

### College of Southern Idaho Education Department

### EDUC 202 Field Experience: 1 Credit

### Course Syllabus and Outline Spring 2013

**Instructor: Evin Fox O ffice Hours:** M, 11:00-12:00; W, 12:00-1:00; T, TH, F, 2:00-3:00. **(or by appointment)**

**Class Hour: 2:00-2:50 Office Location: Aspen 121**

**Class Location: Aspen 150 Email:** efox@csi.edu

**Office Phone:** 732-6872

**CSI e-mail**

E-mail is the primary source of *written* communication with all CSI students.  Students automatically get a CSI e-mail account when they register for courses.  Messages from instructors and various offices such as Admission and Records, Advising, Financial Aid, Scholarships, etc. will be sent to the students’ CSI accounts (NOT their personal e‑mail accounts).  **It is the students’ responsibility to check their CSI e-mail accounts regularly.**  Failing to do so will result in missing important messages and deadlines.  Students can check their CSI e-mail online at [http://students.csi.edu](http://students.csi.edu/).  Student e-mail addresses have the following format: username@students.csi.edu.  At the beginning of each semester free training sessions will be offered to students who need help using their CSI e-mail accounts.

**Course Description:** Available: fall, spring 1 Cr Hr

Field Experience. This course provides students with practical, hands-on experience in K-12 classrooms for the purpose of exploring teaching as a career. Under the supervision of a cooperating teacher, students complete 30 hours observing and aiding in various classroom settings and duties respective to the student’s field of study. Field experience placement is based on availability and need in a school district. In additional to the field-experience component, students participation in class forums where teacher education topics are discussed. Students are required to complete and pass a background check. (This course addresses Idaho Core Teacher Standards 2, 6, and 9). Corequisite: EDUC 201

**Corequisite:** EDUC 201 Foundations of Education or instructor approval.

**Required Textbook and Supplies:** Teaching Outside the Box by L. Johnson

**Student Learning Outcomes and Assessments:**

Outcome 1: Students will complete an assigned K-12 classroom experience with a certified cooperating teacher.

Assessment: A completed CSI Performance Form (portfolio entry) by the cooperating, licensed teacher

Outcome 2: Students will reflect upon their field experience

Assessment: Survey

**Student Support:**

**Helpdesk** (technical, Advising Office, Records Office assistance): <http://myhelpdesk.csi.edu/>

**Tutoring:** <http://www.csi.edu/ip/adc/lap/index.htm>

**Testing Center:** <http://www.csi.edu/ip/adc/testing/>

**Academic Calendar:** <http://www.csi.edu/currentStudents_/eagleInfo/academicCalendar.html>

**Final Exam Schedule:** <http://www.csi.edu/currentStudents_/eagleInfo/finalExamSchedule.html>

**Policies and Procedures:**

**Behavior**: The student’s behavior is to be appropriate to a positive learning environment. Students are expected to conduct themselves in a professional manner in this course. Students should treat the cooperating teacher/supervisor and K-12 students with respect and should be thoughtful in their contributions to the K-12 setting. Students must follow policies and procedures set forth by the cooperating school, including dress code, body art, and jewelry.

**Hours of Lecture Class:** This course meets 15 hours in a classroom **setting/online** with a CSI instructor.

**Hours of Field Experience:** Students are assigned to a cooperating school. Students must complete a minimum 30 hours in an organized classroom with a certified teacher. While fulfilling the minimum number of hours, the student may be engaged in any or all of the following activities:

* Observing classroom instruction
* Individual instruction
* Working with small groups of students
* Organizing class activities
* Performing other duties that are normal in a teacher’s everyday activities

**Course Work:** All assignments are due on the date assigned unless other arrangements are made. The professor may award one week for late work with half credit. After that, the student will receive a zero for the grade. **After the first week of the semester, if the student does not submit assignments/communicate with the professor, the professor will withdraw the student from the class for lack of attendance.** **The student must initiate the action to withdraw by the 12th week. After the 12th week, a grade other than W will be issued.**

Students are expected to use **correct spelling and proper grammar** in all their written work, including discussion forums, homework assignments, and essays. Grammatical errors, spelling errors, and writing that does not express ideas clearly will affect the student’s grade. Students must adhere to the provisions of state and federal copyright laws and regulations. The College of Southern Idaho strictly prohibits the illegal use, reproduction, distribution, public display, or performance of copyrighted materials in any form. General copyright guidelines are on file in the CSI library.

