**Teaching Methods Field Experience**

**“ AND STILL I**

**RISE!”**

EPI 0950 Teaching Methods Field Experience

**Instructor**: Dr. Claudine Bentham

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Primary method of communication. Please note emails will be addressed within a 24-48 hours, except on weekends.

**REMIND: Let’s Stay Connected**

This link includes our class code, so anyone who has it can join our class instantly.

https://www.remind.com/join/epifall18

**Professor Bentham’s Office Hours: Fall 2018**

Professor Bentham’s Office Hours:

Day(s) Time Location

Monday 11:00 – 12:00 pm 5-134

Wednesday 10:00 - 12:00 pm 5-134

Friday 9:00am – 11:00 am Via email

**TEXT MATERIALS**

* TaskStream EPortfolio subscription;
* Demonstrating the New Florida Educator

Accomplished Practices: A Practical Guide for Becoming an Effective Educatorby Cross, Pullease, and Waldman Targoff***;***

* A Critical Thinker’s Guide to Educational Fads by Paul and Elder

*Please read this syllabus carefully. It is an agreement, by accepting it, you agree to following requirements. If you have any disabilities or special requirements, inform us immediately.*

**COURSE DESCRIPTION**

This four credit, hybrid course consists of a 30-hour field experience in a public, charter, or accredited private school to include teaching demonstrations with diverse populations.

HYBRID FORMAT: Students are expected to attend the one on-site **TEACHLIVE** session at the West Campus for teaching demonstration #3 - \*DATE: NOVEMBER 3 from 9am – 12pm, Bldg. 1-254

**COURSE OUTCOMES:**

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| ***At the end of this course, learners***  ***should be able to. .*** . | ***by completing the following Assignments and PORTFOLIO ARTIFACTS. . . NOTE: Portfolio artifacts are in RED BOLDFACE and must be uploaded to TaskStream.*** |
| Complete a series of authentic  experiences in K-12 environments  designed to give prospective teachers a  deeper understanding of the roles and  responsibilities of professional  educators | **School and Classroom Safety Evaluation and Analysis**  **Florida Child Abuse Course Certification**  **Parent Communication Log**  Supervisor/Mentor Teacher Interview and Analysis  Support Person or Administrator Interview and Analysis  Professional Resume and Cover Letter |
| Complete a series of authentic  experiences in K-12 environments  designed to give prospective teachers a  deeper understanding of the diverse  nature of students in today's classrooms | **Class and School Demographics Analysis and Interpretation**  **Learning Style Analysis and Interpretation** |
| Complete a series of authentic  experiences in K-12 environments that  provide teachers with multiple  opportunities to demonstrate and  reflect on the competencies of Florida  Educators (Florida Accomplished  Educator Practices--FEAPS) | **Teaching Demonstrations and Observations**  **Teaching Demonstration 1 - Self-video and Analysis/Reflection**  **Teaching Demonstration 2 - Mentor teacher or administrator and Analysis/Reflection**  **Teaching Demonstration 3 - Valencia faculty observation and Analysis/Reflection – Visit schedule to be determined\*\***  **Teaching Demonstration 4 - TeachLive and Analysis/Reflection – \*November 3 , 9am – 12pm, 1-254**  **Portfolio Cover Page – including Certification Log of 30 hours if not employed full-time as a teacher**  **\*\***Dependent on geographic location within 30 miles of the West Campus; outside that radius, an additional self-video is required in lieu of Valencia faculty site visit. |

**CORE COMPETENCIES:**

Core Competencies: Valencia faculty has defined four interrelated competencies that prepare students to succeed in the world community. In this course, through classroom lecture and discussion, group work and other learning activities, you will further develop your mastery of these core competencies:

* **VALUE: *make reasoned value judgments and reasonable commitments***
* **THINK** ***clearly, critically, and creatively. Analyze, synthesize, integrate and evaluate in many domains of human inquiry***
* **COMMUNICATE *with varied audiences using varied means***
* **ACT *purposefully, reflectively and responsibly***

**POSSIBLE NECESSITY OF SCHEDULE/CONTENT MODIFICATION:**  The course schedule (see Course Schedule document) may be changed at the professional discretion of the professor by announcement in class, written notification through in-course “Messages”, or other method of notification chosen by the instructor.

