

**CLEVELAND SCHOOL DISTRICT**  
**CLEVELAND CAREER DEVELOPMENT & TECHNOLOGY CENTER**  
**601 THIRD STREET**  
**CLEVELAND, MS 38732**

*Developing Students Who Are Highly Skilled & Career Ready*



**COURSE SYLLABUS**  
**TEACHER ACADEMY I**

**Instructor:** Miss Jennifer Williams  
**Phone Number:** 662-843-8818  
**Email:** Jennifer.williams@cleveland.k12.ms.us  
**Planning Period:** 4<sup>th</sup> Block – 1:35pm – 3:30pm  
**Classroom #** Votech Center

**COURSE DESCRIPTION:** Teacher Academy

Teacher Academy is a course for students in the Human Science, Art, and Humanities Career Cluster. The Teacher Academy program is a high school course designed to attract students to the field of education, to provide information and field experiences relevant to pursuing a degree in education, and to prepare students for the rigors of a career in education, so they will remain long-term educators. The Teacher Academy pathway program includes classroom and hands-on experiences that will prepare students for employment or continuing education in the education field. Teacher Academy is a two-year course.

Students will also be required to achieve 50 field experience hours before the end of the year. Students will be placed in different classrooms (K-12) in which they will be able to observe the teacher and perform duties related to teaching.

**DUAL CREDIT:**

Teacher Academy is not a dual credit course.

**COURSE GOALS:**

Teacher Academy I provides students with the opportunity to gain advanced skills needed to enhance them as learners, teachers, and communicators. Students receive advanced hands-on

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field experiences.

### **Program Highlights & Student Organizations:**



Educators Rising is a national student-led CTSO membership organization that provides a curriculum and resources – rooted in rigorous standards – that include topics focusing on recruiting, retaining, and developing highly skilled educators and diversification of the workforce.

### **REQUIRED FEE:**

#### **\*\*Activity fees**

- Teacher Academy T-shirt, required for field experience: \$20.00 (Due by October 5, 2020) **(Mandatory)**
- Educators Rising Membership dues: \$10.00 (Due by October 5, 2020) **(Mandatory)**
- Fall Leadership Conference Fee: **TBA**
- Educators Rising Active Level Membership dues: \$10.00 (Due by December 4, 2020) **(Mandatory if you plan to compete)**

### **SUPPLY LIST:**

(White Cardstock Paper (1 pack)	Color typing paper (2 packs)
Germex (2 bottles)	Lysol Spray (1 can)
Lysol Wipes (2 canisters)	15 Quart Plastic Container with Lid
Kleenex (2 boxes)	Pack of Washable Markers
Stapler	White typing paper (2 packs)
Staples (2 boxes)	Pair of Scissors (Adult Scissors)
Construction Paper (1 pack – Bright colors/No dull paper)	

### **ACTIVITIES:**

Lecture, group work, videos, speakers, field trip, oral presentation, bell ringers, research, posters, observation checklists, journals, site visits, integrated lessons

### **SPECIAL PROJECTS:**

Educators Rising Fundraisers, Portfolio, Service Learning Project, Field Experience

### **PROGRAM DRESS CODE/FIELD TRIP ATTIRE:**

Students who attend schools with uniform dress code must adhere to that school's uniform requirements and rules, as well as adhering to district dress code regulations. Students are expected to dress appropriately for school. Any extreme form of dress, which is distracting to the teaching-learning process, is prohibited.

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## **GRADE POLICY:**

### **Grading Scale**

A	Excellent	90-100
B	Above Average	80-89
C	Average	70-79
D	Below Average	65-69
F	Failure	64 and below

Field experience, portfolio, essays, projects, tests = 70%

Notebook, homework, daily grades, quizzes = 15%

Semester Exams = 15%

***\*\*Credit for the course will come from course work, field experience, and the portfolio. \*\****

### **Make-up Work**

When an absence, tardy, or suspension causes a student to miss class time, that student shall be given the opportunity to make up work. It is the responsibility of the student to arrange for the make-up work to be completed. The number of days allowed for makeup work is equal to the number of days the student was absent up to a maximum of five (5) school days. For example: Student is absent for one (1) day, make up work must be completed in one (1) day, three (3) days absent, three (3) days to make up work. If the student does not make up the work and/or project within the appropriate timeframe, the student will receive a zero (0).

