



Instructional Practices in Education & Training Practicum in Education & Training

Course Syllabus

Course Information/Objective:

Course Title: Instructional Practices in Education & Training

Credit:

2 credits

Prerequisite: Education or Human Services Course, Grades 11-12

This program provides internship experience for students considering a career in education. Students may be placed in classrooms grades Pre-K through grade 12. Internships take place at schools within the MISD district and will be assigned based on the student's interest and career goals. Since students will be functioning directly in a teaching environment, it is imperative to exhibit a high academic standard and professional behavior. Students must provide their own transportation and proof of insurance. Students will meet at Ben Barber once every 5 class days for content-based instruction (a calendar will be provided).

Course Information/Objective:

Course Title: Practicum in Education & Training

Credit: 2 credits

Prerequisite: Instructional Practices in Education & Training, Grades 11-12

Practicum in Education and Training is a field-based internship that provides students background knowledge of child and adolescent development principles as well as principles of effective teaching and training practices. Students in the course will work under the joint direction and supervision of both a teacher with knowledge of early childhood education and exemplary educators in direct instructional roles with elementary, middle school, and high school aged students. Students learn to plan and direct individualized instruction and group activities, prepare instructional materials, assist with record keeping, make physical arrangements, and complete other responsibilities of classroom teachers, trainers, paraprofessionals, or other educational personnel. Students must provide their own transportation and proof of insurance. Students will meet at Ben Barber once every 5 class days for content-based instruction (a calendar will be provided).

Course Calendar: Assignments, notes, tests and intern calendar will be found in Goggle Classroom.

Instructor Information:

Name: Christine Taylor

Room #: A125

School E-mail: christinetaylor@misdmail.org

School Phone: 682-314-1600

Tutoring Time: 6:00-6:25 a.m. 2:30 -2:45 p.m.

Conference Time: 10:00-10:45 a.m.

Remind: A day - Text @bbiateach to (682) 237-8422

B day – Text @mrstbbia to (682) 237-8422

Certifications: A certification in education fundamentals is offered through the American Association of Family and Consumer Sciences to prepare students for careers in childcare, teaching, and after-school care. The benefits of obtaining a certification in education fundamentals is to document your achievement and improve the possibility of obtaining employment within the field of study. The certification exam for this course will be offered in April. The cost of the examination is \$20. If the student maintains an average of 80 in the course and passes the benchmark for the exam MISD will pay for the exam. If neither of those requirements are met the student will have to pay the full cost to the bookkeeper prior to taking the exam in April. Students are encouraged, but not required to take the AAFCS certification test. To further explore this opportunity, please visit this website: http://www.aafcs.org/CredentialingCenter/education_fundamentals.asp * In order to become a public school teacher, one must earn at least a bachelor's degree and pass the teaching certification exams. In addition, some colleges are now accepting your internship hours in lieu of required observation hours. Please check with your college/university to see if they will accept your hours.

Instructional & Supplemental Materials:

1. Kato, Sharleen L. (2010). *Teaching*. Illinois: Goodheart-Willcox Company
2. Lemov, D. (2015). *Teach like a champion 2.0: 62 techniques that put students on the path to college*.
3. Cain, S., & Laird, M. (2011). *The fundamental 5: the formula for quality instruction*.

Technology:

Students will be using iPads almost daily throughout the semester. Students should have Google Drives and Google Classroom set up via their mansfieldisd.net account in order to share their assignments with Mrs. Taylor. All lessons will be posted on Google Classroom.

Attendance, tardiness: Regular attendance is vital to success in this course and is expected from all students. Failure to attend class may result in denial of credit. If a student is late 20 minutes or more, he/she will be marked absent. Students will receive disciplinary action through the assistant principal's office after three tardies. Please see the student handbook for school-wide policies. **Attendance for the required amount of time at the practicum site is mandatory. Non-attendance will affect the student's grade in the course. The students will need to be at the internship schools from 7:30-10:00 a.m. or 11:30-2:30 p.m. each internship day. Instructional Practices and Practicum students will meet at Ben Barber from 7:00-10:00 a.m. or 11:30-2:30 p.m. according to a teacher provided calendar.**

Missing Assignments & Late Work: It is the student's responsibility to make-up missing work. If the student is absent, he/she should go to Google classroom to obtain the missing work. If the assignment has already been graded and returned to the class, an alternate assignment may be given. Students are given 1 day per absence to complete make-up work plus 1 additional day. Per district policy students will receive a 30% deduction for the first class day the work is late. After that time the work may be entered as a zero.

