

Northern Kentucky University
College of Education and Human Services

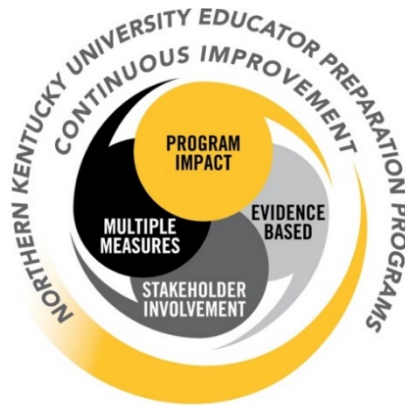
EDU 104 001/002 Orientation: Education Profession/Program

1 credit hour

Mondays 4:00 – 6:00 PM

MEP 120

Spring 2017



Learn, Lead, Succeed

Mission

The College of Education and Human Services plays an important leadership role and collaborates with others in the creation, dissemination, and application of knowledge and research that enhances professional practice and transforms lives, schools, and communities.

Vision

The College of Education and Human Services aspires to be known throughout the Commonwealth of Kentucky and region at large as the leader in providing opportunities for engaged learning and applied scholarship that fosters individual growth and collective success.

Kentucky Academic Standards (KAS)

Preparation of Kentucky's students for the demands of the 21st century requires districts and schools to prepare every student for successful transition to be College and Career Ready. The Kentucky Academic Standards help ensure that all students throughout Kentucky are provided with common content and have opportunities to learn at high levels. As education candidates complete and implement projects and assignments throughout their education programs at NKU, they will incorporate the components of the [Kentucky Academic Standards](#).

Professor: Dr. Sara Runge

Office phone: 859-572-6126

Office hours: Mondays/Wednesdays 11:00 AM – 12:00 PM

Office: MEP 268

Email: rungesa@nku.edu

Tuesdays/Thursdays 2:00 – 3:00 PM
 *other times by appointment

Required Textbook and/or Materials: EDU 104 *Orientation to Education Handbook* located on Blackboard

Course Description: EDU 104 Orientation: Education Profession/Program: Designed to explore the education profession and programs of the Teacher Education Department; Teacher Education Handbook; KY Teacher Standards; various teacher areas; and includes a field experience component. Education majors must earn a grade of C or better.

Student Learning Outcomes, Assessment and Standards Alignment

Student Learning Outcome	Assessment/ Assignments <u>KAS Alignment</u>	Kentucky Teacher Standards (Initial) (Advanced) (IECE)	<u>InTASC Standard</u>	Specialized Professional Association (SPA) Standards	<u>PGES Domains</u>
Understand that teaching is a profession and determine whether a career in education is worth further exploration.	Group Discussions KAS 1.2, 1.3, 1.4, 1.11, 4.1, 4.2, .4.3, 4.4, 6.1, 6.2, 6.3	KTS 7	Professional Responsibility		4
Hone the communication skills necessary for a career in the teaching profession;	School Observations KAS 1.0, 1.1, 1.2, 1.3, 1.4, 1.11, 1.12, 1.16	KTS 7	Professional Responsibility		4
Recognize the diverse and exceptional populations in schools, as well as the standards and statutes that impact teachers and students;	School Observations KAS 2.16, 2.17, 2.19, 2.17, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 5.0, 5.4		The Learner and Learning		1

Participate fully in the academic advising partnership by scheduling timely individual advising appointments and by identifying strategies for appointment preparation and followthrough;	Individual Growth Plan (IGP) KAS 1.1, 1.2, 1.11, 1.12, 1.16, 3.7	KTS 9	Professional Responsibility		4
Reflect upon personal dispositions, interests, and abilities as they relate to a career in education;	Observation Reflections KAS 2.37, 2.38, 3.0, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 4.1, 4.2, 4.3, 4.4, 4.5, 5.3, 5.4	KTS 7	Professional Responsibility		4

Course Assignments and Grading

Guidelines for Written Work All submissions must be typed or word processed using twelve point Times New Roman font, double-spaced with *one-inch margins* on clean, white paper (one side only, please). **Please proofread carefully** (as you know by this point in your academic career, accept spell- and grammar-checkers at your peril). Papers not in compliance with these specifications cannot earn an **A**, no matter how insightful and otherwise excellent they may be.

DESCRIPTION OF ASSIGNMENTS – All assignments are to be labeled with first and last name when submitted via Blackboard. All assignments must be submitted in order to receive a grade for the course.

