Student Teaching

Instructor Information

Instructors: Karen M Allmond Ed.D. and Karen Jo Matsler Ed.D
Office Location Matsler: Science Hall, Room 219
Office Location Allmond Science Hall Room 322N
Office Hours: By Request
Office Phone Allmond 817-272-5031
Cell Phone: Allmond (817-808-2367), Matsler (817-733-2293)
E-mail: kallmond@uta.edu, kmatsler@uta.edu

Course Description

Class meets once a week on campus for 1.0 hour. During this time students learn about the 7-12 grade school environment, and work on inquiry-based lesson analysis, design, and assessment. UTeach students are assigned to either mathematics or a science Cooperating Teacher in a local high school to teach two classes for 12-14 weeks. Course objectives and activities are aligned with the State Board for Educator Certification’s Learner Centered Proficiencies, which are the standards for all new teachers in Texas. The Student Teachers demonstrate that they meet the state standards by preparing and submitting a final portfolio. Course activities also aid Student Teachers in preparing for the TExES examinations.

Course Overview

In a supportive environment student teachers share their experiences and work on solutions for difficulties they are experiencing. They learn about legal and logistical issues in teaching, become familiar with how the diverse components of a high school or middle school are organized into a highly effective system, and prepare for the TExES Exam. For their final product, Student Teachers submit a portfolio, which documents their progress toward meeting the State Board for Educator Certification standards for new teachers.

Course Objectives (from the State Board for Educator Certification standards)

After completing this course Student Teachers will be able to:

• Design instruction appropriate for all students based on continuous and appropriate assessments that reflects an understanding of relevant content.
• Create a classroom environment of respect and rapport that fosters a positive climate for learning, equity, and excellence.
• Promote student learning by providing responsive instruction that makes use of effective communication techniques, instructional strategies that actively engage students in the learning process, and timely high-quality feedback.
• Fulfill professional roles and responsibilities and adhere to legal and ethical requirements of the profession.
Course Expectations
At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, attendance is mandatory and two tardies will constitute an absence. Students are expected to:

• Attend all class sessions.
• Participate in class discussions and activities.
• Complete all assignments by the designated dates. Assignments should be:
  - Content accurate
  - Grammatically correct
  - Aligned with appropriate rubrics
  - Posted on time and in designated format

Course Technology Requirements
Students must be able to:

• Create a professional website
• Update your website weekly with current lesson plans
• Create Microsoft® Word documents
• Check email daily. The official email is through UTA
• Attach Microsoft® Word documents to Blackboard
• Check the Blackboard course Web site twice a week

If assistance is needed to meet these requirements, please see your instructor immediately.

Course Information
Course Title: Student Teaching
Course Number: 2148-SCIE–4107-001 Student Teach Secondary Grades
Semester: Fall 2014
Course Location and Time: Science Hall, Room 315 5:30-6:20 PM

Field Experience
1. Spend a **minimum** of four hours every day on the assigned campus. The designated times are 7:15-11:30 AM or 10:30Am to 2:45 PM.
2. Students are not allowed more than three absences and any absences must be made up at the end of the semester.
3. Teach two class periods autonomously for at least 12 weeks. This includes all duties of a certified teacher including, but not limited to, grading papers, recording grades, classroom discipline, parent communication, and other duties as assigned by your cooperating teacher or principal.
4. Submit lesson plans **1.5 weeks** in advance of when you are teaching. Lessons are due by noon on Thursday to your Cooperating Teacher and by Saturday night at 11:59pm to your university professors via Blackboard. They are to also be posted on your website and given to your university facilitators.
5. Demonstrate proficiencies in teaching and obtain documentation through observations and reflections.
6. Students in this course are allowed to use limited resources provided by UTeach Arlington. In order to use items from UTeach, you will need to submit a request for items according to the guide below. You are responsible for all items in your care and must return them in the appropriate length of time or financial bars may be placed on your record.
Check Out Guide

<table>
<thead>
<tr>
<th>Received before 5pm</th>
<th>Available</th>
<th>Received after 5pm</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Wednesday</td>
<td>Monday</td>
<td>Thursday</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Thursday</td>
<td>Tuesday</td>
<td>Friday</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Friday</td>
<td>Wednesday</td>
<td>Monday</td>
</tr>
<tr>
<td>Thursday</td>
<td>Monday</td>
<td>Thursday</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Friday</td>
<td>Tuesday</td>
<td>Friday</td>
<td>Wednesday</td>
</tr>
</tbody>
</table>

7. Dress appropriately and professionally when teaching. Follow the teacher dress code for your district. You may NOT wear jeans at any time.

