

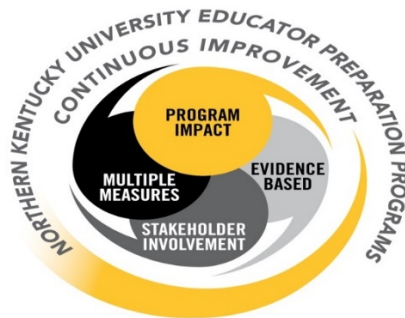
**Northern Kentucky University
College of Education and Human Services**

**EDU 307 003/007/008/009/010 Admission Field Experience Elementary
EDU 309 006/007/008 Admission Field Experience Middle Grades
EDU 311 002/006/007/009 Admission Field Experience Secondary**

2 Credit Hours

**M/W 12:00 – 3:00
MEP 296**

Fall 2016



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

Office: MEP 268
Email: rungesa@nku.edu

Professor: Dr. Ryan Alverson
Office phone: 859-572-6580
Office hours: Mondays/Wednesdays 1:00 – 3:00 PM Mondays
 3:00 – 4:00 PM
 Tuesdays/Thursdays 11:00 AM – 12:00 PM
 *other times by appointment

Office: MEP 273
Email: alversonj1@nku.edu

University Supervisors:

Ms. Kim Leonard, crablek1@nku.edu
 Ms. Candice Simpkins, simpkinsc1@nku.edu
 Ms. Beth Stewart, stewarte4@nku.edu
 Mr. Al Rust, rusta2@nku.edu

Required Text: EDU 303/307/309/311 *Field Experience Handbook* located on Blackboard

Course Description and Student Learning Goals:

EDU 307 Admission Field Experience Elementary: Introductory field experience for students planning to teach in elementary schools; individual and group activities to assist students in making realistic career decisions.

EDU 309 Admission Field Experience Middle Grades: Introductory field experience for students planning to teach in middle grades schools; individual and group activities to assist students in making realistic career decisions.

EDU 311 Admission Field Experience Secondary: Introductory field experience for students planning to teach in secondary schools; individual and group activities to assist students in making realistic career decisions.

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>
Examine the components of a lesson plan and be able to effectively write and co-teach	Lesson Plans #1 and # 2 KAS: 1.11, 1.12, 1.16, 2.37, 4.1,	KTS 2 KTS 6	Instructional Practice		1E

one lesson;	4.2, 4.3, 4.5, 4.6, 5.0, 5.1, 5.2, 5.3, 6.0, 6.1, 6.2, 6.3				
Reflect upon personal growth during the semester	Reflections (beginning, midterm, end) KAS: 1.0, 1.2, 1.3, 1.11, 1.16, 3.1, 3.7, 4.4, 5.1, 5.2, 5.3, 6.0, 6.1, 6.2, 6.3 Semester Reflection KAS: 1.0, 1.2, 1.3, 1.11, 1.16, 3.1, 3.7, 4.4, 5.1, 5.2, 5.3, 6.0, 6.1, 6.2, 6.3	KTS 7	Professional Responsibility		4A
Hone the communication skills necessary for a career in the teaching profession	Lesson Plans #1 and # 2 Extended Learning Activities KAS: 1.0, 1.1, 1.2, 1.3, 1.4, 1.11, 1.12, 1.16	KTS 2 KTS 7	Instructional Practice		4E
Recognize the diverse and exceptional populations in schools, as well as the standards and statutes that impact teachers and students;	Source of Evidence: Context KAS: 2.16, 2.17, 2.19, 2.37, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 5.0, 5.4	KTS 3	The Learner and Learning		1B
Understand the Kentucky Teacher Standards; Common Core Standards /Kentucky Core Academic Standards, and the relationship to the teaching profession.	Lesson Plans #1 and # 2 KAS: 1.2, 1.10, 1.11, 1.12, 1.16, 5.0, 5.1, 5.2, 5.3, 5.4, 5.5	KTS 2	Instructional Practice		1A

Understand the dispositions required to become an effective teacher.	Self-Disposition Check #1 & #2 Three (3) Dispositions 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, 4.6	KTS 9	The Learner and Learning		4F
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DESCRIPTION OF ASSIGNMENTS – All assignments are to be labeled with first and last name and title of assignment (ex: Sara Runge TLC) when submitted via Blackboard. All assignments are to be submitted through Blackboard or Foliotek. Refer to syllabus and Schedule of Classes for appropriate submission process.

