SED 331, 001: Instructional Design & Assessment

COURSE SYLLABUS: Spring 2026

INSTRUCTOR INFORMATION

Instructor: Dr. Julie Mills
Office Location: EDS 222
Office Hours: Tuesdays and Thursdays 9:30 to 11:30am , Tuesdays 1-3 pm
Office Phone: 903-886-5537
University Email Address: julie.mills@etamu.edu
Preferred Form of Communication**: Email**
Communication Response Time: 24-48 business hours

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required: No textbook is required for this course. Readings will consist of a collection of resources available online and via the University library.

Required On-Line Data Collection Assessment Tool:

Tk20 – Must be purchased to successfully complete SED 331 (more information given in class) (only have to purchase one time during your undergraduate program).

Cost: $139 (directly from Tk20)

 What is TK20? Tk20 is an online data collection assessment tool that houses information/documents/assessments/etc. for our teacher education students. Be sure you purchase the education not nursing version of TK-20 for ETAMU. You only buy TK-20 once, if you have purchased this at a previous institution, please contact Jill.Woodruff@etamu.edu and she can transfer your account at no cost.

Optional Texts and/or Materials:

The *syllabus/schedule are subject to change.*

Course Description

In this course, students will design units, lessons, and assessments that are aligned to state standards while using a variety of student-centered instructional models and strategies. Students will collect, analyze and interpret formative assessment data to make instructional decisions. Minimum overall GPA of 2.65, Department approval and field based experience required. Prerequisites: **SED 300**.

Student Learning Outcomes (SLOs)

1. Students will design TEKS-aligned instructional goals, objectives, and lesson plans that are clear, developmentally appropriate, sequential, and integrate a variety of instructional models and strategies that consider the various needs of learners.
2. Students will evaluate and select instructional, technology, and community resources.
3. Students will create assessments aligned with instructional goals, reflecting the intent of the TEKS.
4. Students will analyze and interpret assessment data to determine student strengths, learning needs, and appropriate opportunities for reteach or enrichment.
5. Students will identify and explain common student misconceptions and provide relevant student feedback to strengthen instructional planning and content delivery.
6. Students will reflect on their own instructional effectiveness, and use evidence to refine professional practices.
7. Students will adhere to professional guidelines.

Field Based Experience

Teacher candidates complete 20 (at least 10 actively engaged) hours of early field-based experiences integrated into coursework during SED 331. Teacher candidates must complete 50 hours of field based experience hours after admission to the EPP and prior to clinical teaching. At least 25 hours must be actively engaged (interactive) and up to 25 hours as observation.

Please refer to the FBE Handbook.

The candidate will be completing experiences that include:
(i) authentic school settings in a public school accredited by the TEA or other school approved by the TEA for this purpose;
(ii) instruction by content-certified teachers;
(iii) actual students in classrooms/instructional settings with identity-proof provisions;
(iv) content or grade-level specific classrooms/instructional settings; and
(v) written reflection of the observation

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Accreditation Standards Associated with this Class

Texas Educator Standards are included in this course. See below for the standards addressed (either partially or in full) in this course.

PPR EC-12 Alignment
1.23k, 1.24k, 1.25k, 1.26k, 1.27k, 1.28k, 1.29k, 1.30k, 1.31k, 1.6s, 1.7s, 1.8s, 1.9s, 1.10s, 1.11s, 1.12s, 1.13s, 1.14s, 1.15s, 1.16s, 1.17s, 1.18s, 1.19s, 1.20s, 1.21s, 1.22s, 1.23s, 1.24s, 1.25s, 1.26s, 1.27s, 1.28s, 1.29s

Teacher Standards - Commissioner's Rules
Standard 1A - I, II, III; Standard 1B - I, II, III; Standard 1C - I, II, III; Standard 1E - I, II, III; Standard 3A - I, II, III; Standard 3B - I, II, III; Standard 5A - I, II; Standard 5B - I, II, III; Standard 5C - I, II; Standard 5D - I, II

TEKS [TAC §228.57(d)(1)]

2. Uses the TEKS to plan instruction by creating multiple lesson plans

5. Creating assessments that reflect intent of the TEKS and evaluates the mastery of the TEKS

6. Plans instructional activities that progresses sequentially and supports stated instructional goals based on the TEKS

7. Uses data to evaluate the mastery of the TEKS and to determine reteach opportunities

8. Knows the connection between the statewide Texas assessment program, the TEKS, and instruction

Teacher Prep §228.41.