### **Types of Grades Given**

#### **Minor Grades 55%**

Teachers will assign and grade a minimum of 10 minor grades per quarter. Minor grades include, but are not limited to, a variety of gradable items such as quizzes, lab work and daily grades.

#### **Major Grades 45%**

Teacher will give a minimum of 4 major grades per quarter. Major grades include assessments and projects. 2 major grades shall be entered prior to progress reports. Teachers will update their grades a minimum of once per week.

### **Homework**

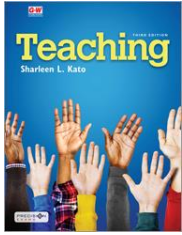
Homework will be given by teachers in grades K-12 a minimum of five (5) times per nine weeks. All homework will be reviewed with students in a timely manner. Homework is intended for practice and should not be graded.

### **Evaluation**

The Mississippi Career Planning and Assessment System, Edition 2 (MS-CPAS2) is the multiple-choice test administered online to Mississippi's secondary and postsecondary career and technical education (CTE) students. Students in the Teacher Academy class will take the MS-CPAS2 at the end of the second semester. The exam consists of 100 multiple-choice questions that covers material from the units covered in class. The passing score for the exam is a 60.

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## **TEXTBOOK:**



### **Teaching, 3rd Edition**

ISBN: 978-1-63563-968-1

By: Sharleen L. Kato, Ed.D.

Grade Level: 9-12

## **REFERENCE BOOKS:**

There are no reference books for this course.

## **COURSE REQUIREMENTS and EXPECTATIONS:**

Students are required to report to the classroom and their seat promptly. Students should come prepared to work with the necessary materials assigned for each activity. Students should wait for and follow directions. Students are to maintain a classroom notebook with notes and assignments in an organized manner. Develop a professional portfolio.

## **COURSE OUTLINE:**

### **Semester 1 Course Units**

Unit 1: Orientation and Safety

Unit 2: Becoming an Effective Teacher

Unit 4: History & Trends in American Education

### **Semester 2 Course Units**

Unit 3: Human Growth and Development

Unit 5: Classroom Management

## **ATTENDANCE POLICY:**

### ***Admission to Class***

Students must report to class as soon as they get off the bus. If a student is absent, the student must present his/her admit slip to be admitted to class.

### ***Absences***

It is very important that students report to class every day and on time. Excessive absences can lead to failure and the loss of privileges such as center field trips, movie days, and other fun activities. It is the responsibility of the student to communicate with the teacher to obtain any missed assignments. See the CSD for full policy.

### ***Official Absence***

An "unlawful absence" is an absence during a school day by a compulsory-school-age child, which absence is not due to a valid excuse for temporary nonattendance.

### ***In-School Suspension at Home School***

Some infractions may lead to a student being placed in in-school suspension at the home school. If a student is placed in in-school suspension, the student is responsible for completing the work that is sent to the in-school suspension teacher along with any other work that was missed in

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class. The number of days the student was in in-school suspension is the number of days that student has to complete and submit missed assignments.

### ***Tardiness***

Students arriving at school after classes have begun will be considered tardy. Students are responsible for getting any classwork missed due to tardy. See the CSD for full policy.

### ***Dismissal Procedures***

Students will remain seated until bell rings for dismissal. If a student is being checked out, the parent must check the student out at the home school before picking them up at CCDTC. For a check-out, a student's parent, guardian, or designee must be listed on the Student's Information Form in order to sign the student out of school in the office. Upon arrival at CCDTC, the parent must inform the secretary at the CCDTC and sign the student out.

### **CLASSROOM/SHOP RULES:**

- No food, drink, candy, or gum allowed unless permission is given by the teacher.
- Remain in seats until dismissed.
- Report to class and assigned seat promptly and orderly. Get permission for anything else.
- Be alert and attentive in class.
- Only our class work is to be done in class unless by special permission
- Sleeping/Laying heads on desk not allowed.
- Come to class prepared to work, learn and cooperate as part of a team.

### **STUDENT REQUIREMENTS:**

1. C or higher in English (the previous year)
2. C or higher in mathematics (last course taken or the instructor can specify)
3. Instructor approval and TABE reading score (eighth grade or higher)
4. No more than two discipline referrals (the previous year)
5. 90% attendance rate (the previous year)

**or**

1. TABE reading score (eighth grade or higher)
2. Instructor approval

**or**

1. Instructor approval

### **STUDENT RESPONSIBILITIES:**

***It is your responsibility to be present.*** Please make yourself familiar with the student handbook regarding absences and the makeup of work policy. Please see me either before or after class if you have any questions about your assignments. It is your responsibility to take the initiative to make up the work when you are absent. Unexcused absences on field experience days are recorded as a **0 test grade**.

