

Principles and Practices for Teaching and Learning in Secondary Schools (TCH 216)
Illinois State University – School of Teaching and Learning – Spring 2024
January 16, 2024-May 3, 2024 (Exam Week May 4-May 10)
In-Person/On Campus Synchronous

Instructor:	Tina McGuire	Campus Office:	Fell 450
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Section:	4: T/R 3:35PM-4:50PM	Zoom Office:	293 788 7358 or tmmcgui (password: redbirds)
Location:	SCH 215	Office Hours:	Mondays Noon-2PM (Virtual) T/R 2PM-3PM (Fell 450) By Appointment

** Teacher Candidates are expected to read this entire document and are responsible for all information provided within. **

TCH 216 is the second of three required courses in the Teaching and Learning Department. *The purpose of TCH 216 is to develop your ability to think like a professional educator.* In this course, you will build upon the understandings of what it means to become a professional educator through a focus on key components of teaching and learning, namely curriculum, instruction, and assessment. In addition, we will focus on elements of creating a positive classroom environment and teaching diverse learners.

TEXTBOOK & READINGS

All readings and/or book chapters will be available through Canvas. Students are not required to purchase a textbook for this section of TCH 216.

OTHER REQUIRED MATERIALS

Notebook, Pens & Pencils, Flash Drive (a way to save work), Printing Abilities, Microsoft Word

Other materials may be needed throughout the semester to support the teacher candidate's lesson plans, etc.

TOPICS COVERED

- I. What are you teaching? (Instructional Planning)
 - a. Standards
 - b. Unit and Lesson Plan Models
 - c. Instructional Objectives
- II. How are you teaching? (Instructional Methodology)
 - a. Instructional Methods
 - b. Professional Teaching Standards
- III. Who are you teaching? (Understanding Learners)
 - a. Working with Exceptional Populations
 - b. 21st Century Teachers and Learners
- IV. Where are you teaching? (Learning Environment)
 - a. Classroom Management
 - b. Teacher Professionalism
- V. When are you done teaching? (Assessment)
 - a. Formative

- b. Summative/Authentic
- c. Grading

COURSE FORMAT – LECTURE

The lecture portion of this class will meet in-person on Tuesdays and Thursdays from 3:35PM-4:50PM starting on Tuesday, January 16 in Schroeder Hall 215. Teacher candidates are expected to attend each lecture meeting.

COURSE FORMAT – CLINICAL

A major part of TCH 216 is the 11-week clinical experience. As a teacher candidate, you will participate in class observations and a teaching experience. Teacher candidates will work with their cooperating teacher (CT) in establishing a routine of observations and a teaching and lesson plan. Teacher candidates are not required to attend their clinical placement before the official start date, unless other arrangements have been made by the CT. **Spring 2024 Official Clinical (Lab) Start Date: Wednesday, January 31.**

Teacher candidates placed at University High School (UHigh) are required to attend an orientation in UHigh's auditorium. This will be **Wednesday, January 31 6 at 1:15PM**. During this orientation, you'll get information for your clinical placement and CT regarding your assigned class and clinical teaching experience. If you have a class conflict at this date/time, I will provide an excuse letter to allow you to attend. **This is a required meeting and failing to attend could mean losing your placement.**

Teacher candidates not placed at UHigh are not required to attend the orientation, and those hours will be made up during the observation phase of the clinical experience. If you are unsure of where you have been placed, please get in touch with The Lauby Center. Most teacher candidates are placed at UHigh, though *some* content areas (agriculture, some art, some foreign languages, FCS) are not taught at UHigh and these teacher candidates are placed elsewhere.

Teacher candidates are expected to stay organized with their clinical placements once they have started. This means, teacher candidates are communicating with their CT, planning to complete all observation hours (extra-curricular observations, out of content observations, PD sessions, in class, teaching, etc), and working to complete their clinical teaching experience. Teacher candidates must also keep a clinical hour log that includes signatures from their CT and other teachers they observe. This hour log is due at the end of the semester.

Clinical due dates tend to sneak up on teacher candidates, and many times they can fall behind at the end because they were not prepared at the beginning. Teacher candidates are expected to complete around **50-55 clinical** hours during TCH 216. If there is a concern about completing clinical hours, teacher candidates placed at UHigh need to work with their CT or get in touch with Dr. Vickie Graziano (vegrazi@ilstu.edu). Students not placed at UHigh need to work with their CT and communicate with me if there are any issues.

Teacher candidates are required to log all clinical hours on a log sheet and upload their hours to BlueDocs (in a similar way that was done in TCH 212). The log sheet will be uploaded to Canvas. Then we will log all clinical hours into BlueDocs as a class on 4/23.

TEACHING PHILOSOPHY

As a teacher candidate you can expect to get the most out of class when you are present and paying attention. I try to make class as enjoyable as possible and try and make the content as applicable as I can. I do my very best to not waste your time in this required pedagogy class. I have ten years teaching experience in a Title I high school, so I bring much of that experience into this class to prepare you to enter the classroom as a teacher. To do well in my class, I appreciate teacher candidates who come to class each meeting and pay attention, communicate respectfully and often, and teacher candidates who try their best on all their assignments. Because you are experienced college students, I expect college level work and attention to detail.

WHY TCH 216?

My experience in teaching is in the secondary English and communication classroom. I understand that many of you are not English majors, and you may not think that what I have to say will apply to your content area. Though I ask that you keep an open mind through the course and understand that once you enter your first classroom, your principal may not have experience in your content area. TCH 216 is structured in a way for you to receive feedback from an experienced educator in a similar way you will receive feedback from a future principal. Additionally, you will be working with teacher candidates outside of your content areas. This will help you gain experience and then be able to apply that experience to your future classrooms and gain an understanding of your future students.

WHY I TEACH TCH 216

Simply put, I love this class. It's so fun working with teacher candidates from all content areas. I really enjoy our class's conversations about teaching and hearing about your experiences in the classroom. It's an honor to watch you grow in your understanding of what a teacher is and how a teacher can be effective. My hope each year is that teacher candidates gain a new perspective of teaching and can apply that to their own methods.