**GRADING SCALE:**

**90% and above A**

**80%-89% B**

**70%-79% C**

**Below 70% F**

**TECHNOLOGY REQUIREMENTS:** For internet and computer hardware requirements, please visit <http://valenciacc.edu/ltad/students/tech_req.asp>. If you need assistance with Canvas, contact the Valencia Canvas Help Desk through email at http://blogs.valenciacollege.edu/canvas/ or by calling 407-582-5600.

**EPI HANDBOOKS**may be found at <http://valenciacollege.edu/epi/handbooks.cfm>.

**COURSE POLICIES AND PROCEDURES**

1. **Communications**: Special notifications or changes will be posted in the Announcements section of Canvas. It is your responsibility to check for Announcements, e-mail, assignment feedback, and discussion comments. Once class begins, please communicate with me through the REMIND text message or Atlas email rather than Canvas.You can normally expect a response to your communication within 24 hours.

**2. Work Competency, Late Submission, and Resubmission Policies:**

**A.** Use the **Course and Assignment/Artifact Schedule** for the timeline, due dates, and details of the course work.

**B.** All artifacts and assignments are to adhere to the Conventions of Standard Written English. As educators, we are held to the highest standards of communication. Please visit the Writing Center at your nearest Valencia campus if you need support. (Yes, I work at the West Campus Writing Center!) Please follow MLA formatting - 12 font, Times New Roman, double spaced – for all written assignments. See Addendum at end of syllabus.

**C. Grading policy –** Artifacts, assignments, and discussions focus on application and demonstration of course content.

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| Grading: | Passing Scores | Resubmissions | Late Policy |
| Artifacts | 80% or better  **All must be submitted to pass the course.** | Resubmissions possible | Letter grade reductions possible for significantly late submissions (more than one week). |
| Assignments | 70% or better | No resubmissions | Letter grade reductions possible for significantly late submissions (more than one week). |
| Discussions | 70% or better | N/A | Letter grade reductions possible for significantly late submissions (more than one week). |

*NOTE: The Portfolio Cover Page will be graded on a PASS/FAIL basis.* Time does not permit me to regrade Portfolio artifacts which receive 80% or more. The artifacts should be typed and submitted through the appropriate platform - either Canvas OR TaskStream (see Course Schedule document). The appropriate template should be used for artifacts when provided.

3. **Discussions:** Participation in **Discussions** via Canvas is graded; the rubric is in Canvas.

4. **Attendance:** This hybrid course is completely ONLINE except for one face-to-face class. If you do not log into the course within the first week of class, you will be dropped. I will contact you via email for lack of attendance (if you are not logging in regularly) as you may face withdrawal prior to the “W” deadline as a result. Attendance at the TeachLive session is mandatory.

<http://valenciacollege.edu/generalcounsel/policy/documents/Volume4/4-07-Academic-Progress-Course-Attendance-and-Grades-and-Withdrawals.pdf>

5. Canvas **Course Access and Use:** All assignments and their due dates are in Canvas for the course including the TaskStream eportfolio artifacts. Additional information will also be posted. Your access to your EPI course(s) ends on the last day of the course as indicated in the Valencia course schedule. **It is YOUR responsibility to get any artifacts / assignments and rubrics as well as any other content from the course *prior to the end of the course if necessary*.**

6**. EPI Grades:** If you have an extenuating circumstance which prevents you from completing all work by the end of the course, the instructor MAY assign an “I “grade at her discretion. NOTE that your access to all course materials other than what is in TaskStream ends when the course ends; **therefore, it is YOUR responsibility to get the assignment information or other resources needed to complete missing work prior to that time**. Additionally, you should contact your Course Instructor prior to the end of the course to let her know how and when you plan to submit work. Since you will no longer have access to the course, you will need to submit missing work to the instructor’s Atlas e-mail account or via TaskStream for artifacts. Additionally, you have ONE regular semester to complete and submit your assignments. **It is your responsibility to complete and submit work.** **No reminders from the Instructor will be provided.** If the work is not satisfactorily completed and submitted prior to the end of the next semester, the “I” grade will become an “F”. For additional information on Valencia’s grading policy, see <http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&pcdure=0&navst=0>