**Grading Policy:**

Grades will be based both on content and timely completion. Failure to do so will adversely affect your grade. All assignments, projects, and tests will be graded on a point system. Assignments, projects, or tests will be weighted differently by assigning a lesser or greater number of points. The final grade will be averaged by dividing the total number of points earned by the total number of points possible.

**90% and above A
80% - 89% B
70% - 79% C
60% - 69% D
Below 60% F**

A = Evidence of high quality substantive contributions to all online project discussions and projects; all reflections demonstrate high level of awareness and and insight into group and individual learning processes and experiences, course content, etc.

B = Evidence of high quality substantive contributions to most project discussions and projects; most reflections demonstrate good level of awareness and insight into group and individual learning processes and experiences, course content, etc.

C = Evidence of acceptable quality substantive contributions to most project discussions and projects; most reflections demonstrate fair level of awareness and insight into group and individual learning processes and experiences, course content, etc.

D= Evidence of acceptable quality substantive contributions to few project discussions and projects; most reflections demonstrate limited level of awareness and insight into group and individual learning processes and experiences, course content, etc.

F= Lack of evidence of acceptable quality substantive contributions in project discussions and projects; reflections are lacking or demonstrate low level of awareness and insight into group and individual learning processes and experiences, course content, etc.

All assignments are given a point value indicating the percentage of the value received (e.g., 23/25=92%). The discussions, attendance, assignments, tests, etc. are weighted in my classes. If the student didn't participate in all the discussions or complete all the assignments, then it may result in a drop in a letter grade. [See Rubric on Blackboard]

**Attendance Policy:**

The college recognizes that **regular attendance is the student’s responsibility**. The instructor may evaluate the lack of attendance in terms of the course requirements and take a reasonable course of action. A class missed due to required participation in a verified school activity will not be considered an absence. Students who miss class or are absent for any reason, are still responsible for completing all course requirements. When the number of class hours absent exceeds the number of course credits, the instructor has the authority to send a notice to the student as a warning and/or refer the student to his/her advisor. When the number of class hours absent exceeds twice the number of course credits, the instructor has the authority to fail the student in the course. (See College Catalog, page 33.)

**Participation**:

Students learn best when they are actively involved in class discussions. This course will take advantage of high-level **asynchronous online** **interaction and collaboration** utilizing **online threaded discussion forums**.

The purpose of class participation is to ensure that students keep up with the course material (reading), as well as to provide an opportunity for students to express their thoughts and share their insights.

Students are expected to actively participate in the online dialogue that evolves in class. Students will be invited to comment on questions and topics in our discussion board, using the threads the instructor will begin for the weekly discussion questions. **Whenever possible, students need to post these submissions early so that their classmates have a chance to respond and we can get some lively discussions going.**

In order to receive credit for participation, students need to make **meaningful contributions** to the discussion forums. Messages such as: “I completely agree” do not constitute meaningful contributions. In order to earn full credit for participation in this class, students are expected to contribute to the discussion in a substantive way each week.

Some suggestions for comprehensive participation are as follows:

* providing **at least one answer to every discussion question** **posted by the faculty** (about 2-3 paragraphs per question) **and** **two** responses to a peer's contribution (about 1 paragraph)
* making references to concepts found in the reading assignments
* offering creative contributions of examples from your experience (whenever applicable)
* commenting in concise statements that present new ideas (not going on and on without expressing a new idea--not merely restating what others have said)

**The Grade of Incomplete:**

The Grade of Incomplete will be granted only in cases of extreme hardship. In such cases, a student requiring an incomplete must submit a written request with full rationale to the instructor at least three weeks prior to the end of the term.

**Drop Policy:**

* **The student is responsible to drop the course.**
* A student may drop a course or all courses prior to the end of late registration (**first Friday of the semester**) without a “W” being recorded on the student’s official transcript. A student initiated drop after the late registration period is considered a withdrawal, and results in the grade of “W”.
* (Students may drop courses online until the end of the late registration period. In order to withdraw from one or more courses following late registration, a completed registration form is required. Instructions on the form indicate when a signature of instructor and/or Financial Aid advisor is required. The completed form may be submitted to Admissions & Records or any off-campus center.)
* **NOTE:**  Students may withdraw from courses until 75% of the course meetings have elapsed. **Students must withdraw themselves if they decide not to complete the class. Students who stop attending yet**
* **do not drop/withdraw from the class will get a failing grade (or whatever grade they earned).** After 75% of the term has elapsed (12th week of the semester for fall and spring full-semester classes) students **cannot** initiate a drop/withdrawal. Students will be issued a grade after this deadline.