REALIZING THE DEMOCRATIC IDEAL: TEACHER EDUCATION AT ILLINOIS STATE UNIVERSITY

Illinois State University has a historic and enduring commitment to prepare teachers and other school personnel who will be responsive to the ethical and intellectual demands of a democratic society. To teach in a democracy is to consciously take up the challenge of improving the ethical and intellectual quality of our societal dialogue by including in it as many educated voices as possible. This course contributes to this mission by engaging pre-service teachers in cooperative experiences with practicing teachers with a focus on diverse learners, technology, and the planning of quality instruction.

ASSIGNMENTS

Student Information Form (1/18) & CT Information Form (2/1) – 5 Points Each

During the first week of class, teacher candidates will complete a student information form on Canvas to help me get to know them. Then after teacher candidates meet with their CT, they will complete a CT information form on Canvas. This form just provides information about your CT, in case I need it later. With your CT information, you'll also need to upload your PD sign-up genius reservations. (If you are not placed at UHigh, you do not need these reservations).

Syllabus Quiz (1/18) – 25 Points

To ensure that teacher candidates understand the course policies and clinical requirements, there is a short syllabus quiz that will be completed on Canvas during the first week of class.

Mid-Term Quiz (3/7) – 25 Points

As a refresher of course policies and clinical requirements, teacher candidates will complete a short quiz about halfway through the semester. This quiz will also include some course content related items. This quiz will be completed on Canvas about halfway through the semester.

PLT Work – 100 Points (10 Points Each) – Shown in *Italics* on the Course Schedule

Over the course of the semester, teacher candidates will work in Professional Learning Teams (PLTs). These are groups of teacher candidates with the same or similar content areas. For these in class assignments, teacher candidates will have small discussions, create lessons, and unpack education standards. These experiences will be done during class. After class, any documents the group was working on will need to be uploaded to Canvas by one member of the group, then I will check off (and grade) each member. If a teacher candidate is absent during a PLT assignment, they will be required to complete the assignment on their own and upload it to Canvas.

- Identifying Standards – 1/18
- Writing Learning Objectives – 1/23
- Differentiating Lesson Plans – 1/25
- Basics of Lesson Presentation – 1/30
- Pedagogy Portfolio Check In (Done out of class, on own) – 3/19
- Learning Theories – 4/2
- Classroom Management – 4/4
- Writing Assessment – 4/9
- Cross Curricular Teaching – 4/11
- Teacher Professionalism – 4/25

In order for me to assess these assignments, all PLT work must be uploaded as a Microsoft Word document, unless otherwise noted on the specific PLT assignment worksheet.

Microteaching – 100 Points (total) – Shown in Bold on the Course Schedule

To prepare teacher candidates for their clinical teaching experience, you will participate in what is commonly known as Microteaching. This assignment is split into four parts and touches on the building blocks of lesson planning and being an effective teacher.

- Part One – Writing a Set Induction (start 1/25 due 1/30) – 20 Points
 - Teacher candidates will write out a simple lesson introduction for a lesson or content of their choice. Then in PLTs, teacher candidates will discuss and review their set inductions and provide feedback for each other.
- Part Two – Leading a Class Discussion (2/6, 2/8, 2/13, 2/15, 2/20) – 30 Points
 - Teacher candidates will present a topic to the class that can be used as a discussion. The topic can be of their choice, though it's highly recommended to use something from their content area and what they could be teaching with their clinical experience. The teacher candidate can present some content prior to the discussion if it's appropriate. Then a discussion should be led lasting 10 minutes. Teacher candidates should call on students and practice giving positive constructive feedback. Teacher candidates will be required to hand in their discussion plan prior to leading the class (by 2PM the day of their discussion).
- Part Three – Leading a Classroom Activity (2/27, 2/29, 3/5, 3/7, 3/21, 3/28) – 30 Points
 - Teacher candidates will plan and present a short 10-minute activity to the class. The activity will reflect something they are teaching during their clinical teaching experience. Teacher candidates are responsible for any equipment, handouts, or technology needed for their

activity; this includes knowing how to use the classroom technology. Teacher candidates will be required to hand in their lesson plan outlining their activity prior to teaching the class (by 2PM the day of their activity/lesson).

- Part Four – Creating Assessment (start 4/9 due 4/16) – 20 Points
 - Teacher candidates will create a short summative assessment that connects back to what they are teaching within their clinical placement. Teacher candidates are encouraged to get help from their CT. Along with the assessment, teacher candidates will also write a short paragraph rationale of the assessment that explains how it relates to student learning. This will be handed in through Canvas.

All microteaching assignment details will be provided on Canvas and teacher candidates will be given more details in class. The complete microteaching assignment will show as four grades in the grade book.

All lesson plans and graded microteaching assignments must be uploaded as Microsoft Word documents. An exception to this would be if teacher candidates want to share within their assignment submission a presentation (Google Slides or Power Point) or worksheet (PDF) that they will be using during their lesson.

Clinical Experience (due dates vary) – 100 Points

Teacher candidates will be engaged in about 50-55 hours of a clinical experience at a local high school. The clinical field experience is a progressive experience in which teacher candidates will begin as observers in a classroom and will become progressively more involved in the classroom. The culminating work of the clinical experience is at least a three consecutive day teaching opportunity. Teacher candidates will develop and implement their own lesson plans while assessing the effectiveness of their work by assessing the students. Documentation of this experience will occur in cooperation with your cooperating teacher and be assessed through the Field Experience Evaluation (also known as the Clinical Summative Assessment). Your final grade for the clinical experience will be assessed by your cooperating teacher (CT) and that information will be communicated to me at the end of the semester to add to your final overall grade. Teacher candidates can refer to the Field Guide for all rubrics and explanations of the clinical experience, and of course teacher candidates can also ask their CTs.