1. **Seminars – (60 pts - 6 @ 10 pts each).** Attendance is important in this class. A significant part of each seminar will be dedicated to exploring the Kentucky Teacher Standards (KTS), Lesson Plans, and other material needed to be successful in the field experience. In addition, a significant portion of the course will be spent synthesizing and personalizing what you have learned in the field setting. 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 and through your time logs when at your field experience. 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 Seminars will result in a failing grade.**

2. **Field Experiences (13 weeks x 10 pts = 130 pts):** The purpose of this assignment is for students to experience school and classroom culture first-hand. You will be placed in a school setting where you will be expected to complete various assignments. Field experiences are two (2) days a week for approximately (2) hours. Documentation of time/effort will be recorded both on a time sheet and uploaded electronically. You are **required** to attend ALL assigned days of field placements (refer to Course Calendar). **Students who have missed TWO (2) Field Experiences will result in a failing grade.**
***Unless these days are made up. ***
 - An absence must be made up as two hours on any school day that can be arranged between the teacher candidate and teacher, not by adding additional minutes to other scheduled days; it is also acceptable to add a one hour block of time to a scheduled observation if approved by the Cooperating Teacher.
 - If teacher candidates are absent or tardy, they **must** contact the school office by phone, and the Cooperating Teacher and University Supervisor

by phone and/or e-mail, in a timely manner (ahead of scheduled observation time if possible).

The following assignment will be uploaded to BLACKBOARD ONLY!

3. **PBIS (COMPLETE):** This is a required assignment! The Kentucky Department of Education (KDE) is requiring that all persons that work with students complete the training. You will need to login the website <http://pd2.ket.org/> and create an account before going through the two (2) modules on Promoting Positive Behavior in Schools (PBIS). At the completion of the course, you will upload ONE copy to Blackboard and print ONE copy to give to your University Clinical Supervisor. **NOTE: You will NOT be admitted to schools without completing this training, which may have an adverse effect on some of your assignments.**
4. **Lesson Plan #1 (Emerging).** During the semester, you will be exposed to the Kentucky lesson plan, in a modified format. For the assignment, you will be asked to observe your PK-12 Clinical Educator and fill in aspects of the lesson plan, before/during/after, s/he teaches a lesson and then write a reflection. Please be thorough in completing all aspects of the lesson plan, including the reflection. Refer to Blackboard for the Rubric and assignment details.
5. **Lesson Plan #2 (Emerging).** For the second assignment, you will work with your CT to write and co-assist/teach a lesson plan, incorporating technology from your EDU 313 course and then complete a reflection. Please be thorough in completing all aspects of the lesson plan, including the reflection. Refer to Blackboard for the Rubric and assignment details.
6. **Curriculum Contract (Complete).** You will meet with your education advisor to review your curriculum contract and sign the final paper. Upload the signature page to Blackboard.

The following assignment will be uploaded AND submitted to FOLIOTEK ONLY!

7. **Statement of Ownership: (MET):**
 - a. Statement of Ownership – signed and dated
8. **Code of Ethics (MET):**
 - a. Code of Ethics – NKU and EPSB – signed and dated
8. **Resume (MET)**
 - a. Resume – created, uploaded and submitted
9. **Philosophy of Education (MET):** Upload and submit to the “Philosophy of Education” section in Foliotek.

a. Must be **revised and updated** – see Blackboard for additional information

10. Source of Evidence: Artifacts (MET): The following documents will be uploaded into this section in Foliotek ○ **Required documents to meet the Kentucky Teaching Standards (KTS):**