- 1. Attendance (35 points – 5 points Attendance)** – Attendance is important in this class. A significant part of each class will be dedicated to synthesizing and personalizing the course content. Also, this class uses many team-based activities so attendance is very important for the success of your team. Students are responsible for any material presented on days they are absent. Bring your laptop, smartphone, iPad, etc. Attendance will be taken in class by a sign in sheet. A student arriving to class after attendance has been taken or leaving class before dismissal will be considered absent. **Students who have missed ONE (1) class will result in a failing grade.**
- 2. Discussion Board or In –Class Participation (35 points – 5 points per Discussion Post or In-Class Participation).** Each week there will be either a post on Blackboard related to the topic in class or in-class participation activity. Students are encouraged to answer the discussion post at the end of class. Discussion board will be open until 11:59 PM of the next day. In-class participation will be collected and points awarded on Blackboard.
- 3. School Observations (3 observations, 50 points each = 150 pts): This is a required assignment!** The purpose of this assignment is for students to experience school and classroom

culture first-hand but from the “other side of the desk.” To complete this assignment, students must arrange to visit three school classrooms: **one** elementary/early childhood, **one** at the middle grades level, AND **one** at the secondary/high school level. NOTE: If you are interested in special education, you may conduct your observation in special education at any of those levels but they must still be three (3) separate levels. Students should plan to make visits that are at least three hours in length each. An observation planning form should be completed and submitted for each of the school visits.

NOTE: Observations will be required for documentation in the Teacher Education Admissions Field Experience. Forms will be kept on file for ONE (1) Academic Semester and then recycled. Failure to pick up forms and/or retain copies once returned may result in a repeat of any or all three (3) observations during the Admissions Field Experience semester.

4. **IGP/Advisor Appointment (25 points):** Make an appointment with an advisor and complete a curriculum contract. This is to be submitted to the instructor for a grade.
5. **Final Exam (50 points):** This is a required assignment! The final is a comprehensive multiplechoice exam covering the topics and material from the course. This final is taken online.

To receive a Passing grade:

Undergraduate Plus – Minus scale			
Letter Grade	% Equal to or Greater than	Grade Point	Total Points
A	95-100	4.00	281-295
A-	93-94.99	3.67	274-280
B+	91-92.99	3.33	269-273
B	87-90.99	3.00	257-268
B-	85-86.99	2.67	251-256
C+	83-84.99	2.33	245-250
C	77-82.99	2.00	228-244
C-	75-76.99	1.67	222-227
D+	73-74.99	1.33	216-221
D	70-72.99	1.00	207-215
F	0- 69.99	0	<206

The College of Education and Human Services requires education majors to earn a grade of C or better in all education (EDU & EDS) courses. A grade of C- or lower is not acceptable for program completion.

Mid-term Grade: Mid-term grades will be posted in myNKU by the deadline established in the [Academic Calendar](#).

Final Examination Information: The final exam schedule is established by the university and is available on the university [Academic Calendar](#). The final exam is scheduled for the last week of the course. It is offered ONLINE and is open for one (1) week. Further details can be found in the “Schedule of Classes” posted on Blackboard.

Course Policies and Procedures

Late Assignments: All work must be ready for submission at the beginning of the class on the date on which it is due. Late work will NOT be accepted if turned in after the due date. NOTE: If circumstances beyond the control of the student make it impossible to submit assignments by the due date, arrangements must be made in advance for an extension of time to be granted. This decision is at the discretion of the instructor.

Correspondence: Course announcements will be posted on Blackboard or sent to NKU e-mail addresses. Students are encouraged to check Blackboard and NKU email daily.

Use of Technology: Cell phones, palm pilots, Blackberries, PDAs, iPhones, iPads, laptops and other technology devices may be ON during this class, as we will be utilizing technology for several class sessions. In the event of an unusual or emergency situation, students may have the cell phone in the “silent” mode and step out of class to communicate if necessary. However, student-owned laptop computer use is not permitted in the public school classrooms while observing, or in the campus classroom. Student use of computers/technology belonging to the public school while doing observation is also prohibited.

***NOTE:** If technology is seen as a distraction during seminar, you may be asked to leave and not return to seminar until an appointment has been made with the instructor.

Communication: It is expected that you will check all in-class and homework assignments for correct grammar and spelling. When composing an e-mail to a professor or assistant, please do so as if you were e-mailing a principal or a supervisor. E-mails do not need to be overly formal, but they do need to be professional; avoid shorthand (u for you, etc.) and make sure to “sign” your name at the bottom. Email must be sent from your NKU email account.

Professionalism: As one who is preparing for the teaching profession, each student is expected to conduct himself/herself in a professional manner. Professionalism includes, but is not limited to, the following: regular, on-time attendance to class; participation in class activities; collaboration with other professionals in the class; submission of assignments by the due date, and demonstration of professional dispositions and ethics.