Pedagogy Portfolio – 100 Points (total)

This assignment focuses on the planning, teaching, and reflection that will occur in the clinical experience. This work is modeled after the edTPA framework to be completed as part of the teacher licensure process. This assignment will be submitted through on Canvas, and broken down into three parts:

- Mid-Term (Component 1) 60 points: Lesson Planning Reflection (due 3/26) – This is a reflection written while you are putting together your three-day lesson plan.
- Clinical Lesson Plans (due 4/9) 40 points: Teacher candidates will upload their lesson plans used during their three-day lessons. These lesson plans will be evaluated with the rubric provided within the Pedagogy Portfolio information document.
- Final (Component 2) 60 points: Teaching & Field Experience Reflection (due 5/9) – After you complete your clinical teaching experience, you will write your reflection based on your strengths and weaknesses as a teacher. Additionally, through a final reflection of the field experience, teacher candidates will reflect on working with their CT, working with their students, and their overall teaching experience.

The complete portfolio is worth 100 points. All rubrics are located within the Pedagogy Portfolio packet that can be found on Canvas. **Teacher candidates are encouraged to work on the portfolio progressively and refer to the Pedagogy Portfolio packet often for a complete understanding of the assignment.** Teacher candidates also need to be aware that the Pedagogy Portfolio is part of the requirements for entrance into student teaching, and if you do not complete this requirement, it could jeopardize student teaching placements. ***The Pedagogy Portfolio is a due date that often sneaks up on teacher candidates. Please note that Mid-Term should be completed as you're lesson planning and BEFORE you teach your three-day lesson at your clinical.**

The Pedagogy Portfolio should be uploaded as Microsoft Word documents, and I ask that teacher candidates review the sample on Canvas for other format considerations that will help me assess this assignment.

Clinical Hours Log & Record in BlueDocs (4/23) – 10 Points

Teacher candidates should upload their completed clinical hour log (with CT signatures) to the Canvas assignment. Additionally, teacher candidates are required to upload their hours into BlueDocs (the same way as was done in TCH 212). We will do this in class on 4/23.

Observation Reflections (due dates vary) – 100 Points

While you are completing your clinical experience, you will be observing many teachers and activities. You've most likely completed observations in the past, though for this course, you need to guide your observations to help you learn about teaching not only within your content, but outside of it as well. This assignment is broken down into four parts and is handed in separately as assignments on Canvas. Question prompts and instructions will be available within each Canvas assignment.

- Part One – First Observation of your CT – 25 Points – due 2/8
- Part Two – Out of Content Observation – 25 Points – due 3/7
- Part Three – Extra Curricular Observation – 25 Points – due 4/18
- Part Four – Final Observation of your CT – 25 Points – due 5/2

Since these assignments you will be handwriting your notes, you can scan your handwritten observations and upload them as either a scanned image or a PDF. These do not need to be uploaded as Microsoft Word documents.

Attendance – 50 Points

Teacher candidates are expected to come to each class meeting. Each class meeting is worth two points, if a teacher candidate does not attend class, they will not earn those two points. If a teacher candidate comes late to class, they will lose one point. This only accounts for attendance at the lecture portion. This point value could change based on class cancellations or other factors. Canvas will update accordingly.

Extra Credit (5/2)

If teacher candidates need extra credit, there is an extra credit folder on Canvas that teacher candidates can review. Extra credit can be completed at any time, but all extra credit is due by the last day of the semester and should be uploaded to the Canvas. The due date for extra credit cannot be extended for any reason.

Total Course Points (Subject to Change)

620 Points

Grading Scale

10-point percentage scale = 100-90(A), 89-80(B), 79-70(C), 69-60(D), 59 and below (F)

Grade based on points = 620-561 (A), 560-501 (B), 500-441 (C), 440-381 (D), 380 and below (F)

COURSE POLICIES

Excused Absences

Teacher candidates should come to class each meeting. There are only four types of absences that will be considered excused. Please review these absence types and plan ahead if needed.

1. *An official ISU absence*, this could include athletic events, department/content area meetings, band concerts, academic tournaments, and some field trips. In these cases, you will need to provide a signed letter from your advisor, instructor, or coach explaining the reason for your absences and also the dates you will be absent. This can be an e-mail, though it is preferred if an actual letter was provided via an e-mail attachment. Additionally, teacher candidates must provide these letters prior to the scheduled absence. Please plan ahead and let me know as soon as you are aware of these absences. If a teacher candidate does not provide the letter prior to the absence, the absence will be unexcused.

ISU's Official Excused Absence Policies: policy.illinoisstate.edu/students/2-1-20.shtml

2. *Personal illness*, this would be where you are so sick, you cannot come to class. In these cases, you will have to provide a valid doctor's note, or a walk out statement from University Health Services. If documentation cannot be provided for the day of your absence, your absence will be unexcused. Additionally, dates on doctor's notes and walk out statements need to show consistency with dates you are absent. For example, if you have a walk out statement dated for Tuesday and you missed class on Thursday, that does not show consistency and your absence may be considered unexcused.

* In the case of a personal illness and a teacher candidate cannot get documentation prior to the absence, the teacher candidate needs to e-mail me ahead of time and request a personal day (teacher candidates get two during the semester). Then when the teacher candidate has the proper documentation, and they provide that documentation, the absence will change to excused. However, this documentation has to be provided within 48 hours of the absence.

3. *Registered extended absence*, if a teacher candidate contracts COVID-19 or another communicable/contagious disease or has come into contact with someone who has COVID-19 or another communicable/contagious disease, they must register this with the Dean of Students as an extended absence. (<https://deanofstudents.illinoisstate.edu/contact/absence/>) Once this has been registered with the Dean of Students, the Dean of Students will contact all of the teacher candidate's instructors. Then class meetings and assignment due dates during that time will be excused or extended.

*This may also include other extended absences that are not health related. If you find yourself in a circumstance where you will miss more than two weeks of class, you need to register this extended absence with the Dean of Students.

* If you are waiting for the results of a COVID test and have been instructed to self-quarantine until you get your results, in order to excuse the absence, the teacher candidate must provide an appointment confirmation. This could be from a doctor or pharmacy where the COVID test was administered. The appointment confirmation must have the date and time of your test and can be e-mailed to me as a screen shot from your phone or a scan from your paperwork. No student health information will be shared, and teacher candidates can redact any sensitive information from their

appointment confirmation. I just need to see the teacher candidate's name, the name of the place where the test was administered, the date, and the time.

