

EDUC 1301: INTRODUCTION TO THE TEACHING PROFESSION

COURSE SYLLABUS

INSTRUCTOR

Name:

Email:

Phone:

Office:

Office Hours:

COURSE INFORMATION

Term:

Section:

Synonym:

Days/Times:

Location:

COURSE DESCRIPTION

EDUC 1301 is an integrated pre-service course and content experience for those interested in a teaching career. Activities will include a focus on developing systematic observation skills and an overview of the dimensions of teaching. Students will participate in a minimum of 16 contact hours in P-12 classrooms with varied and diverse student populations. The field observations will take place in four settings: early childhood, elementary, middle, and high schools. The field observations will be used to support the connection of theory to actual practice.

COURSE OBJECTIVES

- Become acquainted with the culture of public schools.
- Utilize and analyze an objective observation system that allows for effective primary field research.
- Conduct focused observations on selected dimensions of teaching.
- Evaluate instructional methods and strategies that contribute to the successful educational achievement of public school students.
- Distinguish terminology and concepts relevant to policies, research, and practices related to the public education system.
- Identify personal motivation for pursuing the teaching profession.
- Demonstrate an understanding of the teacher certification requirements.

COURSE OUTCOMES

- Cultivate critical thinking and problem-solving skills.
- Explain educational terminology and concepts relevant to policies, research, and practices in the public education system.
- Differentiate instructional and program goals for students enrolled in the public education system at the early childhood, elementary, middle, and high school levels.
- Judge decision-making skills within a context of complex situations where there may not be a match between theory and practice.
- Critically examine values, beliefs, and strategies that influence the learning of all students.
- Justify personal motivation for pursuing the teaching profession.
- Demonstrate an understanding of the teacher certification requirements.

PROGRAM LEARNING OUTCOMES

- Explain educational terminology and concepts relevant to policies, research, and practices in the public education system.
- Compare and contrast values, beliefs, and strategies that will facilitate the learning of all students.
- Produce an instructional lesson related to field observation and service learning experiences in the public schools.

REQUIRED TEXT

Pearson Learning Solutions. (2011). *Observation Skills for Effective Teaching and Becoming a Teacher Custom Edition for Austin Community College*. Boston, MA: Pearson Learning Solutions. (ISBN#: 1256727296 or 9781256727293)

COURSE GRADES

All course materials and grades will be posted on Blackboard at <http://acconline.austincc.edu/>.

FIELD OBSERVATIONS

Students are required to complete a 16 hour sequence of field observations in P-12 public schools. Inability to attend the field observations will preclude students from taking the course. Sixteen hours will take place in four different settings: early childhood, elementary, middle, and high school classrooms. The field observations will be used to support the connection of theory to actual practice.

Students will need to complete a number of forms related to the observation lab. One of the forms requests permission for AISD and possibly, surrounding school districts to conduct a criminal background check. Once this form is signed, a background check by the school district will be completed. ***Since the observation is central to the course and is mandatory, failure to comply with the standards required by AISD, ACC, and the local school site will result in course withdrawal, grade failure and/or dismissal from the Associate of Arts in Teaching program.***

Field Observation Attendance

Completion of sixteen hours of field observations is mandatory. The combination of learning (in class) and practicing systematic observation skills (in the schools) makes regular attendance in both places essential. The course objectives, course outcomes, and program learning goals (as outlined in the EDUC 1301 Introduction to the Teaching Profession syllabus) are connected but not limited to field observation papers and in-class activities.

Missing field observations will impede students' ability to maintain academic progress. Therefore, absences may jeopardize students' ability to successfully complete the course and program learning outcomes and may lead to withdrawal from the course.

Tardiness is not acceptable. Tardiness shows discourtesy to the cooperating teacher and the ISD allowing ACC students the opportunity to observe.

UNPROFESSIONAL BEHAVIOR, MISSING FIELD OBSERVATIONS, AND/OR BEING TARDY FOR FIELD OBSERVATIONS WILL NOT BE TOLERATED AND IS GROUNDS FOR WITHDRAWAL FROM THE COURSE.

Professional Behavior

During classroom observations, students are expected to dress and behave in a manner that is representative of Austin Community College. ACC students are guests in each classroom and must behave in a professional manner.

UNPROFESSIONAL BEHAVIOR, MISSING FIELD OBSERVATIONS, AND/OR BEING TARDY FOR OBSERVATIONS WILL NOT BE TOLERATED AND IS GROUNDS FOR WITHDRAWAL FROM THE COURSE.

