Secondary Education and Educational Leadership
SED 442
Spring 2014

Instructor: SFA Field Supervisor
Course Time & Location: Cooperating Teacher
Schedule/Placement Site
Office: Will provide at Orientation
Office Hours: Will provide at Orientation
Office Phone: Will provide at Orientation
Credits: 3
Other Contact Information: Will provide at Orientation
Email: Will provide at Orientation

Prerequisites: Admission into educator certification, EPS 380, SED 370, 371, 372, 450, 450L, 460, 460L

I. Course Description: (brief paragraph)
Guided authentic learning experience in a public school learning community.

II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):
Student teachers express their commitment to the personal and professional qualities included in our College of Education Conceptual Framework. Student teaching is an opportunity to grow as a professional. As guests in the public school systems, teacher candidates exhibit their knowledge of adolescent growth and development, commitment to middle level and secondary aged students while contributing to the learning community.

III. Course Assignments, Activities, Instructional Strategies, use of Technology:
The student teaching field experience is one semester of full-time student teaching within your content area. For specific requirements, consult the appropriate SED/ All-Level Student Teaching Handbook.

IV. Evaluation and Assessments (Grading):

1 Placement

1. Professionalism (100 pts): You begin the semester with 100 points for professionalism. If you have issues with professional behavior, your university Field Supervisor will deduct points for the assigned area on the Professionalism Assessment Instrument. Points may be deducted for inappropriate behavior, language, dress, conduct and more.

2. Four Informal Evaluations (120 pts each): Your university supervisor will evaluate you teaching a lesson four times prior to your final formal evaluation.

3. One Final Field Experience/Clinical Evaluation (240 pts): Your university supervisor will conduct a final formal evaluation toward the end of the semester. In order to pass the course, you must make an average score of 2 on the formal evaluation regardless of the points you have accumulated.

4. Attendance: Student teachers must attend class at their assigned placement. You have two excused absences. Excused absences include illness, family emergency and other emergencies. Excused absences do NOT include testing, vacations, and other non-emergency circumstances. If you miss more than 2 days, you must make up the days in your placement BEFORE the SFA graduation date. Late arrivals and early departures will count toward absences. For every TWO late arrivals or early departures, you will be assessed ONE absence. If you have issues with attendance, your university Field Supervisor will deduct points for the assigned area on the Professionalism Assessment Instrument.

In order to pass the class, you must earn an average score of 2 on the Final Field Experience/Clinical Evaluation and a minimum of 656 total points. The course is a Pass/Fail course.

Failure Clause: You can immediately earn an F in this course due to the following reasons:
- Your placement site asks for you to be removed
- You have more than 5 absences or 10 late arrivals/early departures
- You have violated school policy
- You have violated university policy
- You have violated the Texas Code of Ethics
- You have violated any state or federal law
- Failure to complete Field Supervisor Assignments
- Any other egregious acts of non-professional behavior

Revised 8/2013
2 Placements

1. Professionalism (100 pts): You begin the semester with 100 points for professionalism. If you have issues with professional behavior, your university supervisor will deduct points for the assigned area on the Professionalism Assessment Instrument. Points may be deducted for inappropriate behavior, language, dress, conduct and more.

2. Four Informal Evaluations (120 pts each): Your university supervisor will evaluate you teaching a lesson four times prior to your final formal evaluation. Two of these evaluations will be during your first placement and the other two will occur during your second placement.

3. Two Final Field Experience/Clinical Evaluation (240 pts each): Your university supervisor will conduct a final formal evaluation toward the end of each placement. In order to pass the course, you must make an average score of 2 on the formal evaluation regardless of the points you have accumulated.

4. Attendance: Student teachers must attend class at their assigned placement. You have two excused absences. Excused absences include illness, family emergency and other emergencies. Excused absences do NOT include testing, vacations, and other non-emergency circumstances. If you miss more than 2 days, you must make up the days in your placement BEFORE the SFA graduation date. Late arrivals and early departures will count toward absences. For every TWO late arrivals or early departures, you will be assessed ONE absence. If you have issues with professional behavior, your university Field Supervisor will deduct points for the assigned area on the Professionalism Assessment Instrument.

In order to pass the class, you must earn an average score of 2 on the Formal Field Experience/Clinical Evaluation and a minimum of 848 total points. The course is a Pass/Fail course.

Failure Clause: You can immediately earn an F in this course due to the following reasons:
- Your placement site asks for you to be removed
- You have more than 5 absences or 10 late arrivals/early departures
- You have violated school policy
- You have violated university policy
- Any other egregious acts of non-professional behavior

V. Tentative Course Outline/Calendar:

Refer to http://coe.sfasu.edu/

VI. Readings (Required and recommended—including texts, websites, articles, etc.):

Required:
Live Text account, ISBN# 978-0-979-6635-4-3. This may be purchased at the bookstore or purchased online at www.livetext.com. If you have already purchased LiveText, you will use that account and do not need to buy it again. NOTE: If you plan to use financial aid to purchase this account, you must do so by the dates set by financial aid.

VII. Course Evaluations:

Near the conclusion of each semester, students in the College of Education electronically evaluate courses taken within the COE. Evaluation data is used for a variety of important purposes including: 1. Course and program improvement, planning, and accreditation; 2. Instruction evaluation purposes; and 3. Making decisions on faculty tenure, promotion, pay, and retention. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the COE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

In the College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

VIII. Student Ethics and Other Policy Information:

Students with Disabilities
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Academic Integrity

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Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit.

Please read the complete policy at [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)

**Withheld Grades Semester Grades Policy (A-54)**

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Acceptable Student Behavior**

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

**To complete Certification/Licensing Requirements in Texas related to public education, you will be required to:**

1. Undergo criminal background checks for field or clinical experiences on public school campuses.
2. Provide one of the following primary ID documents: passport, drivers license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at [www.texas.ets.org/registrationBulletin/](http://www.texas.ets.org/registrationBulletin/)). YOU must provide legal documentation to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU.
3. Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU.

**IX. Other Relevant Course Information:**

The following two items are available to assist your Cooperating Teacher with understanding their roles and responsibilities during this semester:

1. A ten-minute video which can be viewed at the following website: [http://www.sfasu.edu/coe advising/114.asp](http://www.sfasu.edu/coe advising/114.asp)
2. Brochure: **Tips for Cooperating Teachers**
   a. This is included in your Field Supervisor packet. Your Field Supervisor will provide the brochure to your Cooperating Teacher on their initial visit to see you.

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