4. *Bereavement*, in the event that a teacher candidate experiences a death of an immediate family member or relative (parent, sibling, grandparent), the teacher candidate will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations. The teacher candidate will provide appropriate documentation and arrange to complete missed classroom work as soon as possible according to the process outlined below:

Upon notification of the absence and proper documentation, each faculty member shall excuse the teacher candidate from class according to this policy and provide an opportunity to complete missed exams, quizzes, and other required work. Ultimately, the teacher candidate is responsible for all material covered in class and must work with each individual professor as soon as they return to complete any required work. Details can be found at the following website: <http://policy.illinoisstate.edu/students/2-1-27.shtml>

In all four situations, if you follow the proper guidelines and get documentation, late work will be accepted and/or excused. There may be a time limit in place for some assignments, so please make sure that you are organized and are in communication with me.

It's also important to note that the teacher candidate must stay in communication with their clinical CT. Even if the teacher candidate follows the instructions above to register their absences, the CTs will not get any messages from the Dean of Students. So, it's the teacher candidate's responsibility to notify their CT of any extended absence and the CT may require additional documentation.

Personal Days

During the semester, teacher candidates get two personal days. These days can be used on any class meeting day (lecture only), except for a teacher candidate's microteaching dates. To use a personal day, the teacher candidate needs to e-mail Tina at least 30 minutes prior to the class meeting time. They need to state they are using a personal day, and the absence will be excused. If the teacher candidate e-mails me too late, the absence will not be excused.

Clinical Experience Attendance Policy

Three unexcused absences from your clinical placement will result in your immediate removal from the clinical portion of this course and will result in a grade of 0/no credit for all clinical assignments/grades in this course. Two unexcused absences will result in a disposition concern submitted by your cooperating teacher. A third unexcused absence will result in the submission of an additional disposition concern form.

Religious Holidays & Other Considerations

Please review the schedule at the end of the syllabus, and if you have a conflict with a due date or class meeting due to a religious holiday or practice, please get in touch with me. I will do my best to work with you (provide a short extension, etc). These arrangements need to be made prior to the holiday. If you see there are microteaching days on a holiday, please do your best to not sign up for the presentation date that lands on the holiday.

General Notes About Attendance

Teacher candidates should not schedule appointments, work, meetings, job interviews, vacations, or anything else during class time, these instances will not be excused (see the above list of excused absences). When a teacher candidate schedules something during class time, that tells me that they may

not take the class seriously and that they do not respect the time of the instructor and the others in class.

As a college student and an adult, it is up to you to attend class. Only you can control your own actions and attendance. **By not attending class (for any reason, excused or unexcused), please understand that class goes on without you, and you are still responsible for all material covered and assignments completed.** Remember by not attending class (for any reason, excused or unexcused) points on in-class work and points in attendance may be lost or not earned. Teacher candidates need to make decisions that are in their own best interests and what they deem important and what is a priority. This is with the understanding that a teacher candidate's overall grade will be negatively affected if they are not regularly attending class. Excessive absences could also result in the teacher candidate being reported to Redbird Cares or even being dropped from the course.

Remember I do ask that you set aside our scheduled class time for class, and that also means you have everything you need. As future educators, your students will expect you to be organized for class, so it's best to get into this habit now. Lastly, **teacher candidates are not permitted to miss the lecture portion of TCH 216 because of a conflict with clinical hours. If a teacher candidate misses the lecture portion because of a clinical hour requirement, it will result in an unexcused absence.**

Contacting Tina

If at any point in the semester, you have a question or an issue, please let me know as soon as possible. The best way to get ahold of me is through e-mail (tmmcgui@ilstu.edu) or Canvas message. The subject line of your message must provide the following: class, section number, short description (TCH 216 Section 4 – Clinical Question). Having this information in the subject line of your message will ensure you get the most accurate feedback possible.

Teacher candidates are also encouraged to stop by during my office hours or call my cell phone during office hours. While I will do my best to answer all questions via e-mail, in person meetings are the best, we can have a conversation and you will get the best feedback possible.

If a teacher candidate would like me to review work prior to them handing it in (lesson plans, etc). The teacher candidate needs to drop in during office hours or set up an appointment. Do not e-mail me your assignments (unless I instruct you to do so) to have me check them before you hand them in. I would be glad to go over work in person or share screen with you in a Zoom meeting to go over your work. Teacher candidates must know how to use Zoom and be ready to share screen, if I ask them. Teacher candidates may have to check some settings on their computer or Zoom in order to do this.

Unless I direct you to do so, never e-mail me attachments or share documents with me through e-mail. E-mail attachments and links sometimes carry computer viruses. I will not risk the health of my personal computer due to a corrupted attachment. All assignments are uploaded to Canvas, and that is the only way assignments will be accepted.

When Tina is Available

I will always be in my office during my set weekly office hours (see above). If there is a change to my office hours for a week, I will let the class know. During my office hours, teacher candidates can expect quick responses from me. If a teacher candidate e-mails or attempts to contact me outside of my office hours, please note it may take me up to 36 hours (longer over a weekend or school breaks/holidays) to respond. Keep this in mind for time sensitive questions.

If my office hours do not fit into a teacher candidate's schedule, they are encouraged to set up an appointment. This can be done by sending me an e-mail. In the message, please provide at least three

dates and times you are available, and I will respond with what works into my schedule and we can set up the appointment for either in-person or on Zoom.

Finals week is an instance where my availability is a bit different. During that week, I do not usually keep the normal office hours as stated at the top of my syllabus. This is because the entire university runs on a different schedule. I will take appointments during finals week, and I do check my e-mail and stay in contact with teacher candidates for the entirety of that week.

