

Auburn University

Course Syllabus CTEC4912

1. Instructor: Debbie Sipe Rusk  
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Office Hours: Available by appointment. Accessible via email  
Course Number CTEC 4912  
Course Title: Practicum in Early Childhood  
Credit Hours: 3 semester hours  
Prerequisites: CTEC 3200 and Admission to Teacher Education  
Corequisites: CTEC 4200
2. Date Syllabus Prepared: August 2009; revised January 2011; January 2012; August 2012
3. Required Text(s): See CTEC 4200 syllabus
4. Course Description: Students will implement, in an early childhood classroom, the strategies and techniques learned in previous classes. There will be a close correlation between what is being learned in CTEC 4200.
5. Course Objectives: See Syllabus for CTEC 4200
6. Course Requirements:
  - A. Lesson Plans: Lesson plans for all evaluation must follow the approved format and be turned in **one week in advance on Canvas to the university supervisor** and either in person or through e-mail to the classroom supervisor. The plans are to be turned in by 3:00 PM one week before the lesson is taught. This will allow for feedback from both the classroom supervisor and the university supervisor.
  - B. Observations: Students will be observed at least one time informally by a peer. Participants must arrange to be formally observed by the classroom teacher a minimum of 2 times (once by mid-term) and by the university supervisor at least twice. It is the responsibility of the student to schedule these observations. The practicum student will be responsible for providing his/her observer an observation form to complete. This can be found on Canvas. After the classroom teacher observes you, the form is to be turned in to the university supervisor during your next class meeting for CTEC 4200 or can be turned in the Purple Folder in the office at ESSES.
  - C. Classroom Management: At least two formal observations must be done using the Behavior Management Rating Scale (one by the classroom teacher before midterm and one by the university supervisor after midterm). **Successful observation with this instrument is necessary for passing the practicum.**
  - D. Attendance: Students will arrive at school on time, and spend a minimum of 6 hours in the early childhood setting each week. Since we will be spending only one day a week at ESSES, unexcused absences are not permitted and will result in having to repeat the practicum. All excused absences must be made up. The hours you are to be at ESSES are 7:50-2:50 on Fridays. Students are responsible for getting their attendance

documentation signed (please refer to form).

- E. Professionalism: It will be expected for you to be professional in all that you do. This includes, but is not limited to: dress, attitude, being punctual with assignments and with attendance, technology, and a willingness to accept constructive criticism and grow from it.
  - F. Peer Observation: By week four, students will be responsible for scheduling an observation with a peer. This observation is informal. Students are to arrange a meeting with their peer before the observation to discuss what will be observed and to meet together after the observation in order to discuss the observation. The observation will be turned in to the university supervisor through Canvas. You are to write three things the person you observed did well and two areas for improvement.
7. Course Content: This is a laboratory course that is the co-requisite with CTEC 4200. The course content is taught in the lecture course. The practicum helps students develop the ability to apply the objectives.
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|---------------------|----------------------------|
| a. Lesson Plans:    | 50 points (10 points each) |
| b. Observations:    | 100 points (20 points)     |
| c. Professionalism: | 100 points                 |

8. Grades are assigned as
- follows: S 85% or
- higher U Below 85%

Students must satisfy all course objectives in order to pass this course.

9. Class Policy Statements:
- a. Academic Accommodations: "Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternate time can be arranged. To set up this meeting, please contact me by e-mail. If you have not established accommodations through the Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 844-2096 (V/TT)."
  - b. Academic Honesty: Evidence of plagiarism will result in application of measures outlined in the Auburn University Student Academic Honesty Code, please see the Student Policy eHandbook.
  - c. Attendance to 4912 : Attendance is required at each class meeting. If you miss a class because of illness, provide a doctor's statement for verification of sickness and clear the absence with the instructor the day you return to class. Other unavoidable absences from campus must be documented and cleared with the instructor in advance. Participation points cannot be awarded if you are absent. If you have an unexcused absence, your final average will be deducted by 10 points and you may be asked to withdraw from and retake the course.
  - d. Excused Absences: Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of the student's immediate family, the death of a member of the student's immediate family, trips for student organizations sponsored by an academic unit, trips for university classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from class for any other reason must contact the instructor in advance of the absence to request

permission. The instructor will weigh the merits of the request and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please see the Student Policy eHandbook for more information on excused absences.

- e. Late Work: Late work will result in a penalty of 5 points per day to be taken off of your assignment. Since some assignments are only worth 10 points, late work could result in receiving 0 points for the assignment.
- f. Technology: Using personal technological devices during class is not allowed. Computers, cell phones, text messaging, iPods, etc. are not allowed during class. If you are using such devices, you will be asked to put the device away. After being asked to put the device away, you will be asked to leave class resulting in an unexcused absence.
- g. Professionalism: You will be expected to display professional attitudes when dealing with teachers, students, parents, and support staff. Oral, as well as written communication should be professional. Remember to use "spell check" and to always use formal language (no "text talk"). If, at any time, there is a problem, a conference will be arranged with the classroom teacher (if possible) and me to develop a plan for improvement. If the situation does not improve, it may be recommended that you repeat the practicum. Please refer to the College's conceptual framework. These professional commitments or dispositions are listed below:
  - \*Engage in responsible and ethical professional practices
  - \*Contribute to collaborative learning communities
  - \*Demonstrate a commitment to diversity
  - \*Model and nurture intellectual vitality
- h. Contingency Plan: If normal class and/or lab experiences are disrupted by a high number of students experiencing illness, or a student who experiences numerous absences due to illness or an emergency situation (like an H1N1 flu outbreak) the syllabus and assignments may be amended to allow for the completion of the course. If this should occur, there will be an addendum to the syllabus and/or assignments that would replace the original syllabus. All efforts will be made to allow the students to make-up the hours missed in the primary setting by allowing students to work out a schedule with the host teacher.
- i. To help improve the course evaluation response rate, SGA has requested that the following information be included on fall syllabi.

AU eValue Fall Semester evaluation dates:

Open: November 29, 2012 (8:00 am)

Close: December 2, 2012 (11:59pm)