Criminal Background Considerations

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas even if you have been approved for field observations in a school. If you have a question about your background and licensure, please speak with the Program Specialist for Education Instruction who handles placements in schools. You may also talk with the Department Chair for Education Instruction. Additionally, you have the right to request a criminal history evaluation letter from the applicable licensing agency.

ACADEMIC POLICIES

Attendance/Class Participation

Regular and punctual class and field observation attendance is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor will withdraw students from the class.

Students should come to class with all relevant assignments completed and ready to participate in class assignments, activities, and discussions. The intent of the class is to learn in an atmosphere that is engaging, inquisitive, and non-competitive. This structure requires that students attend class, read all assignments critically, and be prepared to participate in class by stating and supporting their perspectives. Students are expected to read and reflect upon the assigned readings prior to class, which together with material from lectures, will help shape the quality of the classroom discussions.

Attendance will be taken at the beginning of each class session. Class starts at XX. Any students entering the classroom after XX, will be counted tardy. THREE TARDIES WILL EQUAL ONE ABSENCE.

Absences may be excused if the student informs the professor prior to the absence. The professor may choose to excuse the absence if the reason of the absence is deemed necessary. Necessary absences may include, but are not limited to, pre-arranged medical appointments and procedures, religious holidays, and pre-arranged work related issues. Absences may also be deemed excused if the student presents appropriate documentation *one class day after the absence*. Doctor's notes and notes from work supervisors may be considered appropriate documentation. Deeming an absence necessary and excused is at the professor's discretion at all times.

ACQUIRING THREE ABSENCES (excused or unexcused) WILL LEAD TO WITHDRAWAL FROM THE COURSE.

Written Assignments

Assignments are due on the specified dates and must be submitted at the beginning of class.

TWENTY POINTS WILL BE DEDUCTED FROM ANY PAPERS SUBMITTED AFTER XX ON THE DUE DATE.

All assignments must be word processed using Microsoft Word. Students are expected to use a grammar and spell check program. Excessive grammatical errors will impact the final grade. ***All assignments must be submitted in hard copy to the professor in class. No electronic assignments will be accepted unless prior arrangements were made with the professor.***

Make-Up Work

All assignments and activities are due on the dates specified by the professor and listed in the schedule attached to this syllabus. ***Students must contact the professor at the earliest time if there are extenuating circumstances that may prohibit them from turning in their work on the date it is due.***

Work that is late due to an unexcused absence will be accepted. However, 20 points will be deducted. After one session from the due date, the assignment will not be accepted.

Work that is late due to an excused absence will be accepted without points taken off. All decisions about excused/unexcused absences and points taken off must be agreed upon by the student and professor prior to the grading of the assignment. It is the student's responsibility to ascertain how many points will be taken off prior to turning in the assignment.

Blackboard

All course materials and grades will be posted on Blackboard at <http://acconline.austincc.edu/>. Students should print out necessary materials, including PowerPoint lecture slides and assignments.

Withdrawals

Students who acquire three absences (excused or unexcused) from class sessions or miss any field observations are subject to withdrawal. Students who fail to comply with the field policies of AISD, ACC, or the school site where the student is observing may be withdrawn.

It is the responsibility of each student to ensure that his or her name is removed from the roll should the student decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should the instructor feel it is necessary. If a student decides to withdraw, the student should also verify that the withdrawal is submitted before the Final Withdrawal Date. Students are also strongly encouraged to retain a copy of the withdrawal form for their records. Students who enroll for the third or subsequent time in a course taken since Fall 2002, may be charged a higher tuition rate for that course.

Students may withdraw from one or more courses prior to the withdrawal deadline by submitting a request form to Admissions and Records. Withdrawal deadlines are published in the academic calendar. Withdrawal courses appear on the student's record with a grade of W. Until a student is officially withdrawn, the student remains on the class roll and may receive a grade of F for the course. Students are responsible for understanding the impact withdrawing

from a course may have on their financial aid, veterans' benefits, international student status, and academic standing. Students are urged to consult with their instructor or an advisor before making schedule changes.

State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities without penalty. With certain exceptions, all course withdrawals automatically count toward this limit. Details regarding this policy can be found in the ACC college catalog.

Incompletes

An instructor may award a grade of "I" (Incomplete) if a student is unable to complete all of the requirements for a course. An incomplete grade cannot be carried beyond the established date in the following semester. The completion date is determined by the instructor but may not be later than the final deadline for withdrawal in the subsequent semester.

Incompletes will be given only in cases of verifiable emergency. In order to receive an incomplete, the student must have completed at least 75% of the class work and the observations and have a current passing grade. If there is a verifiable emergency at the end of the course, please contact the professor.