A, B, C, D, I, K, L, H

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SLO	Curriculum Standards	Certification Domains / Competencies
1. Students will design TEKS-aligned instructional goals, objectives, and lesson plans that are clear, developmentally appropriate, sequential, and integrate a variety of instructional models.	**Teacher Prep:** 6.D.iii · §228.35(e)(2)(B); TAC A–L (A,C,K, L)· **TEKS:** §228.57(d)(1) 2,5,6,8 - · **PPR Std:** 1.23k, 1.24k, 1.6s, 1.7s, 1.8s, 1.9s, 1.10s, 1.11s, 1.12s, 1.13s, 1.14s, 1.15s, 1.19s, 1.21s, 1.22s, 1.23s, 1.24s, 1.25s, 1.26s, 1.27s· **Comm.:** 1A.i, 1A.ii, 1A.iii., 1B.i, 1B.ii, 1C.i, 1C.ii, 1C.iii, 1E.i, 1E.ii, 3A.i, 3A.iii, 3B.i, 3B.ii, 3.B.iii,	· **PPR Test:** · **NEW PPR (235C):** Planning & Instruction ·
2. Students will evaluate and select instructional, technology, and community resources.	**Teacher Prep:** 6.D.iii · **PPR Std:** 1.16s, 1.17s, 1.18s, 1.20s **Comm.:** 1B.iii, 1E.iii, · **ELPS:** §74.4	**PPR Test:** · **NEW PPR:**
3. Students will create assessments aligned with instructional goals, reflecting the intent of the TEKS.	**Teacher Prep:** 6.D.iii · **ELPS:** §74.4 · **Tech Apps:** §228.57(a) · **PPR Std:** 1.25k, 1.26k, 1.27k, 1.28k, 1.29k, 1.30k,· **Comm.: 5A.i, 5A.ii**	**PPR Test:**
4. Students will analyze and interpret assessment data to determine student strengths, learning needs, and appropriate opportunities for reteach or enrichment.	**Teacher Prep:** 6.D.iii · **TEKS:** §228.57(d)(1)(1),(3) - 7 · **Tech Apps:** §228.57(a) · **PPR Std:** 1.31k, 1.18s, 1.28s, 1.29s · **Comm.:** 5B.i, 5B.ii, 5C.i, 5C.ii, 5D.i, 5D.ii,	**PPR Test:** I
5. Students will identify and explain common student misconceptions and provide relevant student feedback to strengthen instructional planning and content delivery.	**Teacher Prep:** 6.D.iii · §228.35(e)(2)(B); TAC A–L (D)· **Tech Apps:** §228.57(a) · **PPR Std:** · **Comm.:** 3A.ii, 5B.iii,	· **PPR Test:** · **NEW PPR:**
6. Students will reflect on their own instructional effectiveness, and use evidence to refine professional practices.	**Teacher Prep:** 6.D.iii · §228.35(e)(2)(B); TAC A–L (H &I) · **Tech Apps:** §228.57(a) · **PPR Std:** · **Comm.:**	**PPR Test:** · **T-TESS:**
7.Students will adhere to professional guidelines.	**Teacher Prep:** 6.D.iii · §228.35(e)(2)(B); TAC A–L (H) · **Tech Apps:** §228.57(a) · **PPR Std:** · **Comm.:**	· **PPR Test:** I · **T-TESS:**

The *syllabus/schedule are subject to change.*

COURSE REQUIREMENTS

General Overview of Required Work

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. Class time is student-centered in which students' complete activities, discuss with peers, and reflect.

Student Responsibilities or Tips for Success in the Course

1. Act like a teacher.
2. Complete all assignments and activities.
3. Attend class meetings and participate in class and online.
4. Keep the instructor informed.

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A Note on Learning: As we pursue learning together, I strive to keep the following guiding principles (inspired by the Chronicle of Higher Education):

- **Put people first**. As we learn human-centered philosophies and methodologies in this course, I hope we practice empathy and be cognizant of how our own realities (day-to-day lives) can be imposed upon others whose lives may differ drastically from ours.
- **Stay informed**. We will keep ourselves educated about any public health and safety situations and make informed decisions about our personal, social, and professional lives.
- **Communicate early and often**. Even when we are physically and socially apart, we can remain connected through various communication platforms. Always reach out if you need anything necessary to support your learning and your own well-being. The syllabus and schedule are subject to change.
- **Celebrate accomplishments.** Any achievements, major or minor, during this time are a testament to your dedication and perseverance. We will enable a culture of celebration in this class. So, feel free to share with me your successes (and failures when you attempt something), and I will acknowledge them however you prefer.
- **Take care of yourself.** Get enough rest, food, movement, and anything you need to keep you in a positive mood and good health. If you don't feel well, do not force yourself through the coursework. Let me know so we can work out alternatives together.

