

Course Number/Title: ED 236 Observation and Participation	Year: Fall 2012 Semester
Department: Education	Credit Hours: 2—3 (20 hrs/credit hr)*
Required Text: None	Days/Time: TR.
Instructor: Mrs. Krista Carter	Room #: BMC 714/eCollege
Office Hours: as posted	Phone #: 785-460-5531
Course Website: eCourse – access through ePortal	E-mail: krista@colbycc.edu
Course Placement: Freshman or Sophomore	Pre-requisite: None

*Forty hours in a school plus completion of assignments and activities listed in the syllabus for two credit hours. Sixty hours in a school plus completion of assignments and activities listed in the syllabus for three credit hours

Rationale

This course transfers as a required course for some Colleges of Education and is an elective course at Colby Community College. It will provide future teachers with first-hand experiences dealing with schools and students by placing them in area classrooms to observe teachers, students, methodologies, and evaluation processes. The course is equivalent to required courses at some four-year schools, but is considered an elective at other schools.

Course Description

This course allows students to be placed as assistants with competent teachers in areas where the students have special interests. Credit is earned on the basis of time spent in the classroom and work with the supervising teacher and college coordinator. (Faculty supervised and coordinated)

Course Outline

Each future teacher shall:

1. **Meet in BMC 714** on the dates listed on the “Attachment A: Course Schedule”. If you are unable to meet during class sessions, you must contact the college supervisor before class and arrange alternative meeting time. **You may wish to use the time we do not meet on Tues. and Thurs. afternoons to observe & participate in the classroom or to visit with Mrs. Carter.**
2. Meet with the college supervisor for two individual sessions to discuss experiences in the school and the assignments at midterm and for an exit interview during finals.
3. Observe and participate in the school setting at least 20 hours for one credit hour; 40 hours for two credit hours, and 60 hours for three credit hours.
4. Complete assignments on the dates they are due. Refer to “Course Schedule” on eCourse for specific dates and on the Course Schedule.

Learning Outcomes Assessed In This Course

1. Students will be able to observe and reflect on effective learning environments
2. Students will be able to observe and reflect on effective classroom management systems and policies,
3. Students will be able to evaluate teaching as a profession and as a realistic goal for future employment opportunities

Course Learning Objectives

1. Observe the classroom environment familiarizing himself/herself with various facets of the classroom operation.
2. Observe the presentation of objectives in a realistic setting.
3. Observe the presentation of subject matter using various methodologies.
4. Become familiar with resources available to students at a given grade level.
5. Observe the reactions, habits, and inclinations of students within the classroom situation.
6. Assist individual students with their learning activities.
7. Assist the supervising teacher with managerial duties such as lesson preparation and student evaluation.
8. Establish dialogue with educators.
9. Observe the implementation of a "philosophy of education" in operation.
10. Implement and evaluate one's cognitive, affective and psychomotor domains of learning in determining whether to pursue a profession in teaching.

Methods of Instruction

The future teacher will receive first-hand experiences dealing with schools and students during the observation and participation experiences. Methods of instruction will be the experiences in the school, the future teacher discussing questions and experiences with the supervising teacher and the college supervisor, taking notes and reflecting on guest speakers/ancillary materials, and completing assignments. Detailed instructions are found at ED 236 –eCourse.

Method of Evaluation

As a future teacher, it is important that you express yourself well. A point will be deducted for every grammatical error in each paper. It is recommended that you have a tutor in the Comprehensive Learning Center check your paper before it is due if you wish to improve your writing skills. **Twenty percent will be deducted per day an assignment is late (excluding weekends).** Refer to course requirements. **The grading scale is as follows: A=94-100%, B=87-93%, C=80-86%, D=70-79%, F=below 70%.**

Course Requirements**1. Weekly Time Sheets**

Each **weekly time sheet** needs to be accurately completed, signed by the supervising teacher, and handed in at the end of each month. Include on the time sheet your observations and participation in the classroom that day. You may also include information that you may use later, such as names and addresses of resources, effective teaching methods, classroom management skills, insights/reflections. Weekly time sheets may be turned in to Mrs. Carter's office or mailed to the college supervisor, if not given to her.

2. Accumulative Time Sheet

Throughout the semester, you must transfer your weekly time sheets to the accumulative time sheet. You will turn this in at the end of the semester! Keep it updated and current!! You will show this to your instructor at midterm!

