

COURSE SYLLABUS



Course Syllabus for **EHD 155A & EHD 154A** **University Intern** Department of Curriculum & Instruction

Course Name: EHD 155A 1st Semester of Internship & EHD 154A Seminar (Both courses must be taken concurrently)	Program: Single Subject Credential Program Clinical Practice Requirement
Semester:	Units: EHD 155A (4 units) Credit/No Credit course; EHD 154A (1 unit) Credit/No Credit course
Time: Daily work schedule as contractually required by your employing district; EHD 154A requires seminar attendance. The EHD 154A Calendar of Events is located here: www.fresnostate.edu/singlesubject > under the "Current Students" TAB.	Location: Seminar locations will be posted on the EHD 154A Calendar of Events.
University Coaches: http://fresnostate.edu/kremen/teaching-credential/singlesubject/faculty/index.html	

Course Description

EHD 155A, 1st Semester of Internship (4 units)

Description: Intern teaches under clinical supervision; employment must include a minimum of 3 periods per day, Monday through Friday. CR/NC grading only.

EHD 154A, Seminar (1 unit)

Description: Seminar to accompany the 1st semester of internship that provides opportunities for candidates to investigate and discuss a variety of topics and strategies and to reflect on issues that surface during their teaching experience. Meeting dates are posted on the EHD 154A calendar.

Course Goals

The Single Subject Credential Program requires over 800 hours of clinical practice in classrooms over the arc of the entire program. The primary goal is to **practice** important

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foundational concepts that are present within the Teacher Performance Expectations (TPEs), in a clinical practice setting. Clinical practice experiences are the cornerstone of effective teacher preparation and will include the support of a University Coach. Participation in clinical practice allows candidates to apply their learning from coursework and receive coaching in order to improve implementation. The secondary goal is to **assess** candidates in their ability to meet the TPEs within the State-required Teacher Performance Assessment: Site Visitation Project.

Course Overview

Teacher Interns in their first semester of EHD 155A will work in classrooms as teachers of record, beginning the first day of the school site calendar until the last day of school site calendar, per their employment contract.

Primary Learning Outcomes

The learning outcomes are aligned with the Standards of Quality and Effectiveness for Professional Teacher Preparation Programs adopted by the California Commission on Teacher Credentialing (CCTC) (CCTC Program Standards 1-14), Teaching Performance Expectations (TPE) (TPE 1-6), and the KSOEHD Dispositions: Reflection, Critical Thinking, Professional Ethics, Valuing Diversity, Collaboration, and Life-Long Learning.

1. Teacher Candidates will engage and support all students in learning. This includes the monitoring of student learning during instruction and making subject-specific content accessible to all students (TPE 1).
2. Teacher Candidates will create and maintain an effective learning environment for student learning (TPE 2).
3. Teacher Candidates will understand and organize their subject-specific content area for student learning. This includes the demonstration of specific pedagogical skills for the instruction of their appropriate subject-specific content in conjunction with the English language development standards (TPE 3).
4. Teacher Candidates will utilize developmentally appropriate teaching practices and diverse strategies to engage students in grades 7-12 to understand specific subject-specific content area (TPE 4).
5. Teacher Candidates will interpret and use assessments for planning instruction and to make an informed judgment about what a student knows and is able to do (TPE 5).

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6. Teacher Candidates will evaluate and reflect upon his/her own teaching practices for the purpose of improvement (TPE 5).

Course Requirements

1. Teacher Candidates are required to purchase a Tk20 account that will be used throughout the program. Tk20 is a comprehensive data management system used to collect attendance data, assessment data, lesson plans and reflections, clinical observation feedback, and clinical placement evaluations. Tk20 accounts are accessible by candidates for seven (7) years from the date of purchase so that candidates can access their program data for induction after they complete the program. [Information on Tk20 can be found on this document.](#)
2. Teacher Candidates are expected to have college level skills in reading, writing, oral communication, and basic technology-proficiency. Candidates are also expected to have access to a computer, laptop or device that connects to the Internet and can record video/audio.
3. Teacher Candidates are required to read through all documents posted on the "Current Students" tab of the Single Subject Credential Program website, in order to adequately prepare for EHD 155A and EHD 154A.
4. Teacher Candidates are expected to implement the [California Teaching Performance Expectations \(TPE's\) 1-6/Subject-Specific TPE's](#), [the California Content Standards](#), and the [California English Language Development \(ELD\) Standards](#) at their district employment site. Candidates are expected to complete, implement, and submit six (6) formal lesson plans with the standards embedded in them.
5. Teacher Candidates are required to attend all seminars and events listed on the EHD 154A Calendar that is posted on the Single Subject Credential Program website.
6. Teacher Candidates are expected to teach self-contained classes, a minimum of 3 periods per day in the subject area in which they are working toward receiving a single subject credential.
7. Teacher Candidates must also participate in non-teaching activities that are typically part of a teacher's responsibilities, such as participating in a parent-teacher conference, attending extra-curricular school events, attending staff or department meetings, and supervising students outside of classrooms. These non-teaching activities are integrated as assignments throughout the credential coursework and clinical practice. Candidates will also complete a pre-disposition survey on Tk20.

