EDU 222 The Reflective Teacher
Course Syllabus — Fall 2010

"Education is no longer just a pathway to opportunity and success, it’s a prerequisite for success."
President Barack Obama, March 2010

Professor: Dr. Annette Nelson  Email: ANelson@northland.edu
Office: Wheeler Room 212  Phone: 715.682.1673
Class: TR, 1:00 to 2:50 pm  Office: TR, 10:00 am to noon
September 9th to October 22nd and by appointment

REQUIRED TEXTS


WEBSITES AND FREE ONLINE JOURNALS
www.teachers.net  A wealth of information for new teachers
www.theteachersguide.com  All teacher-created resources
cie.ed.asu.edu/articles/index.html  Current issues in education
www.futureofchildren.org/  The Future of Children

COURSE DESCRIPTION
This course focuses on enhancing reflective skills so that students are able to analyze and interpret qualitative data that is collected from different classroom settings. Students initiate their teaching portfolio, which is required by and used throughout the teacher education program. This is a foundational course for students considering teaching as a career. Prerequisite: Sophomore standing.

COURSE OBJECTIVES AND INTENDED LEARNING OUTCOMES
Upon completion of this course, students will be able to:

1. Demonstrate an awareness of the National Education Association (NEA) Code of Ethics of the Education Profession at all times (portfolio);
2. Develop skill in using the Microsoft Publisher software program to create an electronic portfolio (Publisher documents);
3. Describe the elements of a comprehensive teacher education program and articulate the student’s role in the professional development process (portfolio);
4. Demonstrate skill and dedication with constructive cooperative learning experiences as a student participant in this course and in preparation for future teaching (final exam);
5. Develop reflection abilities to become a reflective practitioner who continually evaluates the effects of personal choices and actions on others and actively seeks out opportunities to grow professionally (educational profile);
6. Construct the initial teacher portfolio based upon the ten standards of the Northland College Teacher Education Program, convey a clear grasp of the standards, exhibiting critical self-analysis and a professional development plan (portfolio presentation);
7. Understand the elements of the human relations requirement and reflection pages, and begin to document appropriate activities (portfolio); and
8. Conduct a thorough self-analysis and make a decision whether or not to pursue teacher education as a degree and possible career choice (final exam).

ATTENDANCE, PARTICIPATION, AND ENGAGEMENT
Participation in class discussions and presentations is an important part of this class. You are expected to attend each class ON TIME, remain for the entire class period, and be prepared to discuss the assignment. It is your responsibility to find out from other students in the class what you missed if absent. Copies of handouts will be available in my office after class. Absence is not an excuse to miss assignments and/or due dates.

Participation means more than just attending the class. You are expected to demonstrate active engagement (hands on and minds on) in all activities and assignments—both in and out of class.

- Participation means being a good listener and contributing to the discussion by making meaningful comments, both in small group and whole class situations.
- Participation means asking questions and actively encouraging your classmates to contribute, but please do not monopolize discussions.

COMMUNICATION
You must activate your Northland College email account and check it daily for messages. I will only reply to your Northland College account. Email is the easiest and quickest way to contact me with your questions and comments. I will also use email to make important class announcements and share class resources.

ACCOMMODATIONS
If you are in need of academic or medical accommodations, contact Mrs. Patti Fenner-Leino, the Disabilities Coordinator, at 682.1230 or Ponzio Room 229.

RECORDINGS
Any form of video and/or audio recordings of any part of this class or its content is prohibited unless approved by the instructor in advance.

COURSE ETHICS
You are expected to listen carefully and respectfully to both the professor and other students’ contributions and discussions in class. Side discussions and comments are disrespectful and distracting. Disrespect, language, comments, or actions that are in bad taste will not be tolerated. Please be sure to turn off your cell phone, pager, and all other electronic devices during class. Students who do not conduct themselves in a respectful manner will be asked to leave the classroom. If a situation arises where you must arrive late for class, please enter quietly and take
the first available seat. Do not bring friends, children, pets, meals, or anything else to the class that should not be there.

Plagiarism and cheating in any fashion also will not be tolerated. When you use material from other sources, you must acknowledge the source. Not doing so is called plagiarism, which means using without credit the ideas or expressions of another. You are, therefore, cautioned (1) against using, word for word, without acknowledgment, phrases, sentences, paragraphs, photographs, etc., from the printed or online material of others; (2) against using with only slight changes the materials of another; and (3) against using the general plan, the main headings, or a rewritten form of someone else’s material. These cautions apply to the work of other students as well as to the published work of professionals.

Of course, these cautions also apply to information you find on the Internet, World Wide Web, or other electronic or online sources. If you are in doubt, please ask me far in advance of the due date, since the consequences for plagiarism are severe. In this class, anyone who plagiarizes fails the course.*

Cheating includes using any type of unauthorized notes, study aids, crib sheets, or information on a quiz, exam, homework, or any other coursework. While you are encouraged to work and study together, be sure the work you submit is your own!

**CHEATING IN ANY FORM WILL RESULT IN FAILURE OF THE COURSE.**

**INCOMPLETE GRADE**
Under Northland College policy, an incomplete grade will be given ONLY under extreme circumstances beyond your control, such as a major illness. An incomplete grade will be given ONLY if you have successfully completed the entire course except for the final exam. If the final exam is not completed by the incomplete deadline, a grade of zero will be entered and the final grade will be calculated based on the points completed.

