ED 111 Syllabus

SUBMITTAL DATE: WINTER 2012

WWCC COURSE SYLLABUS

COURSE TITLE: Teaching and Learning Lab for Future Teachers
DEPT. PREFIX: ED
COURSE NUMBER: 111
NUMBER OF CREDITS: 1-3
CLASS HOURS PER WEEK: 3-9
PREREQUISITES, IF ANY: EDUC& 202; Read 088 recommended, instructor permission required
GENERAL ED. CORE CLASS: ___Yes X No DIVISION: Prof Tech
LOCATION (Main Campus; Clk.; WSP): Main
NAME OF TEXTBOOK: Instructor handouts
INSTRUCTOR NAME: Michelle Meyer
CAMPUS PHONE: 527-4637

OTHER CONTACT INFORMATION: Michelle can be reached at michelle.meyer@wwcc.edu or through ANGEL webmail. You may expect a response to your e-mail within 2 business days. Michelle’s office is #34, which is on the second floor of the main building, near classroom #202. Michelle’s office hours are 8:30-9:30 am or by appointment.

COURSE TOPICS: (please attach)
- Observation and participation in school setting
- Submission of documents for e-portfolio

COURSE DESCRIPTION: (from catalog)
This course is designed for future teachers or those pursuing a degree in an education-related field. Students will volunteer for a total of at least 90 clock hours (30 hours per credit) during the quarter in a school setting to satisfy entry requirements of most teacher education programs at Washington four-year colleges and universities.

TYPE OF INSTRUCTION USED IN THIS COURSE: (e.g., lecture, lecture/lab, clinical, competency based, field trips, TV or other):
Other: this class will be comprised of the student’s volunteer hours in the classroom setting along with a minimum of three meetings with the instructor. There will be a web-enhanced portion of this class. This means that part of your coursework will be completed online through ANGEL. The online portion of the class does not replace any face-to-face instruction time. Visit http://www.angel.wwcc.edu to access the web-enhanced portion of this course. For help using the ANGEL system, please contact elearning@wwcc.edu, visit http://www.wwcc.edu/CMS/index.php?id=3065 or call 509-527-4331.

TECHNICAL REQUIREMENTS
ANGEL is designed to support the widest variety of operating systems and browsers through its limited use of technologies. While ANGEL products generally function well in many browsers, the following are formally supported and tested:
- Microsoft Windows XP, Microsoft Windows Vista, or Macintosh OS X
- Microsoft Internet Explorer (7 or higher) or Mozilla Firefox (2 or higher)
  Note: ANGEL supports browsers that are at least 90 days out from their release date. If the version you are using is not at least 90 days old, please revert back to an older version.
- Java Runtime Environment 1.4 or higher
- JavaScript and AJAX enabled; Pop-Up blocking disabled
- Connection to the Internet
- MS Word (Office 2000 or later)
EVALUATION DEVICES:
Student self-evaluation; reflective journaling; participation in online discussion boards weekly; completion of e-portfolio; and completion of up to 90 hours in school setting with appropriate documentation. (30 hours per credit)

ATTENDANCE POLICY:
Students must complete up to 90 hours in a classroom during the quarter to earn 3 credits and satisfactorily complete course. Students must meet with WWCC instructor at least 3 times during the quarter. Regular attendance and active participation are essential to student success in this course. Students are expected to attend all scheduled volunteer hours. If you need to leave early, arrive late, or miss a scheduled session, you need to make prior arrangements with the supervising teacher. Missing scheduled volunteer hours or being tardy will adversely affect your grade. Students are expected to log in to the ANGEL classroom weekly, do the online assignment and post to the message board. Students will also respond to at least two of their classmates’ postings. Completion of the online portion of the class is included in the attendance expectation. The WWCC campus may be closed if weather or other circumstances create unsafe conditions. Please call 509-527-4294 to obtain the most current information.

TESTING POLICY:  N/A

HOMEWORK POLICY:
- Students will complete at least two reflective journal entries each week.
- Students will read the discussion board each week and respond to the discussion board questions.
- Students will respond to at least two classmates’ posts on the discussion board each week.
- All homework will be submitted using the ANGEL system.
- All documents you submit must have your name on the document and in the file name.
- All documents must be in a standard black font, 10-12 point.
- All documents must be attached as .doc, .docx, .wps or .pdf files.
- All work must be properly cited. See information about plagiarism under Grading Policy.
- Assignments are due in the appropriate drop box or discussion board in the ANGEL classroom by 11:59 pm of the date due.
- Late assignments will be penalized 10% for each day they are late.
- Assignments more than one week late will not earn points. Turning in these assignments is still required in order to pass this course.
- If there are extenuating circumstances or an emergency situation, the student is responsible for contacting the instructor to make alternate arrangements prior to the assignment due date.
- You are responsible for getting assignments in on time. Technical problems are no excuse for late assignments: contact the WAOL help desk or your instructor immediately. You must have a back-up plan in case of technology issues.