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8. During the last week of 1st semester of Internship, Teacher Candidates must complete an evaluation of the University Coach and a feedback survey of the Cooperating Teacher on TK20. This feedback will only be used to help KSOEHD improve the credential program.

Candidate Observation Protocol

The observation rubric is aligned to the California Teacher Performance Expectations (TPEs) and intended to be used as a formative assessment. During the semester, coaches use the observation rubric to provide a minimum of six formal observations and feedback necessary to improve practice. [These observations revolve around the six \(6\) formal lesson plans created, implemented, and submitted by the teacher credential candidate \(intern\). It is expected that credential candidates will write and submit a reflection for each formal lesson and video record each formal observation.](#) Candidates may also receive feedback from mentors and other stakeholders, all of whom are invested in facilitating candidate success. The observation rubric is located within TK20, but can also be viewed by [clicking here](#).

Course Policies

Assignment completion: Course-related assignments may be drawn from students in your classroom; however, additional time outside of required clinical practice hours will likely be necessary to complete some of these assignments. Failure to comply with any internship requirement including the TPE's and/or the CSTP's may result in a Teacher Candidate having to withdraw from EHD 155A or receiving no credit (NC).

Outside commitments: Employment, coursework, or family and personal responsibilities cannot be excuses for failing to meet the course requirements as described above. Such interference may result in having to withdraw from EHD 155A & EHD 154A, or make the adjustments necessary to fulfill the requirements of the program. Secondary employment is not allowed while working on an internship credential.

[Intern Teacher Responsibilities](#)

[Professionalism Policy](#)

[Conflict Resolution Guide](#)

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Course Evaluation

Field placement performance will be observed/evaluated on a consistent basis throughout the semester to ensure candidates are meeting the selected Teacher Performance Expectations (TPEs) of the Commission on Teacher Credentialing (CTC) as aligned to the California Standards for the Teaching Profession (CSTPs). The CSTP standards represent how educators in California are to be evaluated once they enter the profession and the TPEs represent how credentialing programs evaluate their student teachers.

- [EHD 155A Mid-Term Evaluation](#)
- [EHD 155A Final Semester Evaluation](#)

1. Formal Observations

The University Coach will complete a minimum of six formal lesson observations and provide documentation of contact for each Teacher Candidate under their supervision based on the TPE's. [These observations revolve around the six \(6\) formal lesson plans created, implemented, and submitted by the teacher credential candidate. It is expected that credential candidates will write and submit a reflection for each formal lesson and video record each observation.](#) Observations will be video capture, or synchronous video observation. All observations will be digitally submitted to TK20.

Formal Observation FORM:

http://fresnostate.edu/kremen/documents/placements/single_subject/2019-2020%20Observation%20Form.pdf

2. Site Visitation Project (SVP)

Teacher Candidates must score 2 or above on the SVP to advance to final student teaching. The SVP includes a written/typed lesson plan, video recorded portion of the lesson, observation by the University Coach, and a written/typed reflection of the lesson that was taught. Failure to complete and submit the SVP on TK20 by the required date may place the Teacher Candidate in jeopardy of not receiving credit for the course (see FAST Manual). See the Single Subject Credential Program Handbook for more information.

3. Pre- Disposition Survey

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Credential candidates will complete a Tk20 Post- disposition Survey. This survey measures a candidate's disposition toward teaching.

4. **Cooperating Teacher for Interns Feedback and/or Mentor Teacher for Student Teacher**

Cooperating and/or mentor teachers will be sent a feedback form through TK20 at the end of the semester. The feedback form will be an opportunity for the mentor teacher to describe the teacher candidate's strengths and areas of growth. The mentor teacher will also respond to the following statements (using the scale of Disagree, Agree, Strongly Agree):

- Teaching Candidate takes initiative.
- Teaching Candidate demonstrates professionalism, including the responsible use of social media and other digital platforms and tools (TPE 6.6).
- Teaching Candidate accepts criticism and suggestions.
- Teaching Candidate is punctual and prepared.
- Teaching Candidate respects the attitudes and opinions of others.
- Teaching Candidate demonstrates caring, support, acceptance, and fairness toward all students, families, and colleagues (TPE 6.2).
- Teaching Candidate demonstrates effective classroom management strategies (TPE 2, 6.5).
- Teaching Candidate engages and supports all student in learning (TPE 1, 4).
- Teaching candidate demonstrates proficiency in subject matter, consistent with the California State Standards in the content area(s) of their credential(s) (TPE 3).