**ASSESSMENT**
Assessment will take place through various methods of evaluation. The due date for each item is identified on the class calendar. **Ten points will be deducted for each calendar day an item is submitted past the due date.** Grades will be determined through points earned as follows:

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>POSSIBLE</th>
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<tr>
<td>Attendance and Participation (13 @ 5)</td>
<td>65</td>
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<tr>
<td>Reading Quizzes (4 @ 25 points)</td>
<td>100</td>
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<tr>
<td>Educational Profile and Discussion</td>
<td>100</td>
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<tr>
<td>Publisher Documents</td>
<td>35</td>
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<td>Portfolio and Presentation</td>
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<td>Final Exam</td>
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The following points scale will be used to determine the final grade:

- B+ = 87 - 89%
- C+ = 77 - 79%
- D+ = 67 - 69%
- A = 93 - 100%
- B = 83 - 86%
- C = 73 - 76%
- D = 60 - 66%
- A- = 90 - 92%
- B- = 80 - 82%
- C- = 70 - 72%
- F = < 60%
COURSE ASSIGNMENTS
Active participation means that you are involved and taking an active role in the discussions and activities taking place during the class. This is impossible to do if you are not present!! Because the assignment due dates are posted in advance, there should be no late assignments; however, if a written assignment is submitted late, ten points will be deducted for each calendar day it is late. Because of the size of the class, there will be no makeup if a scheduled presentation is missed.

You will be required to submit a variety of assignments to demonstrate your competencies in each area. These assignments allow you to provide evidence of your mastery of course objectives. The evaluation rubrics will be provided in class and will be reviewed prior to the due date to help you understand precisely how the assignment will be graded while also allowing you to self-assess your work before submitting it.

You should carefully examine the rubric to be sure you understand what is expected of you for each assignment. For all assignments, use Microsoft Word processing software (1997 version or newer), left justified, and a 1" margin for the top, bottom, left and right sides. Use a 12-point font that is easy to read, such as Times New Roman, Courier, or Arial. If you use a non-IBM computer, it is your responsibility to ensure compatibility and that your documents display the correct settings and formatting.

Remember...correct grammar and spelling always count! Before you turn in each assignment for grading, be sure you have followed the directions carefully. Then organize your assignment with the title page according to the attached sample, the completed assignment, followed by the evaluation rubric. Remember also that the appearance of each assignment is important. You are turning in work that demonstrates your competency and professionalism. Assignments and/or files submitted electronically that cannot be opened for any reason will be considered not turned in! Late submissions will lose ten points for each calendar day it is late.

Reading Quizzes
To be adequately prepared for each class, you are expected to read the assigned chapters prior to coming to class. At the beginning of the class, a short quiz will be given covering the major topics of the assigned readings. The quiz may be multiple choice, short essay, or reflection questions. If you arrive late or miss class, the quiz cannot be made up. There will be a total of five quizzes, but only the highest four grades will be included in your grade calculation.

Educational Profile
For this assignment you are to prepare a three- to five-page paper to answer the following questions:

- Why have you chosen to be a teacher?
- Who or what family, friends, life history, and experiences have influenced your decision?
- What is your family’s educational background?
- What do you think is your greatest strength that you will bring to the classroom?
- What do you think will be your greatest challenge in the classroom?
You will also contribute to a class discussion about your profile. The grading rubric for your profile and presentation will be provided in class. The paper must be submitted electronically by 4:00 pm on Friday, October 1, 2010. If you would like me to do a preliminary review and/or edit of your paper, it must be submitted to me electronically at least one week in advance of the due date.

Publisher
In this class you will learn to use the Microsoft Office Publisher software package. This software is very versatile and is available with the Microsoft Office Suite of products that can be found in most school settings. You will produce two items (a classroom door sign and a transparency) to demonstrate your competency in using the software program before you begin work on your portfolio. The due dates for these items are on the course calendar.

Portfolio
You will prepare your electronic teaching portfolio as your final Publisher assignment project to demonstrate the concepts and skills you have learned from this course. The portfolio will be developed in such a way that you can easily add and edit your artifacts and reflections throughout your program. During the portfolio presentation dates in the course calendar, you will preview your portfolio for the class using the technology provided. All imbedded hyperlinks must work during the presentation! If you choose to complete your portfolio using a non-IBM computer, you are responsible for ensuring the technology works correctly during your presentation. Details and the grading rubric will be provided in class. Your portfolio must be submitted electronically by 4:00 pm on Tuesday, October 19, 2010.

Your portfolio must earn a minimum rating of “Meets Expectations” in each of the components in order to pass this requirement and to pass this course.

Final Exam
Attendance and participation at the final exam is required! During part of this time we will discuss and reflect upon the creation and development of your portfolio. The other part of this time will be a written portion covering the material presented in class. The final exam for this course is scheduled for Thursday, October 21, 2010.

Only as high as I reach, can I grow.
Only as far as I seek, can I go.
Only as deep as I look, can I see.
Only as much as I dream, can I be.
--Karen Ravn

The professor reserves the right to modify the course syllabus and/or calendar as necessary.

* Plagiarism language was adopted and modified with permission from its original form at http://owl.english.purdue.edu/ owl/resource/589/05/.
Educational Profile

by
Dr. Annette Nelson

EDU 222 The Reflective Teacher

October 1, 2010
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<td>Intro to EDU 222; review syllabus, calendar, assignments, standards, rubrics, and portfolio</td>
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<td>Reading Quiz #1 on Campbell book, Standards 1, 2, and 3; intro to Publisher</td>
<td>Reading Quiz #2 on Campbell book, Standards 4, 5, and 6</td>
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<td>Reading Quiz #3 on Campbell book, Standards 7, 8, and 9</td>
<td>Reading Quiz #4 on Campbell book, Standard 10; human relations requirement and reflection pages discussions</td>
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<td>Reading Quiz #5 on NCLB book, Chapter 3; dispositions and PDP discussions</td>
<td>Educational Profile discussions</td>
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<td>FINAL EXAM</td>
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