Generally, my e-mails to teacher candidates are direct and to the point. Just something to keep in mind. Additionally in my responses, I may mention or say, “as stated in the syllabus” or “as mentioned in class,” I may even copy and paste a policy from the syllabus, this isn’t me being mean or not considering your question, it’s reminding the teacher candidate that this was something I’ve already gone over. Use this as a reminder for the next time you e-mail me to check the syllabus or your class notes beforehand, as your question may be addressed there.

Please just remember that I am not available 24/7. You may e-mail me at 2AM, I’m not going to respond to that message until maybe 8AM, at the earliest. Please do not expect immediate responses to e-mails.

Class Cancellations

If we are unable to meet (for whatever reason), I will contact the class prior to the scheduled meeting. I will do my best to contact the class the morning of and provide a “plan B” for any missed assignment/experience. If I know enough in advance of a time where we cannot meet as a class, I will include that in the class schedule at the end of the syllabus.

If the university cancels class, I will get in touch with the class (probably via a Canvas announcement). I will let the class know if any work needs to be completed or if there is a schedule adjustment. Please wait for me to get in touch with the class, do not e-mail me the second after the university cancels class. I will get in touch with you, please be patient. Chances are, I found out at the exact same time you did.

If the university moves classes online, the class will still meet synchronously online during its scheduled days and times. Teacher candidates are still expected to attend class. If this happens, more information will be provided, though the overall schedule of the class and its assignments will not change. I will keep everyone informed on changes to clinicals if this happens. Though for now, don’t worry about it.

Weekly Canvas Announcements

Each week (usually Friday mornings) I send out a Canvas announcement to prepare teacher candidates for the upcoming week. Teacher candidates are expected to read this announcement each week.

Communicating with Teacher Candidates

During the semester, I use a combination of Canvas messages and e-mail. Teacher candidates are expected to check both Canvas and their ISU e-mail. It is suggested that teacher candidates update their Canvas settings so that an e-mail is sent to their ISU e-mail when they have been added to a Canvas message, an announcement has been made on Canvas, or a Canvas page has been updated.

General Time Management

College students are expected to be able to manage their time wisely. As a college student, it is your responsibility to stay on top of your assignments. This can be done in many ways, including using a planner or agenda book, or even putting notifications on your phone. Teacher candidates are encouraged to look ahead at the assignments for the semester and to make a plan to get all assignments in on time. As the instructor, it is not my responsibility to remind teacher candidates of their work, though I do so often. A teacher candidate should not depend on a reminder from me to get their

assignments in on time. The syllabus is created for teacher candidates to know when things are due, and it is created so teacher candidates can be prepared for the entire course during the entire semester. If a teacher candidate has a concern about this, please get in touch with me.

Cell Phones/Electronic Devices

During class meetings, teacher candidates are asked to please put their phones away. Phones may only be used during a microteaching lesson if the teacher candidate teaching is using the phone for an educational purpose. **Teacher candidates may use laptops to take notes during class, though please keep lap top use to a minimum and please put them away if you are not taking notes or working on an assignment for this class.**

Please do not take pictures of the power points or the screen during class. All power points are available on Canvas. Snapping a picture during class is distracting and can also be considered as a form of plagiarism, as I have not given you permission to take a photo of the content I have created.

Technology Expectations

Teacher candidates are expected to know how to use their e-mail and Canvas. This includes understanding how to use their ISU e-mail account and upload documents to Canvas. Teacher candidates are also expected to use Microsoft Word to upload most Canvas assignments. Microsoft Word is available for free for all ISU students and employees through their Microsoft e-mail account. If any teacher candidate has a question on how to get Microsoft Word, please refer to Tech Zone or ISU's Technology Help. Teacher candidates must understand that if assignments are not uploaded in the correct format, they may not earn credit for the assignment. There are a few exceptions to this rule, please see the assignments section of the syllabus.

Most assignments are set up to only be handed in once (one submission allowed) so, please make sure you've got everything ready to go before you hit the submit button. All assignments are handed in via Canvas. Please do not e-mail me your assignments or electronically share any assignments. If you do this, I will just direct you to hand in the assignment to Canvas. Please follow this direction.

While we are in person this semester, teacher candidates are still expected to know how to use Zoom in case we have to meet online at any point. If we are moved to an online environment, the class will be provided with a Zoom meeting code and teacher candidates will be expected to log in at class time. Also, teacher candidates may be required to meet with their CT via Zoom, therefore being able to use the technology is important.

This technology expectation also extends to teacher candidates knowing how to use their own personal computers. If a teacher candidate owns their own laptop, they are expected to know how to save files to it and use it for class. My own personal computer and many of the computers on campus are PCs, therefore, most of the assignment information is formatted for a PC. If a teacher candidate uses their own Mac Book, they are responsible for knowing how to use it in tandem with the computers and resources on campus. This includes if the teacher candidate is using any of the Google platform applications.

Generally speaking, I am not tech support. If a teacher candidate is having technology issues, it is ultimately their responsibility to use critical thinking and figure it out. The university provides many tech resources for teacher candidates.

Provided Online/Canvas Resources

Each week will have its own module within Canvas. Teacher candidates need to check this in order to prepare for that week's meeting. I will do my best to have all modules up and available for teacher candidates a week before the class meeting. If a teacher candidate misses a class meeting, they need to check the weekly module and the syllabus for what they've missed. If a teacher candidate is struggling to find something on Canvas, it is their responsibility to get in touch with me.

If you're watching a video on Canvas, please keep in mind that that video may have been made while classes were online. Therefore, some assignment information may be out of date. Always refer to your class's syllabus for due dates and other assignment information. Additionally, in some videos I reference ReggieNet, ReggieNet was ISU's LMS prior to Canvas. And as always, just ask if you're confused.

Please do not take pictures of slides during class. All slides and Power Points are available for teacher candidates on Canvas.

Grading Policies

Teacher candidates should know and understand that when it comes to grading, as the professor of the course, I have the teacher candidates' best interests at heart. When grading any assignment, I will always grade in favor of the teacher candidate. With that said, there are a few things to keep in mind.

