



## **SED 300, SECTION 01B, 02B: Foundations of Secondary Education**

COURSE SYLLABUS: SEMESTER YEAR

### **INSTRUCTOR INFORMATION**

Instructor: Elizabeth Joslin  
Office Location: EDS 224  
Office Hours: T&R 9am-11am, W 9am-11am  
Office Phone:(903) 886-5537  
University Email Address: Elizabeth.Joslin@etamu.edu  
Preferred Form of Communication: Email  
Communication Response Time: 24-48 business hours

### **COURSE INFORMATION**

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required: None, Embedded Readings  
Software Required: Microsoft Office, Adobe Creative Cloud  
Optional Texts and/or Materials:

#### **Course Description**

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 learning outcomes.

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

1. Students will become familiar with the TEKS and design clear, developmentally appropriate instructional goals and objectives that are relevant, measurable, and aligned with TEKS expectations.

*The syllabus/schedule are subject to change.*

2. Students will examine educational theories and best pedagogical practices.
3. Students will examine appropriate instructional materials, digital tools, and community resources that enhance learning, support assessment, and address students' needs.
4. Students will identify appropriate opportunities for technology use in instruction and assessment while recognizing the legal and ethical requirements related to data privacy, copyright, and acceptable use.
5. Students will demonstrate professionalism by understanding Texas educational structures and policies, and adhering to the Texas Educator Code of Ethics.
6. Students will evaluate and/or create summative assessments aligned with TEKS.

## **COURSE RELATED TEA EXPECTATIONS**

### **Accreditation Standards Associated with this Class**

#### **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 outlined in the TEKS

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

## **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.

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## Tips for Success in the Course

**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:

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.

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In-Class Assignments	20%
Discussions & Participation	20%
Performance Based Assessments	60%
TOTAL	100%

## **Assessments**

### **Late Work Policy**

As future educators, you're developing the professional habits that will serve you throughout your teaching career.

I understand that life happens, and sometimes you may need additional time to complete an assignment. If you find yourself in a situation where you won't be able to meet a deadline, please reach out to me as soon as possible to discuss an extension. I'm here to support your learning and want to work with you to find solutions that help you stay on track.

By maintaining these expectations, you're not only ensuring your own academic success but also practicing the time management and communication skills that will be essential in your future classroom.

## **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.

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

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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](#)

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](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)

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).

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.

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## 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

Communication is a key part of success in this course. I am available via email from 9am-4pm weekdays or by appointment (email me to set up a time) to discuss assignments and other course-related concerns. I also have walk-in office hours on days Tuesday, Wednesday, and Thursday from 9-11 at EDS 224. Please note that I may not respond to emails outside of those hours. Please include a proper opening, clear message and subject line, and closing salutation in emails. Here's an example:

*To: (Education.Instructor@tamuc.edu)*

*From: Jane Student (jstudent13@leomail.tamuc.edu)*

*Subject: SED 300: Office Hours Question*

*Good morning [Instructor Name],*

*I would like to meet with you to discuss my classroom management plan.. I cannot make your office hours. Can I set up an appointment? I am available to meet Monday, Wednesday, and Friday after 3:00 p.m.*

*Thank you, Jane Smith*

**Accountabilibuddy:** Finding success in this course is easier when you're not going it alone! During our first week, you'll have the opportunity to connect with an accountability partner - a fellow student who will help keep you on track throughout the semester.

Your accountability buddy will be someone you can:

- Study with before exams
- Check in with about assignment deadlines
- Discuss challenging concepts
- Share notes with if either of you miss class

I strongly encourage you to exchange contact information with your buddy and set up regular check-ins. Even a quick weekly text can make a big difference in helping you both stay organized and motivated. If you have trouble finding a partner, please let me know, and I'll help match you with someone.

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Remember, supporting each other is one of the best ways to succeed in this course!

Name	Email Address	Phone Number

## 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](http://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](mailto: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](mailto: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
  - Waters Library University Archives: 4 th Floor, Room 406A
  - East Texas A&M at Mesquite Metroplex Center: Second Floor, Study Room

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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.

### 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”).

### Respectful Dialogue & Student Conduct

Our class brings together people with different backgrounds, experiences, and viewpoints—which is what makes our discussions valuable!

You might occasionally feel challenged or uncomfortable during our conversations, and that's actually okay. These moments often lead to the most meaningful learning. The key is how we handle these situations.

While I encourage thoughtful debate and different perspectives, I expect everyone to communicate respectfully. Put simply: disagreement is welcome, disrespect is not.

I'm committed to making our classroom a place where everyone feels safe sharing their thoughts. Professional behavior and respecting boundaries are essential parts of our learning community.

All students are expected to follow the University's Code of Student Conduct, which promotes positive learning environments through common decency and appropriate behavior. The complete Code can be found in the [Student Guidebook](#).

### Classroom Community and Respect

*The syllabus/schedule are subject to change.*

I value each of you as members of our classroom and university community. Your unique perspectives and backgrounds enrich our learning environment.

Throughout this course, we'll explore topics that might challenge your viewpoints or take you outside your comfort zone. I ask that you approach these discussions with an open mind and evaluate ideas based on facts and knowledge rather than just personal beliefs.

If you ever experience or witness discrimination related to race, ethnicity, gender identity, sexuality, religion, veteran status, or any other aspect of identity, please don't hesitate to talk with me. I'm here to support you.

East Texas A&M University is committed to maintaining an inclusive environment free from discrimination. The university complies with all federal and state laws prohibiting discrimination based on race, color, religion, sex, national origin, disability, age, genetic information, veteran status, sexual orientation, gender identity, or gender expression.

## **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:

<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:

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

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedure/s/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/rulesProcedure/s/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 way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.*

## **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:

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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](#)

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<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/rulesProcedure/s/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](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.

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**Department or Accrediting Agency Required Content**

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## COURSE OUTLINE / CALENDAR

Week	Topic
1	Introduction; Unit 1: Educational Philosophies & Pedagogical Practices
2	Unit 1: Educational Philosophies & Pedagogical Practices
3	Unit 1: Educational Philosophies & Pedagogical Practices
4	Unit 2: Instructional Planning & Assessment
5	Unit 2: Instructional Planning & Assessment
6	Unit 2: Instructional Planning & Assessment
7	Unit 2: Instructional Planning & Assessment
8	Unit 2: Instructional Planning & Assessment
9	Unit 3: Educational Structures & Ethics
10	Unit 3: Educational Structures & Ethics
11	Unit 3: Educational Structures & Ethics
12	Unit 4: Resources & Tools for Instruction & Assessment
13	Unit 4: Resources & Tools for Instruction & Assessment
14	Unit 4: Resources & Tools for Instruction & Assessment
15	Unit 4: Resources & Tools for Instruction & Assessment
16	Finals

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