- Lesson plan #2 - KTS #2 - from Admissions (co-teaching)
 - Technology Assignment - KTS #6 - any assignment from EDU 313
 - Post-Observation Reflection - KTS #7 - from either lesson plan in Admissions
 - NOTE: Music majors **MUST** address KTS #1-7: Please see Director and University Clinical Supervisor for additional assistance
- **Sited-Based Council Meeting.** You will attend a site-based council meeting at a local school. Consult the district website or ask the principal when meetings occur. Make sure to obtain a copy of the agenda prior to going or when you arrive and take notes. After the meeting, write a 2-3 page summary of the meeting and your reflection on the importance of collaborative decision making process. ***Signature on the Agenda is required!**
- **School Board Meeting:** *This is to be completed before the end of the semester (refer to the “Schedule of Classes” for due date. Most students have completed this requirement in EDU 305 Introduction to Education. If you have not completed this, or have lost the paper, then see Blackboard for the details needed to fulfill this requirement. ***Signature on the Agenda is required!***
- **Engagement with Elementary/Middle/Secondary Students Document:** Submit your documents from EDU 104 OR MUS 104 verifying time spent with the three (3) groups of students named above. If you have misplaced these documents, then you will need to complete the observations prior to the ‘Initial Submission of Foliotek’ deadline.
- **Extended Learning Activities :** You will complete **THREE (3)** of the following activities below. Further explanation for each activity can be found on Blackboard under the Assignment Tab. A 1-2 page written summary will be submitted for credit. You may also complete additional activities for extra credit.
- Observations in schools - **REQUIRED**
 - Related agencies included but not limited to, family resource centers or youth service centers. - **REQUIRED**
 - Opportunities to assist teachers or other school
 - **personnel - REQUIRED** Student tutoring – working with student(s) on specific items during placement for an extended period of time – **MAY BE COMPLETED IN EDS 360**
 - Interactions with families of students – Literacy nights, PTO/PTA events, Back to school events, Open House, etc...
 - Participation with school based professional learning community

11. Source of Evidence: Semester Reflection (MET): Upload and submit into the “Source of Evidence: Semester Reflection” section in Foliotek.

The final reflection will document your growth towards meeting the Kentucky Teacher Standards (KTS), specifically Standards 2, 6 & 7, though out the semester. You will add

three (3) artifacts to your Foliotek account, examples of your best work (see suggestions above), that demonstrate your knowledge and skills. This reflection will be a holistic reflection of the semester, which includes work from EDU 313 and EDU 303/307/309/311 and possibly EDU 300, 305, and EDS 360. Please use the example for guidance.

12. KFETS Time Log (MET): Upload and submit into the “KFETS Time Log” section in Foliotek. You will create a spreadsheet from the website that documents your activities and time in the field.

GRADING SCALE

To receive a Passing grade:

Undergraduate Plus – Minus scale				
Letter Grade	% Equal to or Greater than	Grade Point	Foliotek	Assignments
A/P	95-100	4.00	MET	All completed
A-	93-94.99	3.67		
B+	91-92.99	3.33		
B	87-90.99	3.00		
B-	85-86.99	2.67		
C+	83-84.99	2.33		
C	77-82.99	2.00		
C-	75-76.99	1.67		
D+	73-74.99	1.33		
D	70-.72.99	1.00		
F	0- 69.99	0	Not Met	Not completed

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](#). Please refer to the ‘Schedule of Classes’ for your scheduled exam time.

Course Policies and Procedures

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 Practicum Site Expectations (4 hrs/wk x 13 wks)	=	52.0 Hours
On campus Seminars (6 @ 3hs each)	=	18.0 Hours
Assignments (3 @ 2 hrs each)	=	6.0 Hours
Portfolio	=	14.0 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>.

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.

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.

Bibliography

Common Core Standards State Standards Initiative. <http://www.corestandards.org/>

Education Professional Standards Board. <http://www.epsb.ky.gov/>

Kentucky Core Standards.
<http://education.ky.gov/curriculum/standards/kyacadstand/Pages/default.aspx>