GRADING POLICY:
90-100%: A
80-89%: B
70-79%: C
60-69%: D
Below 60%: F
All assignments must be completed in order to pass this course.

As per the Walla Walla Community College Student Code of Conduct, plagiarism or cheating of any kind will not be tolerated in this course. Plagiarism or cheating will result in an automatic zero for the assignment in question and may result in failure of the course. Further information about what constitutes plagiarism can be found here: http://www.wwcc.edu/CMS/index.php?id=1617 Information about correct citation of sources and APA/MLA style research papers can be found at the WWCC Library website: http://www.wwcc.edu/CMS/index.php?id=1995
OTHER SPECIAL INSTRUCTIONS/INFORMATION:

- Student must meet with the instructor to obtain permission to register in this course.
- Student must complete a Release of Information form to allow the instructor to communicate with the cooperating teacher and administrators at the student’s placement site.
- Student must complete WSP Criminal History Background check before entering school building.
- Student must complete the Volunteer Disclosure Form before entering the school building if placed in the Walla Walla Public Schools.
- Student will meet with instructor and ED 111 group at least three times during the quarter. The first meeting will be Thursday, January 5, 2012 at 5:00 pm at the Parent-Child Center.
- The instructor reserves the right to make changes to this syllabus at any point during the quarter.
- Please turn off your cell phones during class time.

LEARNING OUTCOMES EXPECTED OF STUDENTS AT THE COMPLETION OF THIS COURSE:

1. Student will complete necessary paperwork to participate in school setting.
2. Student will observe and participate in a school classroom for at least 90 hours during the quarter.
3. Student will observe teacher as a professional in classroom setting.
4. Student will practice reflective journaling throughout the quarter on topics designated by instructor.
5. Student will begin to construct e-portfolio which will include resume, philosophy of education, resume, letter to favorite teacher, teacher interview, documentation of field work and one assignment of choice (best work sample).
6. Student will complete self-evaluation.
7. Student will participate in online discussions regarding ethical dilemmas.
8. Student will meet periodically throughout the quarter with instructor, as assigned.

Please review the Standard Course Outline for this course (available from the Instruction Office). This course should as a minimum cover the topics included in the Standard Course Outline.

ASSIGNMENT DETAIL:
Required Documentation:
- Release of Information
- WSP Background Check
- Volunteer Disclosure Form
- Student Information Form
  - Fill this in and return to your instructor as soon as you know your schedule. You may do this electronically through the ANGEL classroom.
- Lab Hours Sheet
  - Keep track of the hours you volunteer on the Lab Hours Sheet and have your supervising teacher sign the sheet. Turn in to the instructor at the end of the quarter. You must complete 30 hours for each credit earned.
- Letter of Verification
  - You will need to ask your supervising teacher for a letter on official school letterhead that documents the number of hours you volunteered at that school.

Journal:
Writing in your journal is designed to be a reflective process. It is a place for you to process what you are learning and how that applies to your work experience. It is important that you make your journaling meaningful. Write about your classroom experiences. How did it go today? What will I do differently tomorrow? Ask questions. See patterns. Be real. This writing is a free-flow process and should involve examination of events and attitudes. Your journal should include your thinking about your classroom experiences, not just a “news report.” The journal will also be a place for you to document the guidance techniques and instructional strategies you observe. You will find what you learn to be
of great help later on. It is important to also pay attention to writing conventions such as spelling, punctuation and grammar in your journal.

The journal will be confidential. Only your instructor and you will see your journal. Take steps to make sure your journal entries protect the privacy of the students. Refer to children as “Child A” and “Child B,” rather than using their names. Eliminate as many identifying details as you can. You will make a reflective journal entry twice each week after you work in the classroom. Journal entries are due every other Sunday by 11:59 pm in the ANGEL drop box. (January 15, January 29, February 12, February 26, and March 11.) Students may choose to submit a paper journal if they wish. Four journal entries per submission. 40 points each submission.

Discussion Boards:
There are five discussion boards, each with a set of questions. Students will log into ANGEL and post their answers to the questions. Students will also respond to at least two of their classmates’ posts. Posts and replies are due every other Sunday by 11:59 pm in the ANGEL drop box. (January 15, January 29, February 12, February 26, and March 11.) . 20 points each discussion board.