Scholastic Dishonesty

A student attending ACC assumes responsibility for conduct compatible with the mission of the college as an educational institution. Students have the responsibility to submit coursework that is the result of their own thought, research, or self-expression. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, and falsifying documents. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an "F" in the course and/or expulsion from the college. See the Student Standards of Conduct and Disciplinary Process and other policies at <http://www.austincc.edu/current/needtoknow>.

Falsifying the completion of hours submitted on the student field observation log sheet will lead to academic discipline.

Student Rights and Responsibilities

Students at the college have the rights accorded by the U.S. Constitution to freedom of speech, peaceful assembly, petition, and association. These rights carry with them the responsibility to accord the same rights to others in the college community and not to interfere with or disrupt the educational process. Opportunity for students to examine and question pertinent data and assumptions of a given discipline, guided by the evidence of scholarly research, is appropriate in a learning environment. This concept is accompanied by an equally demanding concept of responsibility on the part of the student. As willing partners in learning, students must comply with college rules and procedures.

Policies Regarding Technology in the Classroom

Please turn off all electronic devices while class is in session and before entering any public school building. In the case of an emergency call, place the electronic device on vibrate and leave

the classroom to take the call. Do not use classroom or lab computers for e-mail, text messaging, chat rooms, or any other non-academic purpose.

Use of ACC email

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify students of any college related emergencies using this account. Students should only expect to receive email communication from the instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Information about ACCmail, including instructions on setting up an account, can be found at <http://www.austincc.edu/accmail>.

Students with Disabilities

Each ACC campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through the office Student Accessibility Services (SAS). Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester, otherwise the provision of accommodations may be delayed.

Students who have received approval for accommodations from SAS for this course must provide the instructor with the 'Notice of Approved Accommodations' from SAS before accommodations will be provided. Arrangements for academic accommodations can only be made after the instructor receives the 'Notice of Approved Accommodations' from the student.

Students with approved accommodations are encouraged to submit the 'Notice of Approved Accommodations' to the instructor at the beginning of the semester because a reasonable amount of time may be needed to prepare and arrange for the accommodations. Additional information about Students Accessibility Services is available at <http://www.austincc.edu/sas>.

Campus Carry Law

The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the [Campus Carry Law](#)), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors.

Beginning August 1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy.

It is the responsibility of license holders to conceal their handguns at all times. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 222 from a campus phone or 512-223-7999.

Field experiences for all Education Instruction courses (EDUC 1301 and EDUC 2301) are held in an area designated as an exclusion zone as defined by state law or the college's concealed handgun policy. Concealed carry is prohibited in exclusion zones, which include the premises of public and charter schools. Open carry is also prohibited. Concealed

weapons must be stored in a secure place as defined by college and the field placement site's policy prior to entering the premises of a public or charter school.

Refer to the concealed handgun policy online at austincc.edu/campuscarry for more information.

Safety

Austin Community College is committed to providing a safe and healthy environment for study and work. Students are expected to learn and comply with ACC environmental, health and safety procedures and to agree to follow ACC safety policies. Additional information on these can be found at <http://www.austincc.edu/ehs>. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the Emergency Procedures poster and Campus Safety Plan map in each classroom. Additional information about emergency procedures and how to sign up for ACC Emergency Alerts to be notified in the event of a serious emergency can be found at <http://www.austincc.edu/emergency/>.

Please note that students are expected to conduct themselves professionally, with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be dismissed from the day's class activity, may be withdrawn from the class, and/or barred from attending future activities.

Testing Center Policy

Under certain circumstances, an instructor may have students take an examination in a testing center. Students using the Academic Testing Center must govern themselves according to the Student Guide for Use of ACC Testing Centers and should read the entire guide before going to take the exam. To request an exam, one must have:

- ACC Photo ID
- Course Abbreviation (e.g., ENGL)
- Course Number (e.g., 1301)
- Course Synonym (e.g., 10123)
- Course Section (e.g., 005)
- Instructor's Name

Do NOT bring cell phones to the Testing Center. Having your cell phone in the testing room, regardless of whether it is on or off, will revoke your testing privileges for the remainder of the semester. ACC Testing Center policies can be found at <http://www.austincc.edu/testctr/>.

Student and Instructional Services

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these services and support systems is available at: <http://www.austincc.edu/support>.

Links to many student services and other information can be found at: <http://www.austincc.edu/>.

ACC Learning Labs provide free tutoring services to all ACC students currently enrolled in the course to be tutored. The tutor schedule for each Learning Lab may be found at: <http://www.austincc.edu/tutor>.

For help setting up ACCEID, ACC Gmail, or ACC Blackboard, see a Learning Lab Technician at any ACC Learning Lab.