Test Retake: Students who fail a test or major project will be allowed to retake or correct up to a 70% grade. This does not include mid-term or final semester exams. Students will have to make arrangements with the teacher to retake or correct a major test/assignment. All retakes must be completed within 5 days of receipt of graded work.

Grading policy: All assignments will be graded and returned to the student as soon as possible.
60% **Daily Assignments (includes class work and an internship grade based on the provided rubric)**
40% **Tests & Projects (including evaluations from internship mentor teacher)**

Final Exams count as 20% of the semester average.

Academic Dishonesty (cheating) of any kind will not be tolerated. Receiving assistance on a test/quiz or copying someone else's work is considered cheating.

For each offense (Daily/Major)

- Assign a grade of zero
- Write a referral
- Parent contact
- Consequence from administrator minimum AC placement

Major grades (each offense) will include a meeting with the Academic associate, student, parent, and teacher. An alternative test/assessment will be given for a maximum grade of 70%.

Campus Travel:

Students **must** travel by private car and be responsible for their own daily transportation to and from their internship activities. The classroom teacher is not permitted to transport students. Parent signature below indicates parental permission for their son/daughter to drive from the home campus to the internship site as needed to participate in the program. **Student signature below shows that the student will comply with all driving/parking rules and regulations on all MISD campuses.** Carpooling is acceptable for students

assigned to the same internship site; however, it is not ideal due to the possibility of a student being left without a ride if the student's carpooling partner is absent. Not having a ride to your internship site results in an unexcused absence. Signing below indicates parental permission for your son/daughter to carpool with other students and allows other students to accompany him/her in their car to the same internship site.

Field Trips:

Occasionally our high school students are invited to go on field trips and participate in field day activities with their internship class. Students will ride the bus with their class and all MISD rules and policies must be followed. *Students must be passing all classes and be in compliance with UIL eligibility to participate* and will not be counted absent. In order to attend field trips and/or be excused from your other classes, you must follow the field trip procedures:

- a. Obtain a field trip permission form from Mrs. Taylor or download from Google Classroom.
- b. Complete the form and obtain required signatures.
- c. Return the form to Mrs. Taylor at least 3 days prior to the event so she can get it approved. **(You will not receive approval if your grades are not in compliance with UIL eligibility or if you have exceeded your allotted absences).**
- d. Mrs. Taylor will notify you of the approval in advance. If for some reason the field trip/event gets cancelled unexpectedly, you must follow your regular schedule.

MISD Policies and Internship Site Expectations:

1. Instructional Practices and Practicum students will be required to maintain a neat, clean and professional appearance while at their internship sites. In addition to the MISD student dress code, no shorts or sweats will be permitted at the internship schools. Students with a P.E. assignment will be allowed to wear shorts that comply with the MISD dress code. You must wear your MISD student ID while in class at Ben Barber and at your internship site. You may wear shorts if you attend your school's field day.
2. Follow MISD policies concerning electronic devices. You may not use the teacher computer at your internship site. Do not check or send email or use school computers for any kind of personal use. Do not post sensitive information on social media regarding the students or staff at your internship site. You are not allowed to post photos of the children in your class on your social media accounts. (Remember, not all parents give permission for their child's picture to be taken at school and we must respect their wishes). Cell phones are **NOT ALLOWED** at internship sites while in the presence of students. Failure to comply will result in a loss of points in the ethics grade each grading period.
3. As a student you may hear or see something which should remain confidential. It is not appropriate to discuss someone else's story with friends and family. Never use another person's name when talking about your experiences. Confidentiality is highly important during testing times and students will be required to comply with all requirements for testing procedures. Keeping confidences is a sign of respect. In addition, one of the purposes of this experience is to observe how your mentor teacher handles classroom discipline. You should not, under any circumstance, attempt to discipline the students in any way.
4. Student interns are given time in the school day for lunch and are not allowed to bring food and drinks into the placement classrooms.
5. Students are expected to arrive promptly and assist for the entire 3 hour period of time assigned. Students are given travel time between the high school and their assigned internship position. Consistent, good attendance is a mandatory. Students are required to notify me and the mentor teacher on the day of the absence for record keeping. Failure to notify Mrs. Taylor of an absence will result in a warning and parent contact for the first offense, being placed on probation for the second offense and dismissal from the internship for the third offense. It is the student's responsibility, not the parent's, to notify Mrs. Taylor of an absence.



