Recertification Student Teaching Syllabus – Fall 2013 and Spring 2014 Semesters

Department: Peru State College School of Education
Course Number: EDUC 509
Course Title: Recertification Student Teaching
Credit Hours: 3 semester credit hours
Semester/Academic Year: Fall 2013 and Spring 2014
Instructor: Ms. Patricia Rippe, Director of Field Experiences
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Office Hours: If coming to campus, call or e-mail ahead for an appointment.
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Student Teachers’ Web Page: www.peru.edu/education ⇒ Student Teachers

The Peru State College graduate conceptual framework focuses on three broad themes of professional development: grounding in foundational knowledge, a personal disposition appropriate for teaching, and a strong professional awareness. The heart of our undergraduate framework presents the teacher as a reflective decision-maker. The School of Education and Graduate Studies believes that if the graduate conceptual framework is to be optimally valued, then it is a strong foundation for our graduate program. Our graduate program enhances and extends reflective decision-making to evolve into a framework for reflective change. It is our desire that our Masters degree candidates become master teachers who can effect positive change in their classrooms, schools, and communities.

Course Description:
As the capstone course for the recertification program, student teaching represents the final part of a 15-credit hour program for certificate renewal. The student teaching process comprises a joint effort on the parts of the cooperating schools and Peru State College to provide recent teaching experience. Guiding the student teaching process are the Conceptual Framework of the PSC School of Education, the guidelines of the Nebraska Department of Education, and the standards of the National Council for Accreditation of Teacher Education. The course description follows:
EDUC 509 This course is designed for those persons whose teaching certificates have expired for longer than five (5) years. The course will provide the opportunity for the person to spend a minimum of three weeks in a K-12 classroom to become reacquainted with students and classroom procedures. EDUC 509 will fulfill the Nebraska Department of Education practicum requirement for renewal of an expired certificate.

Prerequisites:
- Graduate status
- Admission to student teaching by application
- Successful completion of 12 graduate credit hours in classroom management, technology, current issues, and human relations/elective.

Required Text: None; Recertification Student Teacher Handbook contains information about policies and procedures
Required Software: None beyond word processing program

Objectives:
1. The student teacher/teacher candidate will gain direct professional experience assuming full responsibility for teaching. The student teacher will:
   - Select curricula based on student needs
   - Actively listen to student concerns and expressed needs
   - Establish academic focus
   - Communicate to students the structure of the knowledge being studied
   - Challenge and motivate students to higher learning goals
   - Select appropriate learning activities based on student needs and the learning situation
   - Check for student comprehension and provide student feedback
   - Help students reflect on their thoughts and ideas
   - Affirm and support students in their learning efforts
   - Organize and manage the classroom to optimize academically engaged time
   - Develop analytical and evaluative processes in students
2. The student teacher/teacher candidate will model a degree of professional dispositions and integrity appropriate to the teaching profession.

Instruction Method/Mode of Delivery:
Direct participatory involvement under the guidance and supervision of experienced professional educators.

Recertification Student Teaching Requirements:
- Thorough familiarity with the Recertification Student Teacher Handbook
- Attendance and participation in full-time instructional activities at an approved or accredited facility
- Completion of required number of days
- Professional attire and demeanor in the school setting
- Conduct appropriate to a teaching professional at all times, whether on or off duty
- One evaluation/meeting with a college supervisor for the purposes of guidance and evaluation
- Submission of final evaluation (College Supervisor, Cooperating Teacher, Student Teacher)
- Journaling, as directed by the College Supervisor
  - The college supervisor reads and assesses the journal as a component of the student-teaching evaluation process. The college supervisor determines the schedule and preferred means for submitting entries for review. The journal does not have to be submitted to the College.
- The completed “Demographics Form” – one for each placement – from the Student Teacher Handbook

In order to safeguard the privacy rights of the P-12 students, all materials should not contain any information that could lead to the identification of specific students and/or their family members.
Assessment Method:

The college supervisor will make a recommendation for "Credit" or "No Credit" based on successful completion of the student teaching course requirements and student teaching performance evaluations from the cooperating teacher and college supervisor. The Director of Field Experiences will assign the recommended grade of "Credit" or "No Credit" using the Student Teaching Requirements listed above. In the event that there is disagreement raised prior to the submission of the grade, the Director of Field Experiences will review the case and make a final determination of a grade.

