CASPER COLLEGE COURSE SYLLABUS
EDUC 2100-01, 02 - Public School Practicum

Semester/Year: FALL 2006

Lecture Hours: 1  Lab Hours: 4  Credit Hours: 3

Class Time: Section 01 - 2:00 - 2:50 p.m.  Day: Wednesday  Room: CE 116
Section 02 - 4:00 - 4:50 p.m.  Day: Wednesday  Room: CE 116

Instructor’s Name: Clare Eastes

Instructor’s Contact Information: Office Phone: 268-2710
E-Mail: ceastes@caspercollege.edu
Office Location: CE 122
Contact by phone first and leave message, contact by e-mail, visit in person during office hours

Office Hours:
Monday 1:30 p.m. - 3:30 p.m.
Tuesday 3:30 p.m. - 4:30 p.m.
Wednesday 1:00 p.m. - 2:00 p.m.
Thursday 1:00 p.m. - 2:00 p.m.
Tuesday, Thursday, Friday a.m. - Visiting schools

Course Description/Major Goal: Students will participate in an extensive practicum experience for prospective educators in an accredited school under the supervision of a certified teacher. Students will serve a total of 60 hours during the semester (generally serving 6 hours per week for approximately 10 weeks). They will also attend one weekly 50-minute class.

Statement of Prerequisites: ENGL 1010 or permission of instructor. Completion of or concurrent enrollment in EDFD 2020.

Goal: Students should be able to determine whether they have the skills, aptitude, and desire to become teachers. In addition to assignments by college course instructor, specific tasks will be assigned by supervising teachers which will in general include observation and/or classroom assistance and participation in classroom and school activities.

Outcomes:
1. Students will assess their personal strengths and weaknesses and aptitude for being a future teacher with a written self-analysis of strengths and weaknesses, by participating in classroom activities, and by having their mentor teachers critique their performances.
2. Students will reflect on their progress by writing weekly journal entries.
3. Students will create a First Day of School - Preparations/Routines paper and present in class.
4. Students will video tape themselves conducting a lesson and view and provide a written evaluation and reflection of their teaching.

5. Students will reflect in their journal regarding the varying viewpoints of principals, teachers, practicum teachers, and parents.

6. Students will learn about different learning style theories and determine and analyze their personal learning style during class.

7. Students will observe classroom management/discipline techniques and develop classroom rules and consequences for their classroom.

8. Students will learn about the qualifications of an effective teacher and will have the opportunity to observe and reflect on planning and organization techniques in their journal entries.

9. Students will observe classroom procedures and routines, room arrangements, and develop a computer generated classroom layout for their future classroom.

10. Students will observe methods to prevent gender bias in the classroom and include information about having gender equality in their portfolios.

11. Students will prepare a portfolio.

12. Students will become familiar with the job application process and prepare a resume and letter of application.

13. Students will produce a bulletin board (elementary education) or develop a semester point breakdown plan and paper test (secondary education) to include in the portfolio.

14. Students will devise an age-appropriate Student Evaluation to give to their public school students to allow them the opportunity to comment on the effectiveness of the Casper College practicum student.

15. Students will arrange an individual visit with the building principal and document the interview with a Principal Contact Sheet.

Methodology: Students will learn by assisting mentor teachers with students and by observing in public school classrooms. They will also attend weekly lecture/discussion class sessions at Casper College where guest speakers will share information.

Evaluation Criteria: Students will be evaluated by the mentor teacher and the college instructor based upon their initiative, dependability, cooperative attitude, basic skills, broad general content knowledge and aptitude for teaching. Students’ classroom assignments and attendance expectations will be averaged with the practicum teaching experience to form the final grade. All papers will be evaluated holistically with attention given to correct grammatical form, spelling, sentence structure, organization, format, and quality of expression, as well as knowledge of material. All out-of-class assignments must be typed, double-spaced, and have a cover sheet. Points will be deducted if all of these professional expectations are not met.
Requirements: Each student will be expected to meet the following requirements for successful completion of the course:

1. Attend the weekly class at Casper College. 
   (THE STUDENT’S FINAL GRADE WILL BE LOWERED BY 1 LETTER GRADE FOR EACH ABSENCE AFTER THE SECOND.)
2. Attend the practicum setting at the public school classroom weekly on a consistent schedule for six-hour sessions and serve as an aide/observer for the required 60 hours. Students MUST obtain 60 hours of practicum time or they will fail the class. Attendance and professional behavior, dress, and decorum expectations are the same as those required for a job. Students not meeting these standards may be removed from the practicum environment and may fail the course.
3. Keep a reflective journal of experiences, making weekly entries. Students submit these TYPEWRITTEN entries once during the semester. (Journals will not be accepted if not typewritten.)
4. Arrange to have themselves video-taped teaching a lesson for the purpose of self-evaluation and write a reflective paper of the experience.
5. Compile and organize a portfolio. It must contain all of the items listed on the assignment sheet in addition to papers or other educational projects developed in Casper College classes and off-campus activities. Included in the portfolio is a FINAL PAPER which is a reflective view of the practicum experience which tells what was accomplished in the practicum and what was learned.
6. Arrange an individual meeting with the building principal and have the principal sign a form documenting the meeting.