When determining a teacher candidate's final grade, I will reflect on their complete body of work. That includes attendance, participation, and quality of work. Also remember that as the professor of this course, I do not have to round any grades up. In all final grade considerations, I reflect on the teacher candidate's participation in class, communication with me, and timeliness of handing in assignments. Additionally, a teacher candidate's final grade must also show that the student has met course objectives (C), gone above course objectives (B), or gone above and beyond course objectives (A).

Teacher candidates must keep in mind that as a professor, I must stay consistent with grading throughout the entire semester and with all teacher candidates. Grades cannot and should not be discussed via e-mail, and teacher candidates who request grade bumps or grade information via e-mail will be asked to meet with me in person. If a teacher candidate needs to discuss their grade, they must come to my office to discuss grades. And note that just because a teacher candidate comes to my office, that doesn't mean a grade will be changed or raised.

Recording Microteaching

Teacher candidates are allowed to record their own presentations for their use afterwards. Some teacher candidates want to have a recording to help them with reflection assignments. It is not required that teacher candidates record their own presentations, but it is allowed. The teacher candidate needs to set up their own recording. This can easily be done by asking a classmate to record the presentation on their phone.

Canvas Quizzes & Assignments

Please note that when students hand in work on Canvas, Canvas will "grade" the assignment and insert a grade. THIS IS NOT THE FINAL GRADE FOR THAT ASSIGNMENT. Once the due date of the assignment is past, I will go in and grade the assignment. I will adjust the grade to reflect short answer questions, any extra points (if applicable), and/or late points. I will check all assignment submissions to make sure each student earns the grade they deserve. Please do not send me a panicked e-mail after you submit an assignment on Canvas and it's not the grade you think it should be.

Using Microsoft Word

As stated, a few times throughout the syllabus, teacher candidates are expected to hand in all assignments as Microsoft Word documents. If this poses a problem for a teacher candidate, it is their responsibility to contact me right away. I will do my best to get the teacher candidate the needed resources for Microsoft Word. Teacher candidates need to contact me prior to handing in any assignment if they are unable to use Microsoft Word. Again, remember as a teacher candidate, you are expected to know how to use your own technology or laptop. And if you are struggling with using Microsoft Word, you are expected to use critical thinking to figure it out before you contact me with any issues. What I'm saying is, please don't panic e-mail me the second something doesn't work. Take a minute to analyze the situation and then get in touch with me if something isn't working.

Some exceptions to this rule are handwritten reflections, your clinical hours log, and resources used for teaching, like Google Slides. For handwritten reflections and your clinical hours log, you can use your phone to scan the document and upload that scan (or PDF) to Canvas. All lesson plans uploaded to Canvas must be Microsoft Word documents.

Microsoft Word document files are usually saved as a .docx or .doc file. So, when looking to attach a file to a Canvas assignment submission, make sure the file you're uploading has .docx or .doc at the end of the file name. Sometimes the icon next to the file is blue. If you accidentally upload an incorrect file type, please e-mail me explaining what happened, do not attach your document to the e-mail. I will respond with instructions on what to do to fix your error. If at the time of grading, I see that you accidentally uploaded an incorrect file, I will e-mail you with instructions on what to do to fix your error. Again, unless I tell you to do so, do not e-mail me attachments of your work.

Late Work

Assignments will be open on Canvas for one week after their initial due date. No late grades will be taken for assignments handed in during that window. If a teacher candidate would like to hand in an assignment after that one-week window, the teacher candidate needs to meet with me during office hours or make an appointment. We will discuss late penalties and options moving forward.

Appointments or meetings concerning late work and reopening assignments must take place prior to exam week.

If a teacher candidate misses either part of their microteaching (leading discussion or activity), it is their responsibility to contact me to set up an alternative presentation date (do not assume you'll present during the next class period). Depending on the nature of the absence or not presenting on your assigned presentation date (excused or unexcused), a late grade may be taken. Missed microteaching (leading a discussion or activity) will automatically get a 5% deduction, and an additional 5% deduction if presentations have to continue to be rescheduled.

Final Grade Policy

No work will be accepted after 5/9 at 11:59.00PM. At that time Canvas will close.

Grades will be posted to the university the morning of 5/10, and after that grades will be final.

E-mails or other requests for late assignments or grade inquiries that are made after 11:59.00PM on 5/9 will not be accepted or considered. Please plan ahead.

Academic Integrity/Professionalism/Assignment Expectations – School of Teaching and Learning Statement

Academic integrity is a value promoted by Illinois State University. As future educators it is assumed that you, as well, feel strongly about the values associated with academic integrity. Your belief in these values should prohibit you from engaging in activities such as cheating on tests or quizzes, plagiarizing the work of others, falsifying grades or other documents, and other instances of academic dishonesty. The placement of your name on any work that is completed in this course will be regarded as an assurance that the work is yours and came as a result of your own thought and study.

It is assumed that by taking this course you are at least interested in pursuing teaching as a profession and as such, professionalism will be expected. Respect, responsibility, and the development of professional relationships are signs of a professional and will be expected of the students in this course. These areas of professionalism include, but are not limited to, the silencing of cell phones, engaging in respectful discussions with peers, limiting off-topic conversations, remembering not to leave waste behind, and completing any reading of assignments prior to class.

All assignments will have clear due dates, and all are expected to be turned in at the start of class on the day that it is due, whether it is to be physically turned in, e-mailed, or posted to Canvas. In the event of extended absences, we may have to work through the 'incomplete grade' process found at the following link: http://registrar.illinoisstate.edu/faculty_staff/incomplete_form

As a future professional the quality of work that is turned in is of great importance. Proofread and check papers for grammar. Teacher candidates will be assessed on the quality and constancy of their work.

Campus Health and Safety Guidelines

Even though most of the pandemic is behind us, we need to be cautious about campus health and safety. If Illinois State mandates masks or face coverings, students will be expected to wear them in the classroom. Teacher candidates who do not comply will be asked to leave and may only return when they are in compliance. This is the same for any other health and safety guidelines university leaders deem important. Please note that clinical placements may have specific and/or different health and safety guidelines as compared to ISU's campus.