Grading Policy:

Grading is comprehensive (involving classroom performance, professional dispositions and integrity, completion of required paperwork, etc.) and is largely qualitative. The college supervisor makes a recommendation for a grade of "Credit" or "No Credit" to the Director of Field Experiences based on input from the cooperating teacher as well as his/her own assessment of the student teacher's performance (taking into consideration the requirements detailed in this syllabus and the Recertification Student Teacher Handbook).

Attendance Policy:

Attendance is a privilege and a responsibility represented by not only the student's investment, but also by a significant financial investment by the State of Nebraska and a significant time investment by the host school. Student teaching is a full-time commitment. Student teachers are expected to follow the schedules of regularly employed full-time teachers in the host schools. Additionally, student teachers are expected to arrive punctually and well-prepared. Except in the event of illness, the death of an immediate family member, or an emergency, student teachers are expected to be present and actively engaged. (Routine appointments should not be scheduled during student-teaching hours.) In the event that an absence is unavoidable, the student teacher is expected to notify both the cooperating teacher and principal as early as possible. All absences must be made up.

When student teachers assume responsibility for lesson presentation, they assume responsibility for having back-up plans in case of absence as well. Cooperating teachers should approve and receive copies of all lesson plans to be implemented by student teachers well in advance of their presentation dates. Additionally, student teachers are expected to follow any existing protocol within the host school regarding substitute lesson plans.

College's Incomplete Coursework Policy

To designate a student's work in a course as incomplete at the end of a term, the instructor records the incomplete grade (I). Students may receive this grade only when serious illness, hardship, death in the immediate family, or military service during the semester in which they are registered prevents them from completing course requirements. In addition, to receive an incomplete, a student must have completed substantially all of the course's major requirements.

Unless extenuating circumstances dictate otherwise, students must initiate requests for an incomplete by filling out an Incomplete Grade Completion Contract, which requires the signature of the student, instructor, and Dean. The Incomplete Grade Completion contract cites the reason(s) for the incomplete and details the specific obligations the student must meet to change the incomplete to a letter grade. The date by which the student agrees to complete required work must appear in the contract. The Dean, the instructor, and the student receive signed copies of the Incomplete Grade Completion Contract.

Even if the student does not attend Peru State College, all incomplete course work must be finished by the end of the subsequent semester. Unless the appropriate Dean approves an extension and if the student does not fulfill contract obligations in the allotted time, the incomplete grade automatically becomes “No Credit”.

College's Academic Integrity Policy

The College expects all students to conduct themselves in a manner that supports an honest assessment of student learning outcomes and the assignment of grades that appropriately reflect student performance. It is ultimately the student’s responsibility to understand and comply with instructions regarding the completion of assignments, exams, and other academic activities. At a minimum, students should assume that at each assessment opportunity they are expected to do their own original academic work and/or clearly acknowledge in
an appropriate fashion the intellectual work of others, when such contributions are allowed. Students helping others to circumvent honest assessments of learning outcomes, or who fail to report instances of academic dishonesty, are also subject to the sanctions defined in this policy.

Instances of academic dishonesty may be discovered in a variety of ways. Faculty members who assign written work ordinarily check citations for accuracy, run data base and online checks, and/or may simply recognize familiar passages that are not cited. They may observe students in the act of cheating or may become aware of instances of cheating from the statements of others. All persons who observe or otherwise know about instances of cheating are expected to report such instances to the proper instructor or Dean.

In order to promote academic integrity, the College subscribes to an electronic service to review papers for the appropriate citations and originality. Key elements of submitted papers are stored electronically in a limited access database and thus become a permanent part of the material to which future submissions are compared. Submission of an application and continued enrollment signifies your permission for this use of your written work.

Should an occurrence of academic misconduct occur, the faculty member may assign a failing grade for the assignment or a failing grade for the course. Each incident of academic misconduct should be reported to the Dean and the Vice President for Academic Affairs (VPAA). The VPAA may suspend for two semesters students found to be responsible for multiple instances of academic dishonesty. The reason for the suspension will be noted on the student’s transcript.

A faculty member need present only basic evidence of academic dishonesty. There is no requirement for proof of intent. Students are responsible for understanding these tenets of academic honesty and integrity. Students may appeal penalties for academic dishonesty using the process established for grades appeals.

**Title IX Compliance Notice**

Peru State College is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College’s nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Eulanda Cade, Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Peru State College, PO Box 10, Peru, NE 68421-0010, (402) 872-2230.

Students requesting reasonable accommodation and tutoring services should contact the Center for Achievement and Transition Services (CATS).