**CTSE7000/7006 Fall 2018 (Instructor Version)**

**Auburn University**

Department: Curriculum & Teaching

Course Title & Credit: Orientation to Teaching & Learning

Room and Schedule: HC 2468; Monday 9:00 – 10:00 a.m.

Instructor: Dr. Jamie Harrison [jlh0069@auburn.edu](mailto:jlh0069@auburn.edu)

Phone Number: 334-844-8278

Office: Haley Center 5080

Office Hours: By appointment

**1. COURSE DESCRIPTION**

This course is an orientation to teaching and learning and will give the student an opportunity to explore the Department of Curriculum and Teaching and the various graduate programs offered while engaging in graduate level discourse about general topics related to curriculum and teaching. Students will be guided in aspects of graduate research and will have multiple experiences to support their upcoming work in their chosen degree program.

**Text:** no required text; all reading assignments will be provided by instructor

**Course Objectives:**

1. Develop an appropriate plan of study

2. Successfully navigate the AU library

3. Employ APA for writing style

4. Implement appropriate educational technology

5. Evaluate current and past research

6. Develop an appropriate research proposal

**2. COURSE REQUIREMENTS**

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| Description | Percentage |
| CITI Training Completion | 10% |
| Technology Assignment | 10% |
| Plan of Study | 10% |
| Annotated Bibliography | 20% |
| Research Proposal Presentation | 30% |
| Learning Modules | 15% |
| Final Exam | 5% |
| **Total** | **100%** |

CITI TRAINING: Complete CITI training to facilitate obtaining appropriate permission as needed to work in schools and study human subjects. Submit completed CITI training documents to Canvas.

TECHNOLOGY ASSIGNMENT: Students will conduct a review of educational technology as relevant to their teaching field and present their findings.

PLAN OF STUDY: Students will develop a tentative plan of study for their chosen degree program.

ANNOTATED BIBLIOGRAPHY: Students will prepare an annotated bibliography using the Publication Manual of the American Psychological Association (6th edition). Students will use library resources and evaluate prior research.

PROPOSAL: Students will develop a research topic and question. Students will write a proposal describing the study/project and a plan for completing and evaluating the study/project. Students will synthesize current research to justify the study that they design.

LEARNING MODULE: Students will complete all learning modules as provided in Canvas. Students will be expected to participate in both online and face-to-face discussions as provided and offered.

Grading and Evaluation:

The grading scale will be:

**A = 100 – 90 average**

**B = 89 – 80 average**

**C = 79 – 70 average**

**D = 69 – 60 average**

**F = 59 or below average**

Attendance and Participation: This is a one-hour course. We will meet weekly for one hour, but you should plan to spend up to three hours outside of class preparing for class or doing work for the class. Be prepared to participate in class as a group, individually, or online in discussion posts.

Distance Student Requirements: The distance section is "asynchronous" for distance students. The following will be available to distance students:

- full Panopto recording of weekly F2F class sessions

- Canvas modules that outline weekly expectations

- Canvas distance discussion boards

- 3 set 1 hour live "drop in" office hours via Zoom (details will be sent later)

- other Zoom chat sessions as requested

Distance students follow the same weekly schedule as F2F students, and adhere to all assignment due dates as listed in the syllabus or outlined in Canvas as the course proceeds.*Attendance and participation: distance students will be required to participate weekly in Distance Discussion Boards.*

Late Assignments: Late assignments lose 10% credit per unexcused day late to a maximum of 30% lost credit.

Assigned Readings: Readings will be available in Canvas. Readings will be discussed in various manners ranging from course Canvas discussions to embedded in class assignments.

Justification for Graduate Credit: CTSE 7000 is an orientation course for a graduate level teaching and learning degree program. During the semester students will (a) select a topic of study related to their area of specialization, (b) prepare an annotated bibliography, and (c) write a proposal to include a description of the study, objectives, methodology (including resources), and evaluation. Students will become informed consumers of applicable teacher education research.

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**3. COLLEGE AND UNIVERSITY POLICIES**

**Participation:** Students are expected to attend class and participate in all class discussions, exercises, and activities.

It is the student’s responsibility to contact the instructor if assignment deadlines are not met. Students are responsible

for initiating arrangements for missed work.

**Attendance/Absences:** **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, 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 this 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.

**Make-Up Policy:** Arrangements to make up missed major examination (e.g. hour exams, mid-term exams) due to properly authorized excused absences. Except in unusual circumstances, such as continued absence of the student or the advent of University holidays, a make-up exam will take place within two weeks from the time the student initiates arrangements for it. Except in extraordinary circumstance, no make-up exams will be arranged during the last three days before the final exam period begins. The format of the make-up exam will be (as specific by the instructor).

**Late Assignments:** Late assignments lose 10% credit per unexcused day late to a maximum of 30% lost credit.

**Unannounced Quizzes:** There will be no unannounced quizzes.

**Accommodations:** Students who need special accommodations in class, as provided for by the American Disabilities Act, should arrange a confidential meeting with the instructor during office hours the first week of classes – or as soon as possible if accommodations are needed immediately. You must bring a copy of your Accommodation Memo and an Instructor Verification Form to the meeting. If you do not have these forms but need accommodations, make an appointment with the Program for Students with Disabilities, 1244 Haley Center, 844-2096.

**Academic Honesty Policy:** All portions of the Auburn University student [Academic Honesty Code](https://sites.auburn.edu/admin/universitypolicies/Policies/AcademicHonestyCode.pdf) (Title XII) will apply to this class. All academic honesty violations or alleged violations will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.