^The student cannot receive credit for experiences at the school if no weekly and accumulative time sheets are signed by the supervising teacher and given to the college supervisor.

3. Self Evaluation Form

After completing your required observation/participation hours - complete the self-evaluation form and type your self-evaluation responses. Have the form signed by the supervising teacher. It is recommended that you and the supervising teacher compare your evaluations, including discussion of your strengths and suggestions for improvement.

****REMINDER:** dress in such a manner as to conform to the dress code of the participating school. Check first with your supervising teacher. Shirts advertising a product or with quotations are inappropriate. Hats or sweats are not to be worn in the school building. Be clean. NO CELL PHONE USAGE WHILE IN THE SCHOOL (that includes texting).

Course Limitations While In The School:

1. Direct supervision and control including behavioral problems, the learning environment, and the management of the classroom are the responsibility of the supervising teacher. Under no circumstances may the future teacher assume a supervisory role. It is encouraged that the future teacher participate in classroom activities under the guidance and supervision of the supervising teacher, i.e. plan and teach at least one lesson.
2. The future teacher may not be left alone in the classroom or in any way assume authority or responsibility for the safety of children.
3. The future teacher is encouraged to have school liability insurance. This could be obtained by joining the Colby Community College KNEA-Student Program (preferably online through KNEA.org) or by purchasing liability insurance through an insurance company.

4. Reflection Assignments

*Complete six **reflective assignments**. Include in the minimum of 250-word typed double-spaced report giving specific examples and your personal reflection (relate it to your beliefs). Also complete the professional teaching portfolio. (The reflective assignments will be submitted by uploading it in your drop box on our eCourse website.)

ALL REFLECTION ASSIGNMENTS AND REQUIREMENTS ARE POSTED ON ECOURSE!! All Reflections will be submitted in the appropriate dropbox by the assigned due date!!

Assignment Policy

Twenty percent will be deducted for each day an assignment is late (excluding Saturdays and Sundays). The original copy of the accumulative time sheet should be given to the college supervisor. If a student is found to be cheating or plagiarizing, he or she will receive an F in the course. Students may accumulate up to forty points extra credit by attending and reflecting upon a school board meeting @10, attending and reflecting upon KNEA-SP meetings @10 or being involved in other learning activities about the teaching profession that are approved by the instructor. Each document is worth up to ten points extra credit and should consist of at least two-hundred typed words.

Test Policy

There are no examinations in this class.

Attendance Policy

The future teacher is to contact the supervising teacher and the college supervisor if any major changes occur, i.e. changing the time the experiences will begin. The future teacher is to always contact the supervising teacher as soon as possible if he/she cannot be at the school at the scheduled time.

Punctuality and reliability are required characteristics of teachers. Future teachers need to also have these characteristics. Any unexcused absence could result in a withdrawal (WF or F) in the

course. If the future teacher has four unexcused tardies, he/she could be withdrawn (WF or F) from the course. The supervising teacher, college supervisor and future teacher may meet together to discuss attendance concerns before the future teacher receives the WF or F. The last day to withdraw from this course with a WP or WF is Monday, May 4.

Twenty hours of observation/participation will be assigned per semester hour for each CCC college credit hour. Persons enrolled in Observation and Participation for two credit hours will observe/participate for a total of forty hours and for three credits they will observe/participate for sixty hours. It is recommended that the student enroll in Foundations of Modern Education to be taken concurrently with Observation and Participation. Observation and participation requirements may vary dependent upon the transfer institution's requirements.

In order to gain the most benefit from this experience, it is highly recommended that the future teacher be in the school consecutive days for at least one hour per visit or adjust his/her schedule upon the recommendation of the supervising teacher. The student may also utilize the time slot when this class does not meet. If the future teacher is unable to meet with the college supervisor during class sessions, he/she must contact the college supervisor before class and arrange another appointment.

Academic Integrity

Colby Community College defines academic integrity as learning that leads to the development of knowledge and/or skills without any form of cheating or plagiarism. This learning requires respect for Colby's institutional values of quality, service and integrity. All Colby Community College students, faculty, staff, and administrators are responsible for upholding academic integrity.

Cheating is giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without the use of personal and college electronic devices.

Plagiarism is representing or turning in someone else's work without proper citation of the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. It also includes citing work that is not used and taking credit for a group project without contributing to it.

