INSTRUCTOR CONTACT INFORMATION
Instructor: Carolyn Heflin
Email: cheflin1@lit.edu
Office Phone: 409-257-0059
Office Location: TC Building, Room 218
Office Hours: MWF 8:00-9:30 & 1:00-2:00
            Tue. 8:00-9:00 & 12:00-12:30
            Thurs.8:00-9:00 & 12:00-2:00

CREDIT
3 Semester Credit Hours (3 hours lecture)

MODE OF INSTRUCTION
Online

PREREQUISITE/COREQUISITE:
None

COURSE DESCRIPTION
An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields. The course provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. Course content should be aligned as applicable with the State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

COURSE OBJECTIVES
Upon successful completion of this course, students will:

1. Identify current issues influencing the field of education and teacher professional development.

2. Analyze the culture of schooling and classrooms from the perspectives of language, gender, socioeconomic, ethnic, and disability-based academic diversity and equity.

3. Provide examples from classroom observations and course activities that demonstrate understanding of educational pedagogy and professional responsibilities of teachers.

4. Evaluate personal motivations, educational philosophies, and factors related to educational career decision making.
5. Recognize the various multiple intelligences/learning styles in order to be able to implement instructional practices that meet the needs of all students

ATTENDANCE POLICY
Attendance will not be taken for this course. Your instructor will be monitoring your Blackboard login and participation in the course and notify you if you are falling behind on assignment deadlines.

DROP POLICY
If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the [Academic Calendar](#). If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

STUDENT EXPECTED TIME REQUIREMENT
For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16- week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

COURSE CALENDAR

Module	Course Content and Activities	Assignments Due	Date Due
Welcome		Student Introductions PPR Preview	January 25
Module 1	Classroom Norms and Procedures	Discussion/Video 1 Discussion/Article Knowledge Check Rolling Out Procedures Activity	February 1
Module 2	Teacher Voice	Discussion/Videos 1-2 Knowledge Check Student Check In	February 8 February 9
Module 3	Classroom Layout & Teacher Radar	Discussion/Videos 1-2 Knowledge Check	February 15
Module 4	Individual Student Corrections	Discussion/Videos 1-3 Knowledge Check	February 22
Module 5	Using Questions to Engage & Assess	Discussion/Videos 1-3 Knowledge Check	March 1
Module 6	Cooperative Learning	Discussion/Videos 1-2 Knowledge Check Question Frame Activity Intro.to AI Activity	March 8
Module 7	Identifying Learner Outcomes	Teacher Clarity Activity	March 22
Module 8	Planning Assessments	Discussion/Videos 1-2 Knowledge Check	March 29
Field Observation Capstone Project	2 hours of classroom observation in the above modules for a total of 16 hours	Background Check Form Certification Form Summary Form	April 5 May 3 May 3

COURSE EVALUATION
Final grades will be calculated according to the following criteria:
Videos/ Discussion Board Questions 30%
Readings/Assessments 50%
Field Observation Capstone Project 20%

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Total 100%

GRADE SCALE
- 90-100 A
- 80-89 B
- 70-79 C
- 60-0 F

LIT does not use +/- grading scales

COURSE REQUIREMENTS

Field Observation Information:
1. All students must successfully complete 16-hours of field experience to pass this course.
2. Students must successfully pass a background check to complete the field observations.
3. Students will be assigned to a K-12 school and submit field observation reports.
4. While completing field observations, LIT students need to practice the following:
   a. Respect other students, faculty, staff of LIT, and all who you encounter during observations on P-12 campuses. Please see LIT student code of conduct and disciplinary policy.
   b. Follow P-12 campus rules in areas such as food/beverage, technology use and dress code.

ACADEMIC DISHONESTY
Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty.

ARTIFICIAL INTELLIGENCE STATEMENT
Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses.

TECHNICAL REQUIREMENTS
The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at https://lit.edu/online-learning/online-learning-minimum-computer-requirements. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT
The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at Special Populations - Lamar Institute of Technology (lit.edu).

STUDENT CODE OF CONDUCT STATEMENT
It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

STARFISH
LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION
- Grades
  - Assignment(s) will be due Sunday at midnight. All submitted assignments will be graded by no later than Friday at 2:00.
  - The instructor has set up your Blackboard course to automatically designate a zero on students' assignments submitted after the due date, however that does not mean that you cannot submit assignments late. Once the instructor grades the late assignment, that grade will replace the zero. <u>May 6 will be the last day of the semester to submit late assignments</u>.
  - Review any comments that the instructor makes on your graded assignment. If points are deducted, the instructor will give recommendations on how to improve next time. If the grade on the submitted assignment is too low, the instructor may also invite the student to revise his/her assignment to receive a higher grade.
- Communication
  - Please feel free to address me as Ms. Carolyn, Ms. Heflin or Instructor Heflin. I often sign off on my messages informally as Carolyn.
  - Instructor answers Blackboard messages or emails within 24 hours. The exception is weekends or holidays, so please contact instructor before Friday 2:00 if you want a timely response before the weekend.
  - Be sure to read any course announcements carefully. That information is usually an important reminder to everyone in the course.
  - Please contact me if you need *any* help whatsoever. You will not be "bothering" me! It is my job to support you!