Instructional Practices in Education & Training

Practicum in Education & Training

Course Syllabus Signature Page



The course syllabus is located on Google classroom. Please review the syllabus with your parent/guardian and return this course syllabus signature page to me.

Student Name: _____

(Please print)

Home Campus: _____

Please return this page to Mrs. Taylor. Your signature and your parent or guardian's signature means you have read and understand the provided information concerning **Instructional Practices in Education and Training/Practicum in Education and Training.** Students and parents, it is imperative that the student call or email Mrs. Taylor if they are going to be late or absent to the practicum site. I have to record accurate attendance and inform the mentor teacher at the off campus site of the absence/tardy as well.

Students: Please read and initial that you understand and agree to follow the following guidelines:

_____ I agree to follow the dress code, cell phone, and I.D. policy outlined above.

_____ I will meet at Ben Barber on assigned class days for content area instruction. Failure to do so will result in an absence.

_____ I understand and agree to the attendance policy.

_____ I will follow all district traffic and parking guidelines while traveling to and from my internship site.

_____ I understand I must notify Mrs. Taylor and my mentor teacher when absent or tardy to my site. Failure to notify Mrs. Taylor will result in the consequences outlined above and possible dismissal from the program.

_____ I understand that I must sign in at the front office of my internship site upon arrival/departure each day for attendance records.

_____ I have read and understand the internship grading rubric (*on the reverse side of this page*).

Student Signature

Parents: Please read and initial that you understand and agree to the following guidelines:

_____ I understand that my child must provide his/her own transportation to and from the internship school.

_____ I understand that my child will receive an absence if he/she is more than 20 minutes late to class/internship. Failure to notify Mrs. Taylor will result in the consequences outlined above and possible dismissal from the program.

_____ I have read the syllabus and internship grading rubric (*on the reverse side of this page*) and discussed the expectations with my child.

Parent/Guardian Signature

Google classroom code: _____

Remind code: _____



Internship Ethics Grading Rubric

Every week you will receive a grade based on internship attendance, dress-code, punctuality, and work ethic.

Absences:

- **More than 2 unexcused absences (not school related) in a 3 week period (-15 points)**
- **Not notifying Mrs. Taylor of an absence (-15 points each occurrence)**

1st Occurrence-If you do not contact Mrs. Taylor and your mentor teacher to let them know you will not be attending your internship, you will receive a warning and your parent will be notified.

2nd Occurrence-If you do not notify Mrs. Taylor a second time, you will receive an office referral and will be put on probation.

3rd Occurrence-After a third occurrence, the student will receive a discipline referral and will no longer be allowed to participate in the internship program.

Tardies/Signing Out:

- **Each tardy of more than 5 minutes (-10 points)**
- **Each occurrence of leaving more than 5 minutes early (-10 points)**

Confidentiality & Dishonesty-If you are being dishonest on the sign in/out sheet, you will receive a warning and your parents will be notified. If it occurs again, you will receive an office referral and will be put on probation. If it occurs a 3rd time, you will receive a discipline referral and will no longer be able to participate in the internship program. The 3-strike policy also applies to failure to maintain confidentiality/FERPA laws at your internship.

Internship Cite Expectations:

- **Dress Code Violation (-10 points for each violation)**
- **Not wearing I.D. (-5 points for each violation)**
- **Use of cell phones in class (-10 points for each violation)**
- **Email from mentor teacher regarding cell phone use in class (-10 points for each violation)**