The following procedure will be used for students who violate the policy:

- First Offense – Student will receive a zero for the assignment and the student will be reported to the Dean of Academic Affairs.
- Second Offense – The student will be reported to the Dean of Academic Affairs and removed from the class.
- Third Offense – The student will be reported to the Dean of Academic Affairs and dismissed from the college.

Any questions about this policy may be referred to the Dean of Academic Affairs.

Syllabus Information Disclaimer

I reserve the right to change any information contained in this document, when necessary, with adequate notice given to the student. Notice shall be given in the classroom during class. No other notice is required. It is the students' responsibility to keep up with any changes, modifications, adjustments or amendments that are made to this document.

Accommodations for Students with Disabilities

According to the Americans with Disabilities Act, it is the responsibility of each student with a disability to notify the college of his/her disability and to request accommodation. If a member of the class has a documented learning disability or a physical disability and needs special accommodations, he/she should contact Student Support Services, which is located in the Student Union. The telephone number is 785-460-5510.

Equipment

Standard classroom equipment and <https://istep.axiolearning.org> will be used.

Bibliography

Hunter, Madeline. (1982). *Mastery Teaching: Increasing Instructional Effectiveness in Elementary, Secondary Schools, Colleges and Universities*. Thousand Oaks, CA: Corwin Press. ISBN: 0-8039-6264-9

Kagan, Spencer. (1994). *Cooperative Learning*. San Clemente, CA: Resources for Teachers, Inc.

Wong, Harry K. & Wong, Rosemary T. (2001). *The First Days of School: How to be an effective teacher*. Mountain View, CA: Harry K. Wong Publications. ISBN: 9629460-6-5

Recommended Resources

Information from school personnel and school documents

Periodicals found at H.F. Davis Memorial Library: *Education Digest*, *Educational Leadership*, *Exceptional Children*, *Exchange*, *Phi Delta Kappan*, others

Database resources found at www.colbycc.edu under Student Services, then Library, then Library Database; contact the library for passwords.

The "Recommended Reading" list and forms are found on our course eCourse site.

This checklist should help you keep track of your assignments

DUE DATE:	Assignment
August 21	Attend first class and complete Reference Form.
August 23	Hand in the accurately completed preference form (Turn this in at Mrs. Carter's office.)
Sept. 6 (Thurs.)	Attend second class meeting – Confidentiality and Classroom Requirements
Sept. 13 (Thurs.)	Attend third class - Assignment of teachers and guidelines.
End of each Month	Hand in Weekly time sheets signed by supervising teacher
Sept. 30	Hand in Typed Reflective Paper #1* <i>School Environment</i>
	(or within 2 weeks of first observation)
Week of Midterms	Meet with the college supervisor for midterm interview. You need to make an appointment.
Sept. 30	Hand in Typed Reflective Paper #2* <i>Your Goals and Strategies</i>
Oct. 31	Hand in Typed Reflective Paper #3* <i>Classroom Management</i>
	Attend fourth class and reflect on the presentation Becoming Better Prepared
Nov. 30	Hand in Typed Reflective Paper #4* <i>Curriculum Development</i>
Nov. 30	Hand in Typed Reflective Paper #5*
Finals Week	Hand in Typed Reflective Paper #6* <i>Achievement of Your Goals</i>
Finals Week	Meet with the college supervisor for exit interview
Finals Week	Hand in Typed Student (Future Teacher) Self-Evaluation++
Finals Week	Hand in Completed Accumulative Time Sheet^

	<i>Evaluation by the Supervising Teacher(s) due from teacher^^</i>
	Extra Credit due—refer to “Assignment Policy”

Remember:

* Notice that all reflection papers are **due by the last day of each month in the designated upload box online.**

** When you upload your reflection papers label them with your last name, first name, and reflection #.

Example: Carter, Krista Reflection # 1. Be sure that your document is labeled in the document as well.

ALL OF THE FOLLOWING FORMS CAN ALSO BE DOWNLOADED FROM OUR eCourse Site.

COLBY COMMUNITY COLLEGE
ED236 OBSERVATION & PARTICIPATION
WEEKLY TIME SHEET LOG

Month: _____

Dates: _____ to _____

Observer/Participant's Signature _____

Time of day you were at the school or worked for the school

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Other _____

Total Hours Previously Completed _____

Total Hours Completed This Week + _____

Total Hours to Date = _____

Supervising Teacher's Signature _____

Monday Observation/Participation:

Tuesday Observation/Participation:

Wednesday Observation/Participation:

Thursday Observation/Participation:

Friday Observation/Participation:

Additional Information/Reflections – (continue on the back and use additional paper when needed).