7. **EPI Academic Honesty:** *All forms of academic dishonesty are prohibited at Valencia College. For more information, see* [*http://www.valenciacollege.edu/policies*](http://www.valenciacollege.edu/policies)*.*  In general, there are few new and different ideas and instructional strategies in teaching. What IS new will be your approach and use of them. Thus, in completing the course artifacts and assignments, you may ADAPT other resources you find (for example, WWW, books, journals, other teachers, etc.) as resources **as long as you cite them appropriately**. However, you should **NOT** “copy and paste” a lesson plan or any other content you find and present it as your own. Using material from a website or other source without permission infringes on copyright laws. *If you use material from a website which gives permission for free use but you do not cite it, then you are committing plagiarism. If you use information from another student’s work, you are committing plagiarism****. In either case, you WILL get an “F” for the assignment AND in the course.*** **An “F” in the course will drop you from the EPI program and it would be very doubtful that you could be reinstated.** Please use MLA format for citations.

**8. Valencia Academic Honesty**: All students are expected to adhere to Valencia’s Academic Honesty policy found here:

[**http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-11-Academic-Dishonesty.pdf**](http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-11-Academic-Dishonesty.pdf)

**VALENCIA POLICIES AND PROCEDURES**

**WITHDRAWAL POLICY:** <http://valenciacollege.edu/generalcounsel/policy/documents/Volume4/4-07-Academic-Progress-Course-Attendance-and-Grades-and-Withdrawals.pdf>

**The withdrawal date for this course is November 9.**

**STUDENT ASSISTANCE:** Valencia College is interested in making sure all our students have a rewarding and successful college experience.  To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management, as well as relationship problems, dealing with school, home, or work.  BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

**STUDENT CONDUCT:** All students are expected to adhere to Valencia’s Code of Conduct policy found here:

<http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf>

***Since this is a teacher preparation course, it becomes even more important to set high standards of learner actions, professional ethics and courteous behavior. Personal stress with your job, family issues, and class load, or personal likes and dislikes about your course Instructor, class content/assignments, or peers in the course are not an excuse for showing disrespect. As a future teacher, you will take any dislikes as a learning experience and gain mastery over the skills of conflict resolution, personal relationships, and stress management that are essential to the teaching profession.***

**STUDENTS REQUIRING ACADEMIC ACCOMMODATION:** Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class.

The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

OSD contact information: West Campus SSB, Rm. 102 Ph: [407-582-1523](tel:407-582-1523) Fax: [407-582-1326](tel:407-582-1326) TTY: [407-582-1222](tel:407-582-1222)

**NO SHOW STATUS: Class attendance is required beginning the first week of the term.** If you do not attend (log in) class during the first week and complete the Syllabus quiz, you will be withdrawn from the class as a “no show”. In this event, you will be billed for the class and a “W” will appear on your transcript for the course.

**CORE COMPETENCIES**: Valencia’s Student Core Competencies of THINK, VALUE, COMMUNICATE, and ACT are complex abilities that are essential to lifelong success. These general competencies can be applied in many contexts and must be developed over a lifetime. The focuses of EPI 0950 are on the competencies of THINK, ACT, and COMMUNICATE.

**CHILDREN ON CAMPUS:** You need to follow college policy relating to children on campus. Please make arrangements for childcare outside of classrooms or labs.

**EMERGENCIES ON CAMPUS:** Please make note of the evacuation route from your classroom in case of emergency. Interpret all audible alarms as valid and act accordingly.

ADDENDUM – Writing Competency

Teachers must be able to communicate consistently and with excellence using standard written English.  There is a difference between the occasional typo and significant and ongoing writing errors (e.g., misspelled words, run-on sentences, fragments, subject/verb or noun/pronoun agreement errors). A faculty member may return any assignment for writing revision at his/her discretion depending on the number and kind of writing errors identified.  Returned assignments for writing revision will be reduced 1 letter grade.  If you have any doubts about your writing skills, please go to the Writing Center on any one of the campuses. See <http://www.valenciacollege.edu/tutoring/>for more details.

