CASPER COLLEGE COURSE SYLLABUS  
EDCI 1500 Introduction to Teaching  
(metacourse; Moode4Me)

Semester/Year: Fall 2015

Class Time: Wednesdays: 2:30-3:20 p.m. Section 1
Rooms: LH Room 152 & library as scheduled

Lecture/Credit Hours: 1/1

Instructor: Renee Griffith, M.A. Ed.

Instructor’s Contact Information:
Office Phone: 268.2426
rgriffith@caspercollege.edu
Office Location: LH 151D

Office Hours:
Mondays 3-4 p.m.
Tuesdays noon-1 and 4-6 p.m.
Friday 8:45-10:45 a.m.
Additional times available upon request

Course Description: This course will provide an overview of the professional expectations for education majors. Topics to be addressed will include myefolio development, academic program planning, the skills and strategies necessary to proceed successfully through pre-service teacher education and a career in elementary and/or secondary education.

Statement of Prerequisites: none

Goal: Development of understanding of expectations of the pre-service education program and a career in education.

Outcomes:

- Students will become acquainted with all education faculty in the education department of Casper College and be able to summarize expectations of program and education profession.
- Students will demonstrate knowledge of professional expectations for pre-service teachers including web-presence, professional communications skills, professional attire and collaboration with other adults and professionals.
- Students will efficiently login and begin development of a professional electronic portfolio (myefolio).
- Students will successfully develop a beginning program of study for their future academic career including a draft plan of courses to be taken in pursuit of their education degree.

General Education Outcomes:

#1 – Demonstrate effective oral and written communication
#6 – Use appropriate technology and information to conduct research
**Methodology**: lecture, discussions, participation, group activities, guest speakers

**Evaluation Criteria***:
- Program of Study
- myefolio account, introduction & photo upload
- Critical Review paper
- Participation/Discussion/Attendance – Celebration of Success

**Required Text, Readings, and Materials**: no text; handouts provided in class; myefolio account (paid for my Casper College, Educ. Dept. for one year – pending available funds); activation of your Casper College Google (gmail) account; WebAdvisor Username and Password

**Grading**: Total evaluation will be based on the following grading scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>93 - 100%</td>
<td>A</td>
</tr>
<tr>
<td>85 - 92%</td>
<td>B</td>
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<tr>
<td>77 - 84%</td>
<td>C</td>
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<tr>
<td>69 - 76%</td>
<td>D</td>
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<tr>
<td>&lt; 68% and below</td>
<td>F</td>
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</tbody>
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*Points will be distributed in the following manner:

- Critical Review Paper, Program of Study & Celebration of Success
  - Point value varies
  - 80 (approx.)
- Class Discussion, Participation & Attendance
  - (20 pts per week = 16 weeks)
  - 320
- Setup - Professional Electronic Portfolio
  - 20

**Total Points Possible**: 420

**Class Policies & Requirements**:
Attendance is required; Grade of C or better to enter EDFD 2020.

Each student will be expected to meet the following requirements for successful completion of the course:

- Thorough reading of assigned text segments and supplementary materials is expected.
- **Participation**: Active, informed participation in class discussions/activities and intellectual engagement at all times is expected.
- **Attendance**: As stated in Casper College’s Attendance Policy: “Students are expected to attend all classes for which they are registered and are accountable for all class work during an absence. Non-attendance at a required class, laboratory, rehearsal, or field trip constitutes an absence. Excessive absences or tardiness may result in a lowered grade; and, at the discretion of the college administration, a student who fails to attend regularly may be asked to withdraw from college. A record of absences is kept by each instructor.” For further information, please refer to Casper College’s Attendance Policy. Attendance includes being on time to class and remaining in class for the duration of class.

Attendance is very important for several reasons:
1) In order to learn and understand assignments, students must be present.
2) At the college level, students’ professional preparation, responsibility, and work ethic are evidence through prompt and regular attendance.
3) Quality performance is also evidence through student’s participation in all class activities and assignments. If a student is not in class, he/she cannot participate.
Assignments: Assignments will be due on specified date. **Late work will not be accepted without PRIOR approval with extenuating circumstances.** Students should contact the instructor by phone, voice mail, prior to absence. If students fail to do so, the assignment will NOT be accepted. Computer, printer, email and USB drive malfunctions are not valid excuses for handing in late assignments. If an assignment is due, your absence does not excuse the submission. **Assignments are required to be submitted in the format (hard copy or email) as requested by the instructor.** Also, **participating in extra curricular activities or college sponsored activities does not excuse an assignment.** No extenuating late papers will be accepted during finals week.