Grading Scale: Total evaluation will be based on the following point system of 1220 points:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>90 - 100%</td>
<td>1098 - 1220 pts.</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89%</td>
<td>976 - 1097 pts.</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79%</td>
<td>854 - 975 pts.</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69%</td>
<td>732 - 853 pts.</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60%</td>
<td>&lt; 732 pts.</td>
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The 1220 points will be distributed in the following manner:

- Supervising teacher’s evaluation
- Journal
- First Day of School Preparations/Routines paper
- Video-taping, lesson plan, & written evaluation
- Final Paper
- Portfolio
- Principal Contact Form (-10pts off final grade if not completed)

Total Points: 1,220
CLASS POLICIES:

Last Date to Change to AUDIT status: See Casper College catalog.

Last Date to WITHDRAW from class: Anytime PRIOR TO finals week

ATTENDANCE AND MAKE-UP POLICY:

ATTENDANCE IS REQUIRED. Excessive absences will affect students' grades (Excessive is defined as more than 2 absences during the semester). Attendance is very important for several reasons:

1) In order to learn, students must be present.
2) At this point in education students' professional preparation, responsibility and a student's work ethic are evidenced through prompt and regular attendance.
3) Quality performance is also evidenced through students' participation in all class activities and assignments. If students are not in class, they cannot participate.

Out-of-class assignments are due on the date listed in the schedule of assignments section at the BEGINNING of class. Papers turned in after the beginning of class will be considered LATE and points will be deducted. Late work will not be accepted without PRIOR approval. Students should contact the instructor by phone, answer machine, or e-mail regarding absences whenever a paper is due. No late papers will be accepted during finals week. These are the same standards that you as a teacher might use in order to teach your students' responsibility and to promote a professional work ethic.

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. It is expected that students will conduct themselves in a civil and respectful manner during class meetings and in individual meetings with the instructor. The class will provide a safe, hostile-free, and non-intimidating environment for all students.

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 division chair (Dr. Dave Cherry) and then through the vice president for academic affairs (Dr. Carmen Simone).

ACADEMIC DISHONESTY: Cheating & Plagiarism: 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.

ADA ACCOMMODATIONS POLICY: It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment to see me at your earliest convenience.

NOTICE OF BACKGROUND CHECK: 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.
CALENDAR OR SCHEDULE INDICATING COURSE CONTENT:  FALL 2006

August 30  (1)  Introduction & Placement Information
Reading Assignment:  Unit A – Basic Understandings-The Teacher

September 6  (2)  Natrona County School District # 1 Representative
School Placements
Reading Assignment:  Unit B – 1st Characteristic-Positive Expectations

September 13  (3)  Speaker: UW/CC

September 20  (4)  Assignment Expectations
Observing the Classroom, Classroom Ambience, Procedures
Reading Assignment:  Unit C – 2nd Characteristic – Classroom Management

September 27  (5)  Qualities of an Effective Teacher & Planning & Organization
DUE:  CLASSROOM LAYOUT DIAGRAM (Computer-Generated)
DUE:  HANDWRITING & NUMBER SAMPLE

October 4  (6)  1st Days of School - Preparations & Routines
DUE:  STRENGTHS/WEAKNESSES PAPER

October 11  (7)  Accountability and Standards
Lesson Plans
DUE:  1st DAYS OF SCHOOL – PREPARATIONS & ROUTINES

October 18  (8)  Portfolio Development
DUE:  LESSON PLAN & STANDARDS

FALL BREAK – OCTOBER 23-24, 2006

October 25  (9)  Classroom Management/Discipline
Reading Assignment:  Unit D – 3rd Characteristic – Lesson Mastery
Reading Assignment:  Unit E – Future Understandings – The Professional
DUE:  JOURNAL (6 WEEKS OF TYPED JOURNAL ENTRIES)

November 1  (10)  Classroom Management/Discipline - Continued
DUE:  CLASSROOM RULES & CONSEQUENCES

November 8  (11)  Job Application, Resume, Letter of Application, Attire
DUE:  BULLETIN BOARD PICTURE (ELEMENTARY) - OR
PAPER TEST & POINT BREAKDOWN PLAN (JH & HS)

November 15  (12)  Advising, Teacher Tip
DUE:  PRINCIPAL CONTACT FORM
DUE:  RESUME, LETTER OF APPLICATION
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<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
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<tr>
<td>November 29</td>
<td>(13)</td>
<td>Learning Styles&lt;br&gt;DUE: TEACHER TIP (TYPED)&lt;br&gt;DUE: VIDEO-TAPED LESSON &amp; EVALUATION PAPER</td>
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<tr>
<td>December 6</td>
<td>(14)</td>
<td>Working with Parents&lt;br&gt;Teacher Evaluations&lt;br&gt;DUE: PORTFOLIO &amp; FINAL SUMMARY PAPER</td>
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<tr>
<td>December 13</td>
<td>(15)</td>
<td>Student Presentations&lt;br&gt;TEACHER TIP &amp; 1ST DAYS OF SCHOOL - PRESENT IN CLASS</td>
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<tr>
<td>December 19</td>
<td>(Tuesday)</td>
<td>FINAL - Teacher Evaluations Given to College Students</td>
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