CASPER COLLEGE COURSE SYLLABUS  
EDCI 1500 02 Introduction to Teaching

Semester/Year: Spring 2015

Lecture Hours: 1 Lab Hours: 0 Credit Hours: 1

Class Time: 3:00-3:50 p.m. Days: M Room: LH 163/152

Instructor: Cammy Rowley, Ph.D.

Instructor’s Contact Information:  
Office Phone: 268.3321  
crowley@caspercollege.edu  
Office Location: LH 151 F

Office Hours: Monday & Thursday – 11:00-12:00 p.m.  
Tuesday – 2:30-3:30 p.m.  
Wednesday – 6:00-7:00 p.m.  
Friday – 9:00-10:00 a.m.

Course Description: This course will provide an overview of the professional expectations of education students. 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: Casper College General Education outcomes addressed in this class:

1. Demonstrate effective oral and written communication
6. Use appropriate technology and information to conduct research

Course Objectives: Students will:

- Efficiently login and begin development of a professional electronic portfolio (myefolio).
- Demonstrate knowledge of professional expectations for pre-service teachers including web-presence, professional communications skills, professional attire and collaboration with other adults and professionals.
- 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.

- Become acquainted with all education faculty in the education department of Casper College and be able to summarize expectations of program and education profession.

**Methodology:** lecture; discussions, guest speakers will be used in this course. Your feedback is valuable as the instructor uses course evaluations in determining course methodology.

**Evaluation Criteria***:
- Various assignments including Program of Study
- Information fluency and APA documentation
- Critical Review of Current Educational Issue
- myefolio account creation, introduction content, professional photo uploaded
- Educator “Portrait”

**Required Text, Readings, and Materials:** no text; handouts provided in class; myefolio account; CC student account login/password

**Grading:** Total evaluation will be based on the following grading scale:
- 93 - 100% A
- 85 - 92% B
- 77 - 84% C
- 69 - 76% D
- < 68% and below F

*Points will be distributed in the following manner:
- Classroom Assignments
  Point value varies 100 pts
- Class Discussion, Participation & Attendance
  (10 pts per week + 16 weeks) 160 pts
- Setup of Professional Electronic Portfolio 40 pts

**Total Points Possible 300 pts**

Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

**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. No late work 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 drop the class April 16, 2015
Last day to withdraw from class is April 16, 2015

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.

**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 department head (Dr. Kerri Mahlum), then the School Dean (Dr. Shawn Powell), and lastly the Vice President for Academic Affairs (Dr. Tim Wright).

**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.

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

**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.
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