Correct grammar, spelling, and sentence structure should be used at all times. If there are excessive errors in a document, no credit will be given. Your written work is expected to be quality professional work. Please utilize the Writing Center for assistance.

Withdraw/Audit: The last day to audit or drop the class (check schedule on-line at [www.caspercollege.edu](http://www.caspercollege.edu); then select Current Students; Semester Schedule)

Student conduct: The use of cellular phones, pagers, CD players, MP3 players, radios, and similar devices are to be turned off/silent and stored during class time. Inappropriate classroom behavior and decorum is not professional therefore the behavior is unacceptable.

Class outcomes and program outcomes are aligned with INTASC Standards 1-10. Initial competency of these standards are the first steps to becoming a professional educator. Attendance in class is the first step to becoming a professional educator. Any absences will affect your knowledge, understanding, and application of principles of education. In order for you to be successful in this course and in the teaching profession you must:

- Demonstrate a work ethic through your prompt and regular attendance
- Generate quality performance in your work through participation in all class activities, discussions, and assignments.
- Apply knowledge through discussions and in-class activities to develop higher level thinking.
- Learn to develop into a reflective practitioner.
- Communicate with course instructor, and other professionals in consistent and appropriate ways.
- Complete all assignments, reflect on feedback, and readily apply to future studies.

Electronic Portfolio Requirement for Education Majors: All education students at CC are required to show evidence of program outcomes (artifacts) through the completion an electronic portfolio. These outcomes will include appropriate pedagogical practices, as well as knowledge and skills of content area as outcomes for the CC education program. These artifacts are also utilized to demonstrate CAEP (Council for Accreditation of Educator Preparation) and INTASC (Interstate New Teacher Assessment and Support Consortium) proficiencies. These artifacts will be documented within the electronic portfolio - myefolios – provided via Minnesota State Colleges and Universities (AVENET). Early Childhood Education majors will also be required to document proficiencies for NAEYC (National Association for the Education of Young Children) through the use of myefolio.

myefolio accounts are initially paid for by Casper College (based upon continued funding). Beyond this course, continuation and maintenance of myefolio may be conducted solely between the student and myefolio. Students will adhere to the user policy or will forfeit their myefolio account. If a student chooses not to create an account, no credit will be given for assignment
**Student Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

**Chain of Command:** If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the division chair, and lastly the vice president for academic affairs.

**Official Means of Communication:** Casper College faculty and staff will employ the student’s assigned Casper College Google email account as a primary method of communication. Students are responsible to check their account regularly.

**Academic Dishonesty:** Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct. “Shared” work or “borrowed” work from another student is not representative of your work. **Do not ask another student if you can copy his/her work from his/her USB flash drive.** Any student who shares work with another student or receives that shared work will receive failing grades.

**ADA Accommodations Policy:** If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

**NOTICE OF BACKGROUND CHECKS – CC Policy:** All education students are subject to background checks and fingerprinting for selected educational coursework involving student contact and future employment as professionals in education and related fields. Self-declaration on Statement of Understanding is required.

**Student Work:** Casper College may collect samples of student work demonstrating achievement of the course outcomes. Any personally identifying information will be removed from student work.
Tentative Schedule For Course
Class meets in LH 152 unless otherwise stated

Week 1 (8/26): Faculty Introductions; Expectations; divide classes

Week 2 (9/2): Communication Part I

Week 3 (9/9): Communication Part II

Week 4 (9/16): Professional Role (teachers)

Week 5 (9/23): Professional Writing – Critical review

Week 6 (9/30): Professional Writing Expectations – Research @ Library

Week 7 (10/7): Study Hall Research @ Library

Week 8 (10/14): Peer Review of Critical Paper

Week 9 (10/21): myefolio development (BYOD – Bring Your Own Device)

Week 10 (10/27): More myefolio development (BYOD – Bring Your Own Device)

Week 11 (11/4): Program of Study Development

Week 12 (11/11): Program of Study Development Continued (Advising Day, Fri. Nov. 6)

Week 13 (11/18): NCSD Guests

Week 14 (11/25-27): Thanksgiving Break – NO Class

Week 15 (12/2): Reflective Practice; Advocacy & Professional Organizations

Week 16 (12/9): Celebrate Success

Week 17: Final Exam Week – No exam scheduled