**COLBY COMMUNITY COLLEGE
ACCUMULATIVE TIME SHEET**

Observer/Participant's Signature _____

WEEK	MON	TUES	WED	THURS	FRI	OTHER	WEEKLY TOTAL	ACC. TOTAL	T.I.*
	No classes								
Minimum CCC Requirements: 20 hours per credit hour TOTAL SEMESTER ACCUMULATION									

*Teacher's Initials

(Optional)
OBSERVER/PARTICIPANT: Complete this form in **ink** and return to Mrs. Krista Carter.
SUPERVISING TEACHER: Please sign this form acknowledging that the information is correct. Thank you.

Signature of Supervising Teacher _____ Date _____

School Name & Address _____

Please evaluate the future teacher and return this form in the enclosed self-addressed, stamped envelope. I encourage you to share your assessment with the future teacher.

	<u>Excel- lent</u>	<u>Very Good</u>	<u>Good</u>	<u>Average</u>	<u>Poor</u>	<u>No Rating</u>
1. Enthusiasm	_____	_____	_____	_____	_____	_____
2. Alertness	_____	_____	_____	_____	_____	_____
3. Cooperation	_____	_____	_____	_____	_____	_____
4. Disposition	_____	_____	_____	_____	_____	_____
5. Ability to relate to students	_____	_____	_____	_____	_____	_____
6. Ability to relate to adults	_____	_____	_____	_____	_____	_____
7. Punctuality	_____	_____	_____	_____	_____	_____
8. Confidentiality	_____	_____	_____	_____	_____	_____
9. Example to students	_____	_____	_____	_____	_____	_____
10. Neatness of work	_____	_____	_____	_____	_____	_____
11. Appropriateness of clothing	_____	_____	_____	_____	_____	_____
12. _____	_____	_____	_____	_____	_____	_____
13. _____	_____	_____	_____	_____	_____	_____

Using the following grading scale as a reference, how would you evaluate the future teacher's performance in this educational setting? The evaluation of the supervising teacher(s) count(s) 70% of the total grade.

I rate _____	A---Excellent	94% to 100%
_____ %	B---Good	87% to 93%
	C---Average	80% to 86%
	D---Poor	70% to 79%
	F---Fail	Below 70%

Supervising Teacher's Signature _____ Date _____

School Name and Address _____

My initials give consent that the above named student may view this evaluation form. _____

My initials give consent that the above named student may retain this evaluation form. _____

Return to Krista Carter

For each rating on another sheet of paper. In addition, type several paragraphs on how you may apply the information you gained in this course or during your evaluation with the supervising teacher. Compare your evaluation with the supervising teacher's evaluation; include your supervising teacher's and your signature on this form.

	<u>Excel- lent</u>	<u>Very Good</u>	<u>Good</u>	<u>Average</u>	<u>Poor</u>	<u>No Rating</u>
1. Enthusiasm	_____	_____	_____	_____	_____	_____
2. Alertness	_____	_____	_____	_____	_____	_____
3. Cooperation	_____	_____	_____	_____	_____	_____
4. Disposition	_____	_____	_____	_____	_____	_____
5. Ability to relate to students	_____	_____	_____	_____	_____	_____
6. Ability to relate to adults	_____	_____	_____	_____	_____	_____
7. Punctuality	_____	_____	_____	_____	_____	_____
8. Confidentiality	_____	_____	_____	_____	_____	_____
9. Example to students	_____	_____	_____	_____	_____	_____
10. Neatness of work	_____	_____	_____	_____	_____	_____
11. Appropriateness of clothing	_____	_____	_____	_____	_____	_____
12. _____	_____	_____	_____	_____	_____	_____

Using the following grading scale as a reference, how would you evaluate your performance in this educational setting?

I rate my performance	A---Excellent	94% to 100%
as _____%	B---Good	87% to 93%
	C---Average	80% to 86%
	D---Poor	75% to 79%
	F---Fail	Below 75%

I discussed my evaluation with my supervising teacher. Mark one: Yes____ No____

Future Teacher's Signature _____ Date _____

I discussed this evaluation with the future teacher. Mark one: Yes____ No____

Supervising Teacher's Signature _____ Date _____