Additionally, I ask that all teacher candidates respect each other. If a teacher candidate would like to wear a mask or face covering, they may. I may wear one every now and then. I also may ask teacher candidates to wear a mask if we are in my office or in close contact. Please be respectful of everyone.

Student Access and Accommodations

This service is recommended if you are having difficulty with understanding directions, understanding course content, or if you have other concerns related to your responsibilities. This is also the agency to contact if you have physical/mental challenges with which you are routinely coping. <https://studentaccess.illinoisstate.edu/services/>

Teacher candidates with accommodations need to get their information to me ASAP so their accommodations can start right away. It is also appreciated that teacher candidates with accommodations meet with me to discuss their accommodations. Also note, that accommodations are not retroactive, meaning that any work completed before the accommodations are reported to me, teacher candidates cannot redo for a better grade. As a professor at ISU, I also keep in touch with the directors at SAAS and if I have a question about your accommodation, I may contact them for clarification.

If a teacher candidate has an accommodation, they are also responsible for communicating that with their CT.

Student Counseling Services

This service is recommended if you are having difficulties with coping with the demands and responsibilities of the semester and/or other concerns which seem to be overwhelming. The number for student counseling services is 309-438-3655. Or you can contact them at www.counseling.illinoisstate.edu

Julia Visor Center

This service is recommended if you are having difficulty with preparing written work such as lesson plans, course assignments, etc. They can review your work and offer suggestions. <http://universitycollege.illinoisstate.edu/about/visor/>

Dean on Duty

This service is recommended if you have ongoing absences or other concerns related to the completion of the semester. The Dean of Students office is able to assist you with contacting other agencies on campus which may be of help to you. <https://news.illinoisstate.edu/2015/08/visit-dean-duty/>

A Note About the Syllabus

While I am a very organized instructor, sometimes things need to change throughout the semester. Teacher candidates should understand that this document (and course Canvas page) is subject to change. Any change to the course and its assignments will be communicated to all teacher candidates.

Teacher candidates need to remember that the syllabus is in effect for the entire semester. All policies and information within apply to the entire semester. A policy will not change mid-semester, unless a dire need is evident, and in that case the class will be informed.

Sometimes what happens is that a teacher candidate gets a bit too comfortable in class (especially at the end of the semester) and will assume that I will take an assignment after a due date, or I will allow for a resubmission. This will not be the case. All policies apply to all teacher candidates for the entire semester. I will stay strict on this, as this will show that I am consistent with all teacher candidates. As a teacher candidate, you may feel that that's not fair, I respect those feelings, though I hope you understand that I have to manage over 150 students during a semester, and I need a system (like course policies) in order to stay organized.

TCH COURSE OBJECTIVES (with IPTS Linkages)

Teacher Candidates Will:

1. Identify and respond to the needs of all adolescent learners using the principles of research-based instruction that are intended to serve diverse populations including, but not limited to English language learners and exceptional learners. (1A, 1B, 1C, 1D, 2E, 2H, 3F, 3H, 3O, 4C, 5A, 5M, 6R, 6S, 8I)
2. Design instruction using the Illinois Learning Standards, Common Core Standards, educational goals, instructional objectives, learning domains, and appropriate technological resources to teach all learners. (1G, 1I, 1L, 2C, 2I, 2J, 2O, 3A, 3B, 3C, 3E, 3G, 3I, 3Q, 4L, 5B, 5E, 5L, 6E)
3. Implement research-based models of effective teaching and select appropriate technological resources for the delivery of instruction to all learners. (1H, 1J, 2G, 2K, 2M, 2P, 4N, 5C, 5F, 5J, 5O, 5S, 8F, 9J)
4. Develop effective assessment instruments and interpret student performance data to inform instruction. (3D, 3J, 3M, 4E, 4H, 5G, 5H, 5P, 7A, 7B, 7C, 7D, 7E, 7F, 7G, 7H, 7I, 7J, 7K, 7M, 7Q, 7R)
5. Develop effective classroom management methods that include setting high expectations for academics and behavior in order to create and maintain a safe and positive learning environment. (1K, 4A, 4B, 4D, 4F, 4G, 4I, 4J, 4K, 4M, 4O, 4P, 4Q, 5R)
6. Implement reflective teaching processes, knowledge, skills, and dispositions of a professional educator to enhance student learning and teacher decision making that are in congruence with the Illinois Professional Teaching Standards and the Illinois State University conceptual framework, *Realizing the Democratic Ideal*. (1F, 3P, 5K, 5Q, 6N, 8K, 9E, 9H, 9I, 9K, 9P, 9R, 9S, 9T, 9U)

INSTRUCTOR COURSE OBJECTIVES

Teacher Candidates Will:

1. Understand diverse student and school populations.
2. Demonstrate their knowledge of basic classroom technology.
3. Build relationships with teacher candidates from all content areas and practice positive collaborative work.
4. Apply their own learning objectives to their lesson plans and align those lessons to content specific standards.
5. Create formative and summative assessments that fit their created lesson plans.
6. Demonstrate their knowledge of their content area by leading a successful lesson that follows appropriate pedagogical structure.
7. Assess their own teaching styles and reflect how they can improve.
8. Communicate their understanding of the teaching profession and examine ways to continue their understanding of pedagogy and their content area.

TCH 216 Section 4 – Spring 2024

When's That Due?

