

CEPT Semester 1

SEC 351/352

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Office Hours	8-3:30 Tuesday/Thursday		

Class Meeting Times/Location: Bowling Green High School (8:15 – 3:30)

Course Description:

This is an introductory teaching methods course in education. The course is designed to develop a working knowledge of instructional planning, implementation of instruction, assessment, and classroom management in an environment that contains a diverse student population. Students are responsible for arranging their own transportation to the clinical site.

Kentucky Teacher Standards Addressed:

Standard 1 – The teacher demonstrates applied content knowledge.
Standard 2 – The teacher designs and plans instruction.
Standard 4 – The teacher implements and manages instruction.
Standard 5 – The teacher assesses learning and communicates results.

Kentucky Professional Growth and Effectiveness Standards Addressed:

1. Planning and Preparation
2. Classroom Environment
3. Instruction
4. Professional Responsibilities

Prerequisites: EDU 250, PSY 310

Prior to First class must have on file with WKU Teacher Services the following paperwork:

- Tuberculosis test, physical, and criminal background check

Departmental Requirements:

To be admitted into student teaching, students must have an overall GPA of 2.75 or higher and complete all professional education courses with a grade of "C" or higher. In order to receive a course grade of "C" or higher, students must (1) complete all required fieldwork hours and (2) score "3" or higher on each Critical Performance and upload it into the Electronic Portfolio System.

Text/Class Materials:

Recommended:

- Silver, H.F., Strong, R. W., & Perini, M. J. (2001). *Tools for promoting active in-depth learning*. Ho-Ho-Kus, NJ: Thoughtful Education Press.
- Wormeli, R. (2004). *Summarization in any subject: Fifty techniques to improve student learning*. Alexandria, VA: Association of Supervision and Curriculum Development.

Critical Performances:

- SEC 351
 - Lesson Plan –Teacher candidates will create a lesson plan that aligns to standards, utilizes a variety of resources, and challenges students.
 - Reflection –Teacher candidates will reflect on the lesson plans, noting successes and areas for improvement.
- SEC 352
 - Planning for Student Diversity – Teacher candidates will create and teach a differentiated lesson plan with modifications for the diverse learners in their clinical classrooms. A rationale and a teaching reflection will also be required.

Field Requirements

A minimum of 88 hours of field experiences are required. Also, teacher candidates will have the following field experiences: attend a middle school, work with families, visit a Family Resource Center and a Youth Service Center, and assist students from a variety of ethnic groups/cultural groups, limited language abilities, and disabilities.

Attendance

Students are expected to attend every class. Attendance will be taken and recorded promptly at the beginning of each class period. See the CEPT Handbook for notifying instructors if missing. Missing classes will impact professionalism points.

Deadlines

It is the responsibility of the student to complete all work missed due to an absence. Assignments must be turned in on time and at the **beginning of clinical day**; late assignments will result in a **10% grade reduction for each calendar day** an assignment is late. No late work will be accepted after one week from its due date. No e-mailed submissions of written assignments will be accepted. If there are extenuating circumstances, please attach the form with your work for consideration. **Without the Extenuating Circumstance form and documentation, late penalties will be applied to assignments.**

Student Disability Services:

In compliance with university policy, students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services in Downing University Center, A-200. The phone number is 745-5004; TTY is 745-3030. Per university policy, please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.

Communication

The student is required to check his/her university e-mail account and also Blackboard between class meetings. The instructor will periodically use Blackboard and e-mail
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communication to post announcements, assignments, and class information.

Plagiarism

To represent ideas or interpretations taken from another source as one's own is plagiarism. Students must give the author(s) credit for any source material used. Changing a few words in a borrowed passage, even if the source is cited, is also plagiarism. **Student work will be checked using plagiarism detection software.**

Academic Dishonesty

"Students who commit an act of academic dishonesty may receive from the instructor a failing grade in that portion of the coursework in which the act is detected or a failing grade in the course without possibility of withdrawal."

Writing and Keyboarding

Assignments are to free of chronic writing errors. Neatness, use of correct grammar and format will be considered in the evaluating of activities and projects. Unless otherwise stated, all assignments must be word processed. Use appropriate margins, 12 point font size and a font such as Times New Roman. All papers should follow APA format.

Technology

Students will need access to Microsoft Office 2007 with Word, PowerPoint, and Excel to complete this course. Managing student technology is the sole responsibility of the student. Please note that working, compatible technology (hardware & software) are prerequisites to taking this course. If you have difficulties accessing Blackboard, you should contact WKU Technical Support (745-7000). All CEPT teacher candidates will be assigned an iPad. Please bring it to class and use it responsibly.

Group Projects

Since some projects will be completed as a group, collegial behavior is a must. Attendance and active participation (including sharing of materials) during times your group meets is expected. Your peers have the right to drop you from a group (and thus you will work independently) in the event of (1) uncooperativeness, (2) lack of sufficient participation, and/or (3) failure to carry out your share of the responsibility. If your group has difficulty with a member, please notify the instructor immediately.

Confidentiality

Students are expected to keep confidential information about the students and school where they are observing.

Resubmissions

All resubmitted work must be turned in with the original rubric, original work, and the revised work highlighted with changes. **Revised work is due within two days** from the day the assignment was returned by the professor.

Incomplete

Incompletes are only given for medical or other emergencies when a small amount of work is left in the course.

Grade Reporting

Students will be required to check Blackboard for posting of grades throughout the semester. Student inquiries regarding grades must be addressed through a requested meeting with the

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instructor. No discussions of point deductions or grades will take place via e-mail. Points for SEC 351 and SEC 352 will be averaged together, and teacher candidates will receive the same grade for both classes.

Grading Scale	
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% or below

CEPT Extenuating Circumstance Appeal

Name: _____

Contact Information _____

Date(s) of Absence: _____

Nature of Extenuating Circumstance (check one):

Serious Illness _____ Family Emergency _____ Other _____

Explain the extenuating circumstance causing your absence or extension and why it should be considered excused. Include in your explanation when you first knew you would be absent and when you first notified the instructor. If this request is being made **AFTER** an absence, explain why the request could not be made in advance. Attach supporting documentation (Doctors note etc.) to the back of this form. Use additional pages if needed.

What specific request are you making for the absence (excuse an absence, extend a due date of an assignment, schedule a makeup, etc.)?

Proposed date for turning in work: _____

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