COURSE SYLLABUS

INTRODUCTION TO TEACHING
EDF 2005

Fall 2014 Online
Instructor: Dr. Dina Osborn
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Office Telephone: 941 359-4531

Academic Computing Help: 1-866-974-1222 (toll free); email http://it.usf.edu/help

Availability: Email is the best way to contact me, as I check this regularly. I will ordinarily respond within 24 hours. If you wish, you may set up an appointment to meet with me face to face on campus or you can email to request a time to talk by phone.

COURSE DESCRIPTION:
This course is designed to answer the question, “What are the things people beginning their formal study of education should know?” Included in the course topics is an introduction to the history and philosophies of education as well as The Florida Educator Accomplished Practices, The Florida Code of Ethics for Teachers, contemporary problems in education related to socio-cultural issues and, unique to USFSM is our arts integration in teaching initiative which will be part of the course topics.

COURSE TEXTS:
Check schedule and BB for additional readings or video viewings.

COURSE FORMAT:
This is an accelerated, 8 week online course that is mainly asynchronous. This means you can log on anytime during the week to participate. We do not meet on a specific day of the week unless announced in CANVAS. Since there will be no face-to-face class meetings, it is imperative that you are conscientious, motivated and self-disciplined. While the course gives flexibility, you can still expect to average about 8-10 hours per week on the course doing the required assignments and participating in the discussions.

Your weekly assignments will include some combination of reading the textbook/articles, viewing/listening to online videos, completing discussion questions, and participating in the discussion board. A list of all assignments and their due dates is included in Canvas. You are expected to refer to all due dates in order to complete the assignments on time. The modules are sequential and you cannot move ahead unless you have done the prior item. Participation in the discussion boards is an integral part of the course. You will be required to participate in the discussion boards with classmates and you will be graded for your participation as this will enhance your learning experience.
COURSE OBJECTIVES:
Upon completion of this course, participants will be able to:

- Understand that educators are held to a high moral standard in a community (FEAPs (b) 2)
- Identify and understand the nature and role of culture, cultural groups, and individual cultural identities (ESOL 1.1)
- Integrate current information and communication technologies (FEAPs, 2g)
- Understand the role of the arts in effective K-12 teaching environments

PREREQUISITES:
1. Basic computer skills. At a minimum, you must be able to:
   - Browse the Internet using browsing software
   - Save, find, and organize files and folders on your hard drive
   - Send and receive files using email
   - Use word processing software (Microsoft Word or compatible)
2. Reliable Internet access (you must provide your own Internet Service Provider).
   Important- A high speed connection is strongly recommended, as some course materials are offered as audio or video over the Internet. If you do not have a high speed Internet connection, you must have access to a computer with a high speed Internet connection several times throughout the course, so you may need to go to a campus or library to view the material.
3. Browser - Mozilla Firefox is preferred with CANVAS. You may experience difficulty accessing the course if you use Internet Explorer.

CANVAS AND WEB PORTAL INFORMATION:
Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and Canvas course information via that address. I only use USF email addresses for email communications with students, as the university provides me with these and it is too difficult to keep up with students' personal emails. Check Canvas/USF email on a daily basis to see if any announcements, such as class changes, alterations in assignments, etc., have been posted on the announcement board. These are the only two ways I have of communicating with the whole class. You will post all assignments through Canvas unless otherwise directed. You will be viewing several Canvas videos during the first course module. If you need additional assistance with Canvas please contact a Canvas instructional designer at your USF campus. Canvas information can be found at: http://www.usfsm.edu/infocommons/students.php

COURSE FORUMS:
Announcements: Check these daily as I sometimes post revised due dates or clarify course requirements.
Syllabus: You will find the course syllabus with university and course policies here.
Modules: This is where you will find the topics and assignments for the course. You will go
through each module sequentially. You will not be able to skip ahead in the modules. You must click on each item sequentially including readings and other materials in order to participate in the discussion.

Q and A: This will appear in the Discussions Board and will allow you to ask questions regarding assignments or policies. It has access to everyone so others can benefit from questions and you can be of help to your classmates.