**Professionalism:** Faculty, staff, and students in professional settings are expected to demonstrate professional behaviors as defined in the College’s conceptual framework. These professional commitments or dispositions are as follows: Engage in responsible and ethical professional practices; contribute to collaborative learning communities; demonstrate a commitment to diversity; model and nurture intellectual vitality.

**Writing Center:** The Miller Writing Center provides free support on any writing you are doing while at Auburn, whether for a course or not. Trained consultants are available to work with you as you plan, draft, and revise your writing. For students in distance courses and students temporarily away from Auburn’s campus, the Miller Writing Center offers synchronous online consultations. Please check the Miller Writing Center website ([www.auburn.edu/writingcenter](http://www.auburn.edu/writingcenter)) for instructions and information about scheduling online appointments. If you have questions about the Miller Writing Center, please email [writctr@auburn.edu](mailto:writctr@auburn.edu) or call 334-844-7475 M-F  7:45am-4:45pm.

**Student eHandbook:** Please refer to <http://www.auburn.edu/student_info/student_policies/> for all AU student policies.

**Distance Learning Students**: See section 2.

**Additional Resources:**

***Student Policy eHandbook:*** <http://www.auburn.edu/student_info/student_policies/>

***Health and Wellness Resources*** <https://cws.auburn.edu/studentAffairs/healthAndWellness/>

***Academic Support Services:*** <http://www.auburn.edu/academic/provost/undergrad_studies/support/>

4. TENTATIVE SCHEDULE

\*Please note that this is a tentative summary of the schedule and activities/due dates may change during the semester. Follow the assignments as posted on the weekly modules in Canvas.

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| Week | Topics | Learning Module | Assignments |
| 1: 8/20 | Module 0: Orientation to Curriculum & Teaching | Personal Orientation meeting with instructor, see office hours provided  Review syllabus  Review AU College of Education and Curriculum & Teaching Websites: <http://www.education.auburn.edu/curriculum-and-teaching> |  |
| 2: 8/27 | Module 1: Graduate Studies | Read: The Top 10 Characteristics of High Performing Graduate School Students <https://education.cu-portland.edu/blog/admissions-tips/top-10-characteristics-of-high-performing-graduate-school-students/>  Review Auburn University Graduate School Website: <http://graduate.auburn.edu/current-students/> | Learning Module 1 Discussion: Introduce yourself, your background, your educational goals. What characteristics do you have that will help you be successful in graduate school?  Note: 3 interesting facts from C&T website  Note: 3 interesting facts from graduate school website |
| 3: 9/3 | Module 2: Degree Programs | Review the information provided for your degree program on the AU website  Make an appointment with one of the major professors in your future program. Conduct a 10 minute interview (see handout) | **Assignment 1: CITI Training due (Sunday)**  Learning Module 2 Discussion: What did you learn from your professor interview? What surprised you? What are you most looking forward to? |
| 4: 9/10 | Module 3: Using the AU Library | Review Auburn University Library Website <http://www.lib.auburn.edu/>  Take a virtual tour: <http://www.lib.auburn.edu/tour/>  Workshop: Using the AU Library, Todd Shipman | Learning Module 3 Discussion: Brainstorming & Developing a Research Topic  What are you interested in about ‘teaching’? teaching your subject area?  What topic are you interested in? What question do you want to answer in your research? |
| 5: 9/17 | Module 4: Navigating APA & Avoiding Plagiarism | View: <https://study.com/academy/lesson/what-is-apa-format-style-definition-quiz.html>  Read: Plagiarism article  Avoiding Plagiarism: Dr. Susan Bannon | Learning Module 4 Discussion  Define plagiarism and discuss its importance in higher education. Is the concept of ‘plagiarism’ cultural? Discuss. |
| 6: 9/24 | Module 5: Writing Tips & Tricks: Miller Writing Center | Review Auburn University’s Miller Writing Center website:  <http://wp.auburn.edu/writing/>  Read: <https://www.gradschools.com/get-informed/surviving-graduate-school/study-skills-grad-school/10-rules-graduate-level-writing> | Learning Module 5 Discussion: Writing a summary & synthesizing information |
| 7: 10/1 | Module 6: Using Technology for Education | Reading: TBA  Tech Tools for Education: Jessica Garrett | Learning Module 6 Discussion:  Search and explore a variety of tech tools. Share a list of what you find for this week’s discussion  **Assignment 2: Technology Assignment**  Plan to demonstrate one with the class. Why do you like it? How can it be useful in a classroom? What are benefits to students? What are challenges for teachers? |
| 8: 10/8 | Module 7: Developing a Plan of Study | Reading: TBA  Plan of Study Preview: Lisa Ross | Learning Module 7 Discussion:  **Assignment 3: Tentative Plan of Study**  **Submit research idea and question for approval** |
| 9: 10/15 | Module 8: Evaluation of current research on teaching and learning | Read: individualized reading according to research interests  Visit: one full class session of a course taught in your degree program | Learning Module 8 Discussion:  What did you observe in your class visit? What questions do you have? What would you like to know more about? What are your concerns? |
| 10: 10/22 |
| 11: 10/29 |
| 12: 11/5 |
| 13: 11/12 | Module 9: Preparing for comprehensive exams: Program Coordinator of various programs | Read: | Learning Module 9 Discussion: |
| 11/19 – 23 Thanksgiving Break | | | |
| 14: 11/26 | Module 10: Looking ahead at further degrees & careers | Read: | Learning Module 10 Discussion  **Assignment 4: Annotated bibliography due** |
| 15: 12/3 | Student presentations of potential research proposals |  | **Assignment 5: Proposal Presentations** |
| FINAL EXAM TBA | Review of Semester |  | Learning Modules Wrap up due |
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