8. **Cell Phone and Electronic Device Policy:** ALL electronic devices (e.g., computers, cell phones, beepers, iPods, PDAs, etc) must be turned off and put away when you are in this class and/or seminar. Anyone listening to music, sending texts, reading messages, making phone calls, or whose cell phone rings in class is subject to significant reductions in his or her grade and disciplinary proceedings which could lead to course failure.


**Textbook(s) and Materials**

Suggested Textbooks:
- *Teach Like a Champion* by Doug Lemov (ISBN: 978-0-470-55047-2)
- *First Day of School* – Harry Wong

A notebook or journal (may be same one as you had in Step 1).

**Disposition**

Each candidate in the College of Education and Health Professions of UT Arlington will be evaluated on Professional Dispositions by faculty and staff. These dispositions have been identified as essential for a highly-qualified professional. Instructors and program directors will work with candidates rated as “unacceptable” in one or more stated criteria. The candidate will have an opportunity to develop a plan to remediate any digressions. See check list at the end of the syllabus.

**Grade Calculation**

The points earned will be transformed to pass/fail. The grading system as per UTeach Arlington for Student Teaching is pass/fail.

**Grading Rubric**

<table>
<thead>
<tr>
<th>Title</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Portfolio</td>
<td>20%</td>
</tr>
<tr>
<td>Weekly lesson plans: thorough, revised as requested, on-time, and submitted appropriately</td>
<td>40%</td>
</tr>
<tr>
<td>Attendance &amp; participation in seminar and successful completion of all assignments including reflections and evaluations</td>
<td>25%</td>
</tr>
<tr>
<td>Satisfactory progress documented from observers</td>
<td>15%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>100</td>
</tr>
</tbody>
</table>
Lecture Topics/Schedule Fifteen-Week Session

Instructor(s) reserves the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course.

<table>
<thead>
<tr>
<th>Class</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1: Aug 25</td>
<td>Climate and Culture/Meet the university facilitators</td>
</tr>
<tr>
<td>Week 2: Sept 8</td>
<td>Classroom Management/Discipline</td>
</tr>
<tr>
<td>Week 3: Sept 15</td>
<td>Professionalism/Dispositions/Certification</td>
</tr>
<tr>
<td>Week 4: Sept 22</td>
<td>Teaching Strategies (technology, flipping, etc.)</td>
</tr>
<tr>
<td>Week 5: Sept 29</td>
<td>Portfolio Expectations</td>
</tr>
<tr>
<td>Week 6: Oct 6</td>
<td>ELL/Special Ed Strategies (Guest Speaker)</td>
</tr>
<tr>
<td>Week 7: Oct 13</td>
<td>Code of Ethics and Standards Update</td>
</tr>
<tr>
<td>Week 8: Oct 20</td>
<td>Bloom’s Taxonomy/DOK (Depth of Knowledge)</td>
</tr>
<tr>
<td>Week 9: Oct 27</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Week 10: Nov 3</td>
<td>Resumes and Interviews (Guest Speaker)</td>
</tr>
<tr>
<td>Week 11: Nov 10</td>
<td>AP Strategies/Expectations</td>
</tr>
<tr>
<td>Week 12: Nov 17</td>
<td>The Future – Being a Professional Learner</td>
</tr>
<tr>
<td>Week 13: Nov 24</td>
<td>Drop Out Prevention (Guest Speaker)</td>
</tr>
<tr>
<td>Week 14: Dec 1</td>
<td>Time Capsule</td>
</tr>
<tr>
<td>Week 15: Dec 8</td>
<td>Evaluations/Induction Program</td>
</tr>
</tbody>
</table>

Americans with Disabilities Act (ADA)

The University of Texas at Arlington is on record as being committed to both the spirit and letter of federal equal opportunity legislation, including the Americans with Disabilities Act (ADA). All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Title IX:** The University of Texas at Arlington is committed to upholding U.S. Federal Law “Title IX” such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX).
Academic Integrity

It is the philosophy of UTA that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. According to the UT System Regents’ Rule 50101, §2.2, “Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts”.

Drop Policy

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student’s responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Financial Aid Office for more information.