GRADING

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

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A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% or Below

Assessments

More details about each of these assessments can be found in D2L.

Lesson Plan Design and Delivery - develop and teach a lesson using an assigned instructional model or strategy

Backward Design Unit Plan - develop a unit plan in their content area that includes lessons, assessments, and differentiation strategies. More details in D2L.

Formative Assessment, Analysis, Interpretation, and Feedback - Formatively assess at least eight students, analyze and interpret data, and provide feedback and next steps

20 hours Early Field-based Experience Log Sheet and Reflections

Additional discussions and in class assignments

Late Work Policy

Managing your time effectively will set you up for success in this course, and staying on track with due dates plays a big part in that momentum. At the same time, I understand that unexpected challenges can arise. If you find that you need additional time on an assignment, please reach out via email to request an extension. Include a brief explanation of your circumstances and a proposed timeline for when you expect to submit the work.

ACCESS, NAVIGATION, AND RESOURCES

Supporting Your Learning Needs

Everyone learns differently, and I want to make sure this course works for you! Whether you prefer discussing ideas out loud, processing information through writing, or learning in other ways, I'm committed to helping you succeed.

If certain aspects of the course (like discussions, assignments, or online activities) are challenging for you, please reach out to me early in the semester. Together, we can find approaches that better match your learning style.

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Students with documented disabilities can receive official accommodations, but I'm happy to work with any student who needs additional support. Remember that other campus resources, including the Counseling Center, are available to everyone.

Both visible and invisible challenges can affect your learning experience. My goal is for every student to thrive in this class, so please don't hesitate to let me know how I can help.

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
- Website: Office of Student Disability Resources and Services

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

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

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.

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If you are having technical difficulty with any part of Brightspace (D2L), please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here: Brightspace Support.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. You should have at least two storage methods such as a flash drive, cloud storage, folder, etc. to back up all your class materials. You should also have a backup method to deal with these inevitable problems such as the local library, Starbucks, a ETAMU campus open computer lab, etc.

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

Writing Center

The Writing Center offers writers free, one-on-one assistance. We currently offer 45min, face-to-face or online sessions that writers can book from our website: www.tamuc.edu/writing-center.

The Writing Center staff is trained to support writers in any stage of the writing process (from the blank page to polishing sentences) works with writers to verbalize writing goals and to stay on track with larger writing projects. They work with any form of writing (academic and nonacademic). The writers with whom they work usually bring projects like important emails, weekly writing assignments, midterm and final essays, and theses and dissertations. Contact them with any questions here: writingcenter@tamuc.edu.

Library

The Velma Waters Library supports the research, learning and teaching interests of students, faculty and staff. Connect with a librarian, explore our research and course guides, and attend workshops.

- Chat with a Librarian! Get immediate assistance with our chat service on the main Library page: https://www.tamuc.edu/library/
- Email ask@tamuc.libanswers.com. We will respond to your email within 24 hours, often much sooner.
- Text your question to 903.225.2862.
- Call the Waters Library at 903.886.5718 or contact the librarian for your college/department to discuss your research needs.
- Meet With Us! Don't stay up all night searching Google. Schedule a one-on-one consultation held in-person or via Zoom with the librarian for your college/academic department.
- Visit Us! We'd love to meet you in-person!
  - Waters Library Research Office: Second Floor, Room 213

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- ○ Waters Library University Archives: 4 th Floor, Room 406A
- ○ East Texas A&M at Mesquite Metroplex Center: Second Floor, Study Room

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.

Grievances

Students who have concerns regarding their courses should first address those concerns with the assigned instructor in order to reach a resolution. Students who are unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor, whether in-person, by email, by telephone, or by another medium, should then schedule an appointment with the Department Head or Assistant Department Head.

Before an appointment is scheduled, the student must provide clearly documented and explained issues as to why the meeting is being requested. The student must also state when they discussed the issue in person or via phone (not email) with the instructor already. Where applicable, students should also consult University Procedure 13.99.99.R0.05 ("Student Appeal of Instructor Evaluation").

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

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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

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 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

AI Use in Course

Here's the University's policy (as of August 2023) regarding AI:
> *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). 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 instructor's 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*

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way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

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

Students with Disabilities-- ADA Statement

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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

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

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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.

East Texas A&M University 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 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

Unit	Topic
1	Formative Assessments and Data Analysis
2	Instructional Strategies and Models
3	Unit Planning

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