Collaboration: You will use this tool to work on team projects.

FIELD EXPERIENCE:

**All students must complete 18 hours of field observation in order to pass the course.** This is required and no exceptions will be made. Only current assignments will be accepted. Previous experiences will not count. Your field experience can be at one or two sites to meet the required hours. You will need to arrange a field experience that is related to an educational setting, as the point of the experience is to give you insight into the world of teaching. Most elementary schools including those with special programs for students who have special needs are acceptable. Students are responsible for locating opportunities for the field experience. If you are not sure if a field experience meets the course requirements, or if you run into difficulties, check with me. A background check may be required by public schools before receiving your Field Experience placement. Check with your desired setting for requirements. Do not wait to find your field experience! **You should set up your field experience within the first week of the course so you have ample time to complete the requirements. A completed time log, including a teacher’s signature must be submitted. I do verify each experience!**

COURSE ATTENDANCE:

So that you are not dropped from the class, you **MUST** submit your bio in Module 1 by Friday of the first week so I know you are present (Trust me, it is a hassle to be reinstated, so you will want to do this).

GRADING and EVALUATION:

PARTICIPATION:

You must participate to class discussion questions (DQs) by posting at least three responses to another classmate per DQ. All posts are due by the next discussion. Each response is worth 3 points for a total of 9 possible points per DQ. You may be deducted participation credit if all your posts are written on one day so please space these out to allow for conversation. Please refer to your classmates by NAME when you respond so that there is a connection between your response and that of another classmate. **All responses must be substantive in nature which means, in the opinion of the instructor, they are significantly adding to the discussion. One or two sentence responses are not considered substantive. Substantive responses are usually about 75 words or more. You may include experiences, thoughts and opinions but remember to always use a respectful tone when responding. An important teaching skill is critical reflection, which you are developing as you think, analyze and critique each other.**
DISCUSSION QUESTIONS (DQs):
You will have four discussion questions throughout this course. Each response is worth 6 points. Post your response to each question in the Discussion Forum by hitting REPLY. Do not attach your answers in word document. **Answers to the DQ should be at least 200 words. You must post your reply to each question by Friday of the week it is scheduled.** You should integrate your course readings in your responses which will greatly enhance your understanding of the topic and add interest to the discussion. Remember to cite any references you use to avoid plagiarism. While you may use references to support your responses, you must use your own words to form the majority of your answer. **Your initial DQ response does not count toward the participation requirement- only your responses to others count as participation.**

Attendance note: I will not accept participation responses or DQ responses to a previous DQ once that discussion is over and we are on the next module. Much like a face to face class, if you missed the class, you missed the discussion. Remember, there will be four DQs and therefore four discussions you must participate in.

GRADING:

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<thead>
<tr>
<th>Grade</th>
<th>Range</th>
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<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
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<tr>
<td>A</td>
<td>94-96</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
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<tr>
<td>C+</td>
<td>77-79</td>
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<tr>
<td>C</td>
<td>74-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-73</td>
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<tr>
<td>D+</td>
<td>67-69</td>
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<tr>
<td>D</td>
<td>64-67</td>
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<tr>
<td>D-</td>
<td>60-63</td>
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Point Values for Course Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Reaction Paper</td>
<td>25</td>
</tr>
<tr>
<td>Journal</td>
<td>15</td>
</tr>
<tr>
<td>Discussion Question (6 pts each)</td>
<td>24</td>
</tr>
<tr>
<td>Participation (3 pt per response; 9 pts per DQ)</td>
<td>36</td>
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<tr>
<td>*15 pts. possible per DQ</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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REACTION PAPER: (8-10 pages)
Select a topic of interest from current events in education. You must use critical thinking skills to describe and evaluate/take a position on a contemporary issue in education. This is not a book report with simply a presentation of facts. I will be looking for a sound defense of your reaction using research to support it. Use the USF online library database to find at least five articles in professional journals that address the issue you have chosen and that support your position. Do not use web resources other than to supplement your minimum journal references. Cite your references using APA style in the paper and include a Title and Reference page. **Papers without**
citations in the text are not acceptable. Do not email me your paper as it may end up in my Spam folder and you will not get credit.

