASCD.



Short, J. B., & Hirsh, S. (2022). *The elements: Transforming teaching through curriculum-based professional learning*. Corwin.

****Students will also choose another coaching topic book from the list provided by the Instructor.*

Course Description

Course Description:

Students develop conceptual and professional skills related to their practice in the field. May be repeated. Graded on a satisfactory (S) or unsatisfactory (U) basis.

Prerequisite: Consent of instructor.

Course Goal: *This course will allow students to apply specific knowledge, skills, and strategies learned within the previous coursework to a school setting. Students will work in collaboration with campus colleagues to complete tasks and projects that support campus improvement.*

Student Learning Outcomes: Through your experiences in this class you should be able to:

1. Create and implement an interactive workshop/professional development based on specific campus needs. Content/Topic area is determined by the student.
2. Create and implement a curriculum-based model professional development experience for teachers. Content/Topic area is determined by the student.
3. Describe an instructional coaching approach and/or technique and apply both in coaching a classroom teacher. Plan and implement a coaching cycle.

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4. Demonstrate an understanding of coaching application concepts through discussion, journaling, project creation, and presentations.
5. Demonstrate an understanding of select school improvement strategies and initiatives.
6. Implement school improvement strategy/tools in collaboration with school colleagues and/or administrators.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

This course consists of a series of activities and assessments to assist you in achieving the outcomes/objectives for the course and instructional units/modules. During each unit, you will work on various combinations of assignments: activities, threaded discussions, readings, presentations, literature searches, video observations, training and workshop development, etc.

Four Main Projects

Practicum Project #1: Educational Workshop Design, Implementation & Reflection

Students will design a two-hour professional development training based on ideas from the book 2-Hour Workshop Blueprint Course by Leanne Huges. Students will present at least 45 minutes to 1 hour of the training face-to-face or virtually to an audience.

Practicum Project #2: Transforming Teaching Through Curriculum-Based PD

Students will design an interactive curriculum-based professional development experience using literacy or a content area curriculum resource on their campus..

Practicum Project #3: Coaching Approach Exploration, Cycle Application, and Presentation

In this assignment, students will explore a coaching approach used in education. Students will select one Coaching Approach/Coaching Technique Book from a provided list (e.g., Jim Knight's Coaching Approach) and thoroughly investigate its principles, techniques, and applications. Subsequently, students will apply the chosen approach to coach a teacher within their campus community.

Practicum Project #4: Elevate Professional Learning Initiative Tool Implementation

In this assignment, students will become an expert on the topics/concepts presented in one of the chapters from the book, *Elevate School-Based Professional Learning* by Joellen Killion, William Sommers, and Ann Delehant.

Other Assignments include article/chapter discussions, student introduction tasks, and learning journals, and campus leadership tasks..

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

This course is a Pass or Fail Course. A grade of Pass is assigned when the final course grade is between 70%-100%. A Grade of Fail will be assigned to the final course grade that falls below 70%. Your grades will be updated regularly in the D2L grade book. You may check your percentages throughout the semester

	Assignments	Points	Weights
Student Information Tasks	<ul style="list-style-type: none"> ● Our Virtual Learning Community Introduction ● Student Information Sheet ● Article Discussion ● Campus Leadership Tasks 	300	25%
Learning Journals	Chapter Learning Reflections/Synchronous Discussions	600	25%
Major Practicum Assignments	Practicum Assignment #1	100	50%
	Practicum Assignment #2	100	
	Practicum Assignment #3	100	
	Paracticum Assignment #4	100	

Assessments

The following rubric is a general outline for assessing all assignments. Please use this rubric to plan your responses and anticipate the grade you will receive.

100-90=Highly impressive—well above average in thought, organization, and professional choices. Evidences significant control of own decision-making and learning processes.

89-80=Commendable—in command of thought, organization, and professional choices. Evidences acceptable control of own decision-making and learning processes.

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79-70=Developing-probably functional in terms of thought, organization, and professional choices. Responsible, but in need of instruction. Evidences some control of own decision-making and learning processes.

69-60=Minimal-somewhat lacking in thought, organization, and responsibility. Lack of awareness of professional choices. Evidences minimal control of own decision-making and learning processes.

Students are responsible for alerting the instructor of any errors seen in the Gradebook as soon as possible.

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive

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support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

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Desktop Support

Browser		Browser Version(s) Maintenance Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version

Device	Operating System	Browser	Supported Browser Version(s)
			<p>of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version.</p> <p>Chrome: Latest version for the iOS browser.</p>
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.
 - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)
- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported. Pop-ups are allowed.
JavaScript is enabled.
Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing.

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Ensure that you download the free versions of the following software:

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- [Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)
 - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
 - [Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)
 - [Apple Quick Time http://www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

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 (phone is answered 24 hours a day/ 7 days a week, except during university holidays) 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 TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support

Need Help?

Student 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 or click on the **Live Chat** or click on the words “[click here](#)” to submit an issue via email.



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System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

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 (8:00-4:00) and often on the weekends. If you email me and do not receive a response from me after 24 office hours (not including the weekend), please resend the email. If you do not receive a response after several office days, or have an urgent need to speak with me, call the EDCI Office (903-886-5307) and ask an office manager to contact me.

Office Hours

Email me to schedule an appointment.

Email Correspondence

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. Always send emails to me at the university email address provided on the first page.

Student Technical Support

provides students technical support. 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.

Best Phone Support: Tech support usually available 24/7 by a techie located in Commerce, Texas – call 903-468-6000.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Late Work.

Specific dates and times are established for every assignment. Students who feel they that they cannot submit the assignment by the deadline should contact the instructor prior to the due date about the circumstance. Extra work is not allowed to compensate for missing or later work. Technology Failure is not an automatic approved excuse for submitting late work. If you experience a technology issue you should: 1. Contact the Tech Support Team and send a copy of the “trouble ticket” to the instructor to document your efforts; 2. Email the assignment directly to the instructor before the due date to document your efforts.

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Syllabus Change Policy

According to State of Texas HB 2504, this course syllabus must be submitted in advance of the when the courses is actually scheduled to begin. Therefore, the instructor has the right to modify this syllabus and course calendar at any time between submitting it 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.

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>

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

<http://www.albion.com/netiquette/corerules.html>

TAMUC 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 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:

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

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

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[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

AI Use in Course

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

ADA Statement

Students with Disabilities

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

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Gee Library- Room 162

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

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

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

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

Nondiscrimination Notice

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 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 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.

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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

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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.