University Policies

Students with Disabilities:

Upon identifying themselves to the instructor and the university, students with disabilities will receive reasonable accommodation for learning and evaluation. For more information, contact Services to Students with Disabilities in Madden Library, Room 1202 - (559) 278-2811.

Honor Code:

Members of the Fresno State academic community adhere to principles of academic integrity and mutual respect while engaged in university work and related activities. You should:

- a) understand or seek clarification about expectations for academic integrity in this course (including no cheating, plagiarism and inappropriate collaboration)
- b) neither give nor receive unauthorized aid on examinations or other course work that is used by the instructor as the basis of grading.

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c) take responsibility to monitor academic dishonesty in any form and to report it to the instructor or other appropriate official for action.

Instructors may require students to sign a statement at the end of all exams and assignments that "I have done my own work and have neither given nor received unauthorized assistance on this work." If so, this will be provided to students by the instructor on or before the last day of instruction.

Cheating and Plagiarism:

Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so. Typically, such acts occur in relation to examinations. However, it is the intent of this definition that the term 'cheating' not be limited to examination situations only, but that it include any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work." Penalties for cheating and plagiarism range from a 0 or F on a particular assignment, through an F for the course, to expulsion from the university. For more information on the University's policy regarding cheating and plagiarism, refer to the Class Schedule (Legal Notices on Cheating and Plagiarism) or the University Catalog (Policies and Regulations).

Computers:

At California State University, Fresno, computers and communications links to remote resources are recognized as being integral to the education and research experience. Every student is required to have his/her own computer or have other personal access to a workstation (including a modem and a printer) with all the recommended software. The minimum and recommended standards for the workstations and software, which may vary by academic major, are updated periodically and are available from Information Technology Services or the [University Bookstore](http://www.kennelbookstore.com) (<http://www.kennelbookstore.com>). In the curriculum and class assignments, students are presumed to have 24-hour access to a computer workstation and the necessary communication links to the University's information resources.

Disruptive Classroom Behavior:

The classroom is a special environment in which students and faculty come together to promote learning and growth. It is essential to this learning environment that respect for the rights of others seeking to learn, respect for the professionalism of the instructor, and the general goals of academic freedom are maintained. Differences of viewpoint or concerns should be expressed in terms which are supportive of the learning process, creating an environment in which

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students and faculty may learn to reason with clarity and compassion, to share of themselves without losing their identities, and to develop and understanding of the community in which they live. Student conduct which disrupts the learning process shall not be tolerated and may lead to disciplinary action and/or removal from class.

Copyright policy:

Copyright laws and fair use policies protect the rights of those who have produced the material. The copy in this course has been provided for private study, scholarship, or research. Other uses may require permission from the copyright holder. The user of this work is responsible for adhering to copyright law of the U.S. (Title 17, U.S. Code). To help you familiarize yourself with copyright and fair use policies, the University encourages you to visit its copyright web page:

<http://www.csufresno.edu/library/libraryinformation/campus/copyright/copyrtpolicyfull.pdf>

For copyright Questions & Answers:

<http://www.csufresno.edu/library/libraryinformation/campus/copyright/faqcopyright.pdf>

University Covid Policy:

Note: The following sections regarding COVID are subject to change given changing circumstances on-campus and in the community. Please check the [COVID website](#) for the most up-to-date information and **follow your assigned school district placement COVID policies**, as well.

- **Vaccination:** The California State University system strongly recommends the COVID-19 vaccination and booster for all students, faculty, and staff. As a reminder, you are eligible for a booster five (5) months after receiving a final dose of the Pfizer or Moderna vaccine; or two (2) months after receiving a Johnson & Johnson vaccine.
- **Face Coverings:** Fresno State no longer requires masks to be worn indoors, but based on updated guidance from public health experts, the University highly recommends that all students, faculty, and staff, regardless of vaccination status, wear a surgical grade or KN95 mask indoors. Faculty will continue to have the discretion to require face coverings for their in-person classes as they evaluate the health and safety needs of their individual classroom environments.
- **Testing:** The campus was fortunate to receive the Higher Education Emergency Relief (HEERF) Funds during the pandemic and through June 2023 but funds are no longer available. Students will still be able to obtain free kits from the Student Health and

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Counseling Center. Additionally, free [COVID-19 test](#) options are offered by the Fresno County Department of Public Health.