REFLECTION JOURNAL OF FIELD EXPERIENCE: (5-8 pages in APA format)
Be sure to take notes during your experience and use these in your writing, however, the journal is a reflection piece of your field experiences, not simply your observations. Points will be deducted if you include only anecdotal observations. You should answer questions that show you are reflecting on your experience, such as: What are you learning about yourself as a teacher? What are you learning about the students and the environment? How has this experience impacted your decision to teach? What theories have you seen implemented in the classroom by the teacher? What is the teacher’s classroom management style? What ideas might you bring to the classroom to facilitate instruction or classroom management? You must submit your field experience form with your journal that is signed by your teacher or administrator in order to receive a passing grade in this course.

CRITERIA FOR ASSIGNMENTS: A degree from USFSM means that you have graduated from an institution with high expectations. Therefore, expect high expectations from me, which include evidence that you have carefully read and analyzed your assignments and that you will hand in written assignments that are, at the very least, well-written, with a minimum of errors in grammar, spelling, mechanics, and sentence structures. Beyond those basics, I will be looking for evidence of careful analysis, critical thinking and research skills that are presented in APA format. In addition, minimum word requirements and other participatory criteria will be upheld for participation and discussion answers. Criteria that are not met will be subject to point deductions.

Writing help! We have a great center for writing help, whether you struggle or are good and wanting to make your work even better. Contact Writing Center (writinghelp@sar.usf.edu) for assistance.

LATE POLICY: Late papers ordinarily receive a 20% deduction for each day they are late. Papers more than 3 days late will not be accepted, except for students with documented extenuating circumstances. You may submit a paper outline or draft for my feedback no later than 2 weeks prior to the final due date. Papers cannot be revised once finally submitted on their due date.

Technological issues are not considered valid grounds for late assignment submission. In the event of a server outage or other technical difficulties, students should submit assignments through email to the instructor and post to the main forum when systems are restored. Unless an Incomplete grade has been granted, learner assignments submitted after the last day of class will not be accepted. Incompletes will not be granted unless you are earning a passing grade in the class at the time of your request. Completion dates are up to the instructor.

COURSE SCHEDULE AND DUE DATES: See CANVAS Modules
Note: Although there may be holidays in the semester, and participation is not mandatory on those days, you will need to work around personal plans to complete the assignments by the designated due dates. The good news: You can complete assignments from your favorite vacation spot using the online format!

**DISABILITIES ACCOMMODATION:** Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact Information: Pat Lakey, Coordinator, 941-359-4714, plakey@sar.usf.edu, www.sarasota.usf.edu/Students/Disability/

**RELIGIOUS OBSERVANCES:** USFSM recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes.

**PLAGIARISM:** The University of South Florida has an account with an automated plagiarism detection service which allows student assignments be checked for plagiarism. I reserve the right to ask students to submit their assignments to Turnitin through Canvas. Assignments are compared automatically with a database of journal articles, web articles, and previously submitted papers. The instructor receives a report showing exactly how a student’s paper was plagiarized.

Please remove your name from the body of your paper and replace it with your USF ID#. Also remove your name from the file name and replace it with your USF ID# (e.g., “U12345678 Essay 1.docx”) before submitting it to Turnitin.

Pursuant to the provisions of the Family Educational Rights and Privacy Act (FERPA), students are requested to maintain confidentiality as a way to keep their personal contact information (i.e. name, address, telephone) from being disclosed to vendors or other outside agencies. By your submission, you are also agreeing to release your original work for review for academic purposes to Turnitin.

Any attempt to use the work of others as your own is grounds for failing the course. A high score indicates most of the work is by another author. There is no negotiation if I find you have plagiarized. Plagiarism of any type will result in a zero for the assignment and possible failure of the course. Be aware that you can self-plagiarize by submitting the same assignment you submitted for another course. I will not accept prior assignments. If you are unsure what constitutes plagiarism, see: http://www.lib.usf.edu.proxy.usf.edu/services/plagiarism.html
http://owl.english.purdue.edu/handouts/research/r_plagiar.html