VERY IMPORTANT NOTE:  The Florida Department of Education (FLDOE) is committed to the premise that Florida students deserve the best teachers and educational experiences.  With that in mind, Florida teacher education programs (undergraduate and EPI) are being scrutinized more carefully in terms of the quality of program completers.  We have been advised that programs should include “checkpoints” to determine that Valencia EPI program participants are meeting the goal of “best teachers.”   Writing competence is ONE of those checkpoints.  Faculty who have concerns about a student’s writing competence provide you with written notice about writing concerns as part of course assignment feedback or by individual message.

If the instructor still has concerns at the end of the course, the instructor will notify the EPI program chair at the end of the course.   You MAY be required to demonstrate that you have participated in a writing assistance program AND demonstrate writing competence before being permitted to continue in the program.

**Special Dates**

**Holiday/ No Class**:

* September 3- Labor Day
* October 11 – College Night
* November 21-25 - Thanksgiving Break

**Withdrawal**:

Withdrawal Deadline – November 9, 2018

***LINKS TO THE COLLEGE CATALOG, POLICY MANUAL, AND STUDENT HANDBOOK:***

*College Catalog –* [*http://www.valenciacollege.edu/catalog/*](http://www.valenciacollege.edu/catalog/)

*Student Handbook –* [*http://valenciacollege.edu/studentdev/campusInformationServices.cfm*](http://valenciacollege.edu/studentdev/campusInformationServices.cfm)

*Policy Manual -* [*http://www.valenciacollege.edu/generalcounsel/*](http://www.valenciacollege.edu/generalcounsel/)

*Student Code of Conduct -*[*http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID­\_1=8&navst=0*](http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID%1f_1=8&navst=0)

*Smoke Free Campuses –* [*http://valenciacollege.edu/generalcounsel/documents/Valencia\_Smoke\_Free\_Policy\_and\_Procedure.pdf*](http://valenciacollege.edu/generalcounsel/documents/Valencia_Smoke_Free_Policy_and_Procedure.pdf)

***DISCLAIMER:***

*The instructor reserves to the right to make changes to the syllabus and course outline at any time during the semester. Any changes will be announced in the form of a revised syllabus or announcement via* Canvas *or Atlas email. It is your responsibility to communicate with your instructor to ensure you do not miss critical information.*

**General Course Calendar – Fall 2018**

***This calendar* does *not* include all assignments/activities *and may change at the discretion of the instructor.***

**Course content and additional activities necessary to successfully complete this course can be found within “Weeks” accessed through the navigation panel on the course homepage.**