Student Conduct:

Please remember that the same student conduct rules that are used for in-person classroom instruction also apply for virtual/online classrooms. Students are prohibited from any unauthorized recording, dissemination, or publication of any academic presentation, including any online classroom instruction, for any commercial purpose. In addition, students may not record or use virtual/online instruction in any manner that would violate copyright law. Students are to use all online/virtual instruction exclusively for the educational purpose of the online class in which the instruction is being provided. Students may not re-record any online recordings or post any online recordings in any other format (e.g., electronic, video, social media, audio recording, web page, internet, hard paper copy, etc.) for any purpose without the explicit written permission of the faculty member providing the instruction. Exceptions for disability-related accommodations will be addressed by Student Disability Services working in conjunction with the student and faculty member.

Dispute Resolution:

If there are questions or concerns regarding student teaching that you and your assigned university coach/supervisor can not resolve, feel free to contact the Director of Clinical Practice and the Single Subject Teacher Credential Program Coordinator:

- Clinical Practice Director: Chris Cooper (cooper05@csufresno.edu)
- Single Subject Teacher Credential Program Coordinator: Imelda Basurto (ibasurto@csufresno.edu)

University Student Ratings of Instruction:

In the final weeks of the semester, you will be asked to complete a short survey to provide feedback about your student teaching experience. The primary goal of student ratings is to help your assigned university coach/supervisor improve their coaching. Feedback will also be reviewed by the department chair and the college dean. Please offer feedback honestly and thoughtfully. Your participation is appreciated. You can access your student rating surveys and get more information at [Fresno State Student Ratings for Instruction \(SRI\)](#)

Financial Aid Satisfactory Academic Progress Standards and Appeals Process:

<https://studentaffairs.fresnostate.edu/financialaid/policies/sap/index.html>

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The following University policies can be found on the web at:

- [Adding and Dropping Classes](#)
- [Cheating and Plagiarism](#)
- [Computers](#)
- [Copyright Policy](#)
- [Disruptive Classroom Behavior](#)
- [Honor Code](#)
- [Title IX](#)

University Title IX CSU Policy:

Fresno State is committed to fostering a safe, productive learning environment for all students. Title IX and CSU policy prohibit discrimination on the basis of sex, which includes sexual harassment, domestic and dating violence, sexual assault, sexual exploitation, and stalking. We understand that sexual violence can impact a students' ability to be successful in the learning environment. We encourage students who have experienced sexual misconduct to seek information on where to report from any member of our faculty or staff in order to ensure that the university can provide students with the necessary resources and supportive measures.

- As an instructor, I have a mandatory reporting responsibility as a part of my role. It is my goal that you feel comfortable sharing information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep the information you share private to the extent possible. However, I am required to report any information I receive regarding sexual misconduct or information about a crime that may have occurred during your time at Fresno State.
- **Students can report incidents of alleged sexual misconduct to either or both of the following resources:**
 - Office of Compliance and Civil Rights | occr.fresnostate.edu | 559.278.5003
 - Fresno State Police Department | fresnostate.edu/police | 559.278.8400
- **Students can also report other incidents of discrimination or harassment to:**
 - Office of Compliance and Civil Rights | occr.fresnostate.edu | 559.278.5003
- **Students can access *confidential support* from two separate resources on campus:**

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- Counseling Services | studentaffairs.fresnostate.edu/health/counseling | 559.278.2734
Survivor Advocacy Services | fresnostate.edu/survivoradvocate | 559.278.6796

Pregnancy or Related Conditions:

Pregnant Students or those with related conditions should contact the Title IX Coordinator in the Office of Compliance and Civil Rights for assistance. The Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to educational programs or activities.

- Office of Compliance and Civil Rights | occr.fresnostate.edu | 559.278.5003
- Parent scholars provides information on priority registration and other support for parenting students.
- Services for Students with Disabilities can also provide assistance with pregnancy accommodations.
 - **If you have concerns and you are unsure who to contact, please visit the Concern & Action Guide.**

University Emergency Information:

In the event of an emergency, everyone in the campus community becomes a partner in the response. To ensure you are prepared and remain calm you must make yourself familiar with campus protocols. To contact the Fresno State Police Department call 559.278.8400 from your cell phone or 911 from a campus phone. Prior to an emergency, assess your environment for options depending on the emergency. Identify all possible exit routes, in an emergency always use the closest most safe exit. Once you exit the building go to the predetermined evacuation assembly point, if that is unavailable then go to an open safe space away from the emergency. Identify where and how you can secure yourself inside if you need to shelter in place or hide from a threat. Be prepared to help guide those around you and assist individuals who may be in need. Additional information can be found at www.fresnostate.edu/emergency

University Services

The following University services can be found on the web at:

- [Associated Students, Inc.](#)
- [Students with Disabilities](#)

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- [Dream Success Center](#)
- [Library](#)
- [Learning Center Information](#)
- [Student Health and Counseling Center](#)
- [Academic Success Coaching](#)
- [Survivor Advocacy](#)
- [Writing Center](#)

Subject to Change Statement

This syllabus and schedule are subject to change in the event of extenuating circumstances.