E-portfolio:
This assignment will use the assignments you completed for EDUC& 202. During this course you will need to begin an e-portfolio. You may post your documents online at any of the places that offer free website hosting. If you are concerned about privacy issues, you may certainly omit your name and any other identifying information from your e-portfolio. You should revise and rewrite the documents for this portfolio to make them stellar examples of your best work. You will create your e-portfolio and then post the link on a discussion board in the ANGEL classroom. You can see a sample e-portfolio at http://michellemeyer.weebly.com. The following documents need to be part of your e-portfolio:

- Resume’
- Philosophy of Education
- Letter to Favorite Teacher
- Teacher Interviews
- Sample of Your Best Work (from any college class)
- Documentation of Your Volunteer Hours
- Due by 11:59 pm on Sunday, March 11, 2012. 50 points.

Class Meetings:
This class will meet three times this quarter. The first meeting is Thursday, January 5, 2012 at 5:00 pm at the Parent-Child Center. If you cannot attend one of the class meetings, it is your responsibility to contact the instructor to arrange an individual meeting within one week of the class meeting. 20 points each meeting.

Self Evaluation:
The student will complete a self-evaluation at the end of this course and submit it to the ANGEL drop box or to the instructor by 11:59 pm on Sunday, March 11, 2012. 20 points.
Americans with Disabilities Act Student Policies

Walla Walla Community College

It is the policy of Walla Walla Community College to comply with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. WWCC is committed to providing equal access and promoting an atmosphere conducive to academic success for all who can benefit from a post-secondary education. This includes assisting individuals with disabilities to achieve their full potential as students. WWCC provides support to integrate these students as fully as possible into all aspects of the campus community to maximize their independence and educational experience.

The American with Disabilities Act was signed into law in 1990. The ADA’s protection applies primarily, but not exclusively, to disabled individuals. An individual is disabled if he or she meets any one of the following tests:

- He/she has a physical or mental impairment that substantially limits one or more of his/her major life activities.
- He/she has a record of such impairment.
- He/she is regarded as having such an impairment

Students are obligated to follow well-established and publicized institutional procedures for obtaining accommodations. These are outlined below:

1. Self Identify
   A student must give notice of the existence of a disability and make a direct and specific request for accommodations. If the student self identifies to a faculty member, the faculty member should ask the student to make an appointment with Claudia Angus, Disabilities Coordinator, in order to start the procedure to request documentation of the disability.
   The student will complete a confidential accommodation request form that is submitted to the Disabilities Coordinator. The student will list those who may have access to this confidential information about his/her disability. This may or may not include instructors.

2. Documentation
   The need to provide accommodations does not arise until documentation is provided that establishes that the student has a disability and supports the need for the accommodations requested.

   Qualified Professionals: Students must provide the necessary medical and diagnostic information from qualified professionals to support their requests for accommodations. The documentation must sufficiently verify the existence of a disability defined under ADA. In some instances, the disability is sufficiently obvious to verify the disability.

3. Assessment
   Professional Consultation: The disabilities coordinator consults professionals at WWCC and elsewhere in determining the accommodations given the student.

4. Accommodations
   After professional documentation is received and evaluated, an individualized accommodations list is prepared that is appropriate to the nature and the extent of the student’s disability. The student will give the accommodations list to individual instructors as desired. The nature of the student’s disability does not have to be revealed to the instructor.

   Reasonable: A reasonable accommodation is a modification or adjustment to a course, program, service, activity or facility that enables a qualified student with a disability to have an equal opportunity. The college must be given a reasonable amount of time to respond to an accommodation request.

   For additional information about students with disabilities or about accommodations, please contact:

   Claudia Angus, Disabilities Coordinator
   Office #: 133D
   Phone: 527-4543
   claudia.angus@wwcc.edu

   For appointments please call: 509-527-4262

Walla Walla Community College is committed to provide equal opportunity and nondiscrimination for all educational and employment applicants as well as for its students and employed staff, without regard to race, color, creed, national origin, sex, sexual orientation, including gender expression/identity, marital status, age (over 40), the presence of any sensory, mental, or physical disability, the use of trained guide dog or service animal by a person with a disability, or status as a Vietnam and/or disabled veteran, National Guard member or reservist in accordance with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Federal Rehabilitation of 1973, the Americans with Disabilities Act of 1990, and any other applicable Federal and Washington State laws against discrimination.