It is also essential that students maintain this level of professionalism when observing classrooms in the community. Professional, appropriate dress that is aligned with the cooperating school’s dress code is required of all observing students. Students are also encouraged to familiarize themselves with the NKU Honor Code, the College Code of Ethics, and the Professional Code of Ethics for Kentucky School Personnel.

Lack of professionalism may result in the lowering of one's final grade. Cheating and plagiarism are considered serious violations of the Honor Code and Code of Ethics and may result in a failing grade for the course.

Student Honor Code: The [Student Honor Code](#) [the "Honor Code"] is a commitment by students of Northern Kentucky University, through their matriculation or continued enrollment at the University, to adhere to the highest degree of ethical integrity in academic conduct. It is a commitment individually and collectively that the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements.

The purpose of the Honor Code is to establish standards of academic conduct for students at Northern Kentucky University and to provide a procedure that offers basic assurances of fundamental fairness to any person accused of violations of these rules. Each Northern Kentucky University student is bound by the provisions of the Honor Code and is presumed to be familiar with all of its provisions. Students also should aspire to conduct themselves in a manner that is consistent with the highest degree of ethical integrity in all matters, whether covered in the Honor Code or not. The success of this commitment begins in the diligence with which students uphold the letter and the spirit of the Honor Code.

In addition, students in the education programs must also adhere to the [College of Education and Human Services Code of Ethics](#) and the [Professional Code of Ethics for Kentucky School Certified Personnel](#).

Credit Hour Policy Statement: In accordance with federal policy, NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments. At least an equivalent amount of time is expected for other academic activities such as online courses, laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.

Estimates of the time required for a typical student to complete course expectations are as follows:

Assigned Field Observations (3 @ 3 hrs each – min required time)	=	12.0 Hours (includes travel)
Discussion Board/Participation (6 @ 10 min each)	=	1.0 Hours
In class activities	=	22.0 Hours
Outside class readings	=	12.0 Hours
Total	=	45.0 Hours

Student Evaluation of Instructor and Course: Northern Kentucky University takes Instructor and Course Evaluations very seriously as an important means of gathering information for the enhancement of learning opportunities for its students. It is an important responsibility of NKU students as citizens of the University to participate in the instructor and course evaluation process. During the two weeks* prior to the end of each semester classes, you will be asked to reflect upon what you have learned in this course, the extent to which you have invested the necessary effort to maximize your learning, and the role your

instructor has played in the learning process. It is very important that you complete the online evaluations with thoughtfully written comments.

Student evaluations of courses and instructors are regarded as strictly confidential. They are not available to the instructor until after final grades are submitted, and extensive precautions are taken to prevent your comments from being identified as coming from you. Students who complete an evaluation for a particular course (or opt out of doing so in the evaluation) will be rewarded for their participation by having access to their course grade as soon as that grade is submitted by the instructor. On the other hand, any student who does not complete the course evaluation (or opt out of doing so in the evaluation) should expect to incur a two week delay in access to his or her course grade beyond the university's official date for grade availability. To complete online evaluations go to <http://eval.nku.edu>. Click on "student login" and use the same USERNAME and PASSWORD as used on campus.

In addition, you should be aware of:

- Evaluations can affect changes in courses. Evaluations without comments are less valuable and less credible than those filled out thoughtfully. Comments that are expressed well are more effective than those that are not.
- Positive feedback is just as important as criticism. Moreover, negative evaluations without any explanation and specifics are not especially useful.
- Once grades are submitted, all evaluations are read not only by the instructor, but also by the instructor's department chairperson.
- Evaluations not only provide feedback to your instructor, but also provide information to the department chair for use in performance evaluations. This information affects reappointments, promotions, salaries, and teaching assignments.

Accommodations Due to Disability: Northern Kentucky University is committed to providing reasonable accommodations for all persons with disabilities. The syllabus is available in alternate formats upon request. Students with disabilities: If you are seeking classroom accommodations under the Americans with Disabilities Act, you are required to register with the Disability Programs and Services Office in SU 303. To receive academic accommodations for this class, please obtain the proper DPS forms and meet with me at the beginning of the semester. More information on Disability Services can be found at <http://disability.nku.edu>.

Bibliography

Ebert, E.S. & Culyer, R.C. (2014). *School: An introduction to education*. Belmont, CA: Cengage Learning.

Koch, J. (2014). *Teach*. Belmont, CA: Cengage Learning.

Martin, D.J. & Loomis, K.S. (2014). *Building Teachers: A constructivist approach to introducing education*. Belmont: CA: Cengage Learning.

Ryan, K. & Cooper, J.M. (2014). *Those who can, teach*. (2014). Belmont, CA: Cengage Learning.