**Honesty*:*** Students are expected to be honest in all aspects of their work. All work is evaluated on the assumption that the work presented is the student’s own. Students are subject to the grade of failure (**F**) for any of the following dishonesty practices. ***Cheating***--the improper use of books, notes, other student’s test or quizzes, or other aids during an examination or quiz. ***Collaboration***--submission of a paper in which substantial portions are paraphrased as one’s own from, or identical to another student’s paper.

***Plagiarism***--submission of a paper in which substantial portions are paraphrased without documentation or are identical to published or unpublished material from another author.

In short, each student is responsible for maintaining academic integrity and intellectual honesty in his or her academic work which means that each student must:

1. Submit his or her own work, not that of another person
2. Not engage in cheating
3. Not receive nor give aid on assigned work that requires independent effort (students can discuss assignments but writing and specific recommendations must be done independently).
4. Properly credit the words or ideas of others according to accepted standards.
5. Not use term paper writing services or consult such services for the purpose of obtaining assistance in the preparation of materials to be submitted in courses
6. Not engage in plagiarism. *Webster’s* defines plagiarism as "stealing or passing off ideas or words of another as one’s own" and "the use of a created production without crediting the source."

**IMPORTANT:** Remember to be positive in your approach and be careful about the way things are worded. We cannot see each other, so we cannot tell by looking at your facial expression whether you are kidding or not. Avoid sarcasm and critical remarks.

Many students take online courses because they enjoy the flexibility of time and place independence of these courses. We will NOT be using any synchronous communication in this class (such as chat)—i.e. you will NOT be required to log in during pre-determined times and participate in real-time chat. Participants will be able to work on their assignments whenever it is most convenient to them.

**Portfolio Entry Requirement: Students must submit a copy of their Evaluation of Student Performance form as a requirement for their Education Portfolio**.

CSI CAMPUS SECURITY – The College of Southern Idaho is committed to providing safe campuses for all students. Currently in place is an Emergency Notification System (RAVE) that provides information relating to an emergency on any CSI campus. This information is delivered electronically and can be received by all phone numbers and internet-equipped computers identified by the student. Registration is automatic when students register and contact information can be customized online (<http://www.csi.edu/alert/>) as necessary. The Twin Falls campus is also equipped with an Emergency Warning “Siren” that can be heard outside of buildings across campus. In the event of a signal, students arriving on campus should leave, and others should proceed with caution to avoid the emergency area. Students are encouraged to report any emergency (medical, criminal, behavioral, etc.) that is cause for action. Do this by calling 911 regardless of which campus you are on. If you are on the Twin Falls campus, also call Campus Security at 732-6605 after placing the 911 call (the Twin Falls campus has security personnel available 24/7).

Disabilities Statement:Any student with a documented disability may be eligible for reasonable accommodations. To determine eligibility and secure services, students should contact Student Disability Services at their first opportunity after registration for a class(es). Student Disability Services is located on the second floor of the Taylor Building on the Twin Falls Campus. 208.732.6260 or e-mail Tara Williams, twilliams@csi.edu.

Course Requirement: This course requires students to complete a background check using the online site CertifiedBackground.com. Students are required to access the site and complete the process by the first week of school. Failure to complete the process by the assigned date will prohibit the student from continuing in the course and thus fulfilling course requirements. In such a case, it is the student’s responsibility to drop the course. Failure to do so will result in a grade of failure “F”. Students who have completed a background check using the CertifiedBackground.com site in a previous CSI EDUC 202, 204, or 205 course, do not need to complete a background check again. However, it is the student’s responsibility to inform the instructor that the process has been completed by the assigned date.

Background Check Fee: $55.00 (paid to CertifiedBackground.com)

**On-line course evaluation statement:**

Students are strongly encouraged to complete evaluations at the end of the course. Evaluations are very important to assist the teaching staff to continually improve the course. Evaluations are available online at: <http://evaluation.csi.edu>. Evaluations open up two weeks prior to the end of the course. The last day to complete an evaluation is the last day of the course. During the time the evaluations are open, students can complete the course evaluations at their convenience from any computer with Internet access, including in the open lab in the Library and in the SUB. When students log in they should see the evaluations for the courses in which they are enrolled. Evaluations are anonymous. Filling out the evaluation should only take a few minutes. Your honest feedback is greatly appreciated!