Electronic Communication Policy

The University of Texas at Arlington has adopted the University “MavMail” address as the sole official means of communication with students. MavMail is used to remind students of important deadlines, advertise events and activities, and permit the University to conduct official transactions exclusively by electronic means. For example, important information concerning registration, financial aid, payment of bills, and graduation are now sent to students through the MavMail system. All students are assigned a MavMail account. Students are responsible for checking their MavMail regularly. Information about activating and using MavMail is available at http://www.uta.edu/oit/email/. There is no additional charge to students for using this account, and it remains active even after they graduate from UT Arlington.

Plagiarism

Plagiarism is the presentation of another person’s work as your own, whether you mean to or not! Copying or paraphrasing passages from another writer's work without acknowledging that you've done so is plagiarism. Allowing another writer to write any part of your essay is plagiarism. Plagiarism is a serious offense. If you are suspected, you will be called before the Vice President for Student Affairs for disciplinary action. You will be given an incomplete for the course until your case is resolved. Plagiarism is easy to avoid. Simply acknowledge the source of any words, phrases or ideas that you use. If you're not sure how to quote or paraphrase a source or if you need help with the format of endnotes or bibliographies, check with me. While you can (and should) seek the help and advice of friends, classmates, and tutors, be sure that your written work is completely your own.

To learn how to properly acknowledge sources, complete the UTA Library’s tutorial located at http://library.uta.edu/tutorials/Plagiarism/.

Student Support Services

The University of Texas at Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. These resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and
federally funded programs. For individualized referrals to resources for any reason, students may contact the Maverick Resource Hotline at (817) 272-6107.

**University Mission**

The mission of The University of Texas at Arlington is to pursue knowledge, truth, and excellence in a student-centered academic community characterized by shared values, unity of purpose, diversity of opinion, mutual respect and social responsibility. The University is committed to lifelong learning through its academic and continuing education programs, to discovering new knowledge through research and to enhancing its position as a comprehensive educational institution with bachelor’s, master’s, doctoral and non-degree continuing education programs.

**Dispositions in College of Education (check list)**

DIGRESSION REPORT FOR USE IN CASES OF DIGRESSIONS FROM COEHP PROFESSIONAL DISPOSITIONS GUIDELINES

The appropriate faculty, staff, administrator, or other supervisor will complete the following check sheet for students and candidates in cases of digressions from COEHP Professional Dispositions Guidelines.

This document indicates VIOLATIONS the COEHP Policy and Guidelines for Professional Dispositions (indicated by a check):

**A. Professional Demeanor:** TAC Standards 1.9, 1.10, 2.1 through 3.9

- Demonstrates respect and consideration for the thoughts and feelings of others (diverse populations, school personnel, university personnel, PreK-16 students)
  - Demonstrates kindness, fairness, patience, dignity and respect in working with others
  - Accepts decisions made by institutional authority
  - Treats others in a just and equitable manner
- Maintains composure and self-control
  - Responds positively to constructive criticism
  - Follows appropriate channels of communication/authority
  - Reacts professionally (calm and patient) when under stressful situations

**B. Professional Practices:** TAC Standards 1.1 through 3.9

- Complies with class and program requirements
  - Attends classes, trainings, and field experiences
  - Arrives on time and remains for the duration
  - Is prepared, engaged, and meets deadlines
- Demonstrates academic integrity and honesty
- Maintains appropriate confidentiality at all times
- Demonstrates compliance with all laws and regulations
- Demonstrates compliance with university policies and TEA/professional specialty program area standards

**C. Professional Appearance:** TAC Standards 1.7, 1.10, 2.5

- Displays personal appearance and/or hygiene appropriate for professional settings

**D. Professional Language/Communication:** TAC Standards 1.1, 1.7, 1.9, 1.10, 1.11, 2.1, 2.3 through 2.5, 2.7, 3.1 through 3.6, 3.8, 3.9

- Uses appropriate and professional language and conduct
- Works effectively, collaboratively, and equitably with others
- Receives feedback in a positive manner and makes necessary adjustments
- Uses electronic and social media appropriately, e.g., texting, Facebook, Linked-In
Follows school and state regulations in electronic contacts made with PreK-12 students, parents, administrators, professors and others professionals

Uses UT Arlington email as official university form of electronic communication and information

Uses respectful electronic communication etiquette in course related materials and correspondence, such as in Blackboard and email

**Texas Administrative Code, Ethics and Standard Practices for Texas Educators:**


**References**