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| **WEEK 1** | **ASSIGNMENTS**  Assignments due by Sunday, **September 2 by 11:59pm** unless otherwise noted |
|  | Review the Canvas linkson the course homepage. |
|  | **REMIND – You must create an account.**  https://www.remind.com/join/epifall18 |
|  | **Introductory Video (Updated)** |
|  | During Week 2, I will be assigning you a partner for your discussion post assignment, Discussion Post 2 in Canvas based on your interests in listed topic areas and introduce yourself (grade level, subject area, years of experience, etc.). |
|  | Complete the Google information form for contact and teaching demo faculty visit. <https://goo.gl/forms/LGSrP9pe88KKkMuN2> |
|  | I will be in touch by September 7 to schedule my visit to your school for the teaching demo faculty visit OR communicate with you about a second, self-video if you are working or placed beyond 30 miles of the West Campus. ^^ Discussion Posts are hosted by Padlet. You can get a free account by visiting Padlet.com. This is a great tool for collaborative work with students; it is easy to navigate and is user-friendly - think exit ticket, muddy waters, or jigsaw activities. Please start your posts with your name and post # for ease of grading |
| **WEEK 2** | **ASSIGNMENTS**  Assignments due by Sunday, 9/9, 11:59pm unless otherwise noted |
|  | **Syllabus Quiz** due by 11:59 p.m. (MANDATORY NO SHOW ASSIGNMENT)  **NB: Failure to successfully complete *this assignment on time* will result in your being withdrawn from the course as a “no show” regardless of any other work submitted on these course pages.** |
|  | Learning Style Analysis and Interpretation – Taskstream submission only |
|  | Discussion Post #1 – see rubric for posts in Canvas under “Discussions” |
| **WEEK 3** | **ASSIGNMENTS**  Assignments due by Sunday, 9/16, 11:59pm unless otherwise noted |
|  | Class and School Demographics Analysis and Interpretation – Taskstream submission only |
| **WEEK 4** | **ASSIGNMENTS**  Assignments due by Sunday, 9/23, 11:59pm unless otherwise noted |
|  | Teaching Demonstration 1 – Self-video with lesson plan, self-evaluation on EPI observation form, and reflection - Digitally record yourself teaching a lesson segment (between 20 and 30 minutes in duration) including your interaction with students. However, only you should appear in the recording (unless you already have permission to record your students) though we might hear students responding. Taskstream submission only |
| **WEEK 5** | **ASSIGNMENTS**  Assignments due by Sunday, 9/30, 11:59pm unless otherwise noted |
|  | Parent Communication log - Taskstream submission only |
| **WEEK 6** | **ASSIGNMENTS**  Assignments due by Sunday, 10/7, 11:59pm unless otherwise noted |
|  | Child Abuse Course Certificate (60-minute online course) - Taskstream submission only |
|  | Discussion Post #2 |
| **WEEK 7** | **ASSIGNMENTS**  Assignments due by Sunday, 10/14, 11:59pm unless otherwise noted |
|  | Classroom and School Safety Evaluation and Analysis - Taskstream submission only |
|  | Discussion Post #3 |
| **WEEK 8** | **ASSIGNMENTS**  Assignments due by Sunday, 10/21, 11:59pm unless otherwise noted |
|  | Teaching Demonstration 2 – Mentor teacher or administrator observation – submit your lesson plan, evaluator’s SIGNED and DATED observation/evaluation, and reflection Taskstream submission only |
| **WEEK 9** | **ASSIGNMENTS**  Assignments due by Sunday, 10/28, 11:59pm unless otherwise noted |
|  | Prepare/revise your professional resume and a cover letter |
| **WEEK 10** | **ASSIGNMENTS**  Assignments due by Sunday, 11/4, 11:59pm unless otherwise noted |
|  | TeachLive, Saturday, November 3, 9am – 12pm, Bldg. 1-254, mandatory attendance; with lesson plan (I provide), notes on FEAPs observations, and reflection Taskstream submission only. (Teaching Demonstration 4) |
|  | Discussion Post #4 |
| **WEEK 11** | **ASSIGNMENTS**  Assignments due by Sunday, 11/11, 11:59pm unless otherwise noted |
|  | Supervisor/mentor teacher interview and analysis |
| **WEEK 12** | **ASSIGNMENTS**  Assignments due by Sunday, 11/18, 11:59pm unless otherwise noted |
|  | Support person or administrator interview and analysis |
|  | Teaching Demonstration 3– Valencia faculty observation OR second self-video with lesson plan, EPI faculty observation, and reflection Taskstream submission only |
| **WEEK 13** | **ASSIGNMENTS**  Assignments due by Sunday, 11/25, 11:59pm unless otherwise noted |
|  | Teaching Demonstration 4 – TeachLive Assignment with lesson plan (I provided), notes on FEAPs observations, and reflection Taskstream submission only |
| **WEEK 14** | **ASSIGNMENTS**  Assignments due by Sunday, 12/2, 11:59pm unless otherwise noted |
|  | Portfolio Cover Page - including Certification Log of 30 hours if not employed full-time as a teacher Taskstream submission only |
| **WEEK 15** | **ASSIGNMENTS**  Assignments due by Sunday, 12/9, 11:59pm unless otherwise noted |
|  | Time allowed for revisions and resubmissions before course ends on 12/9 |
| **WEEK 16** | **ASSIGNMENTS**  Assignments due by Sunday, 12/10, 11:59pm unless otherwise noted |
|  | CONGRATULATIONS! |