***It is your responsibility to be on time.*** Class will begin on schedule each day. Please see the student handbook regarding the school policy for tardies.

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*It is your responsibility to be prepared.* Please have class materials with you when you come to class. Forgotten or incomplete homework assignments will be accepted one day after the deadline at a reduced grade.

*It is your responsibility to be respectful to* your instructors, to your peers, and to the classroom and school.

**CLASS CAVEATS:**

In order for a student to be successful in Teacher Academy, the student must attend class daily, complete all assignments, attend field experience, and participate in daily activities. Teacher Academy students are students who value education and will one day mold the minds of future generations.

**Please sign-up for the Remind app:**

1<sup>st</sup> block @cdcdbd2

2<sup>nd</sup> block @92bc4k

3<sup>rd</sup> block @92bc4k

Educators Rising @ hd788f

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CLEVELAND CAREER DEVELOPMENT & TECHNOLOGY CENTER

Teacher Academy I

Course Syllabus

**Return this page only to the instructor.**

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Block #

- I have received and reviewed the syllabus and policies with my child. We understand what is expected. I agree to support my child and the instructor to ensure a successful year. I want the instructor to keep me apprised of academic or behavioral problems. I understand that the instructor is available each school day, as well as after school, with prior coordination, to meet with me. To contact the instructor, I will email the instructor or call the school number provided on the syllabus.
  
- Does your child have any special needs with which I should be made aware?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I prefer to discuss it with you privately.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Parent Name (Print)

\_\_\_\_\_  
Date

**PARENT CONTACT INFORMATION:**

Name: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_

(Cell): \_\_\_\_\_

Email: \_\_\_\_\_

Preferred method of contact: \_\_\_\_\_

Best time to be reached: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_

(Cell): \_\_\_\_\_

Email: \_\_\_\_\_

Preferred method of contact: \_\_\_\_\_

Best time to be reached: \_\_\_\_\_

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**Campus-wide PBIS Expectations**  
**Cleveland Career Development and Technology Center**  
**2020-2021**

**Be Safe, Be Respectful, Be Responsible**

<b><u>Classroom Rules</u></b>	<b><u>Building Rules</u></b>	<b><u>Bathroom Rules</u></b>
<p><b><u>To be safe</u></b></p> <ol style="list-style-type: none"> <li>1. Always walk in your classroom on time.</li> <li>2. Stay in your assigned seat.</li> </ol> <p><b><u>To be respectful</u></b></p> <ol style="list-style-type: none"> <li>3. Keep hands, feet, and objects to yourself.</li> <li>4. Raise your hand and wait to be acknowledged before speaking when appropriate.</li> <li>5. Display a positive attitude and be respectful.</li> </ol> <p><b><u>To be responsible</u></b></p> <ol style="list-style-type: none"> <li>6. Follow directions the first time that they are given.</li> <li>7. Be prepared.</li> <li>8. Use your time wisely.</li> </ol>	<p><b><u>To be safe</u></b></p> <ol style="list-style-type: none"> <li>1. Stay in your assigned classroom/area.</li> <li>2. Use equipment safely as instructed.</li> </ol> <p><b><u>To be respectful</u></b></p> <ol style="list-style-type: none"> <li>3. Be quiet. The building is a quiet zone.</li> <li>4. Keep hands, feet, and objects to yourself.</li> <li>5. Display a positive attitude and be respectful.</li> </ol> <p><b><u>To be responsible</u></b></p> <ol style="list-style-type: none"> <li>6. Go directly to your classroom/assigned area.</li> <li>7. Report problems and/or accidents.</li> </ol>	<p><b><u>To be safe</u></b></p> <ol style="list-style-type: none"> <li>1. No playing.</li> <li>2. Sanitize/Wash hands after using the restroom.</li> </ol> <p><b><u>To be respectful</u></b></p> <ol style="list-style-type: none"> <li>3. Be patient.</li> <li>4. Be quiet.</li> <li>5. Be clean.</li> <li>6. Display a positive attitude and be respectful.</li> </ol> <p><b><u>To be responsible</u></b></p> <ol style="list-style-type: none"> <li>7. Flush.</li> <li>8. Leave no trace.</li> <li>9. Report problems and/or accidents.</li> </ol>

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