* Subject to Change*

Assignment	Points	Due Date
Resource Documents – 20 Points		
Student Info Form	5	1/18
CT Info Form	5	2/1
Clinical Hours Log & Uploading Hours to BlueDocs	10	4/23
Quizzes – 50 Points		
Syllabus Quiz	25	1/18
Mid-Term Quiz	25	3/7
PLT Work – 100 Points		
Identifying Standards	10	1/18
Writing Learning Objectives	10	1/23
Differentiating Lessons	10	1/25
Direct Instruction & Lesson Presentation	10	1/30
Pedagogy Portfolio Check-In	10	3/19
Learning Theories	10	4/2
Classroom Management	10	4/4
Writing Assessment	10	4/9
Cross Curricular Teaching	10	4/11
Teacher Professionalism	10	4/25
Microteaching – 100 Points		
Writing a Set Induction	20	1/30
Leading a Class Discussion	30	2/6,2/8,2/13,2/15,2/20
Leading a Classroom Activity	30	2/27,2/29,3/5,3/7,3/21,3/28
Creating Assessment	20	4/16
Observation Reflections – 100 Points		
One – First Observation of your CT	25	2/8
Two – Out of Content Observation	25	3/7
Three – Extra Curricular Observation	25	4/18
Four – Final Observation of your CT	25	5/2
Pedagogy Portfolio/Clinical Experience/Attendance – 250 Points*		
Mid-Term – Lesson Plan Reflection	60	3/26
Clinical Lesson Plans	40	4/9
Final – Teaching & Field Experience Reflection	60	5/9
Clinical Experience	100	Due Dates Vary
Attendance*	50*	
Extra Credit		5/2
Class Total (Calculated on 5/10): 620 points*		

* Points could change (+/-) depending on class cancelations or other factors. Canvas will be updated.

Tentative Schedule – Spring 2024 * Subject to Change

Week	Date	Day	Material Covered	Assignments Due
1	1/16	T	Syllabus/Canvas	
	1/18	R	<i>Identifying Standards</i> Foundations of Lesson Planning	Student Info Form Syllabus Quiz
2	1/23	T	<i>Writing Learning Objectives</i> Assign Microteaching Sign Up for Discussion Dates	
	1/25	R	(Start) Microteaching – Set Inductions <i>Differentiating Lesson Plans</i>	
3	1/30	T	Microteaching – Set Inductions Meaningful Observations <i>Direct Instruction & Lesson Presentation</i>	Set Inductions
	2/1	R	Leading Discussions Lesson Plan Review Sign Up for Activity Dates	CT Info Form
4	2/6	T	Microteaching – Discussions	
	2/8	R	Microteaching – Discussions	First Observation
5	2/13	T	Microteaching – Discussions	
	2/15	R	Microteaching – Discussions	
6	2/20	T	Microteaching – Discussions	
	2/22	R	Lesson Planning Workday*	
7	2/27	T	Microteaching – Activities	
	2/29	R	Microteaching – Activities	
8	3/5	T	Microteaching – Activities Mid-Term Course Feedback	
	3/7	R	Microteaching – Activities	Second Observation Mid-Term Quiz
9 – Spring Break	3/12	T	Class Does Not Meet	
	3/14	R	Class Does Not Meet	
10 – Teaching Window	3/19	T	Pedagogy Portfolio Workday*	<i>Pedagogy Portfolio Check In</i>
	3/21	R	Microteaching – Activities	
11 – Teaching Window	3/26	T	Lesson Planning Workday*	Ped. Portfolio – Mid-Term
	3/28	R	Microteaching – Activities	
12 – Teaching Window	4/2	T	<i>Learning Theories</i>	
	4/4	R	<i>Classroom Management</i>	
13 – Teaching Window	4/9	T	<i>Writing Assessment</i> Microteaching - Creating Assessment	Ped. Portfolio – Lesson Plans
	4/11	R	<i>Cross Curricular Teaching</i>	
14	4/16	T	Teacher Mental Health	Assessments
	4/18	R	Final Conference w/ CT or Workday*	Third Observation
15	4/23	T	Clinical Debrief Uploading Hours into BlueDocs	
	4/25	R	<i>Teacher Professionalism</i>	
16	4/30	T	Course Wrap Up Ask Me Anything	
	5/2	R	Pedagogy Portfolio Workday*	Fourth Observation Extra Credit Due
17 (Exam Week)	* Class will not meet during Finals Week – No Written Final Exam * Pedagogy Portfolio Final Due – by 11:59.00PM on 5/9			

* Days marked as workdays; class will not meet in the classroom (attendance will not be taken). An assignment will be due to Canvas. Tina may not be available, depending on the date of the workday.

** All readings and class preparations can be found on Canvas in the weekly tabs.

** All specific assignment details will be gone over in class and more information will be available on Canvas

TCH 216
Spring 2024 Clinical Field Work Calendar

Jan. 26	Student information	Departments receive numbers and chairs make matches/assignments
Jan. 31	ORIENTATION Kickoff of 11-week lab	Assembly in U-High auditorium at 1:15pm followed by individual meetings with cooperating teachers. TCH students should register for TWO professional development sessions. Teaching unit/teaching dates/lesson plan draft due date assigned by CT. TCH students are encouraged to sign up for their PD sessions TODAY (see final deadline below).
Feb. 1	CT's classroom	Observe in CT's classroom.
Feb. 4	PD SESSION REGISTRATION DEADLINE	Sign up for 2 PD sessions by 11:00 PM or be penalized in this section of the summative evaluation. 216 students must print out their sign-up genius reservations and present a signed log sheet to their 216 instructor or face a disposition concern form.
Feb. 6-7-8	PD Sessions	Attend at least 2 PD sessions during lab hour. If not in a PD session, go to CT's classroom.
Feb. 6–March 7	Outside Observations	Observe 3 hours outside of your CT's class. These observations will occur outside of your lab time.
Feb. 13-Apr. 18	ISU students in CT's classroom	Instructional Assistance/routine presence in lab classrooms T-W-R
Feb 6 – Apr. 18	Additional activities	Consult with Cooperating Teacher regarding completion of TA work, tutoring in the U-Link, attending/assisting with extra- curricular events, etc.
Feb. 20. – Mar. 7	Set Induction/Closing Activity	Consult with Cooperating Teacher to plan and implement a set induction or closing activity.
Check w/ CT	Lesson Plan drafts due	Confirm the lesson plan draft due date with your CT. This will generally be a week or two before teaching begins. This date will vary by CT.
Mar. 18 -Apr. 11	TEACHING WINDOW	This represents the ideal; some departments may need to begin earlier or finish later.
Apr. 16-17-18	Final conferences and outside observations as necessary	Conduct final conference with summative evaluation this week.
Apr. 18	All work concluded	End date for the experience. Final conferences wrapped up, all paperwork (summative evaluation form/log sheet) signed off on, or submitted electronically by CT.