

Auburn University

Course Syllabus CTEC4912

1. Instructor: Deborah 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
3. Required Text(s): In addition to those required in CTEC 4900, it is recommended to have: Trelease, J (2006). *The read –aloud handbook*. New York: Penguin Press.
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 formal evaluation must follow the approved format and be turned in **one week in advance on Blackboard 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 (once by mid-term). It is the responsibility of the student to schedule these observations. The classroom teacher will need to be provided an observation form to complete by the practicum student. This can be found on Blackboard. After the classroom teacher observes you, the form is to be turned in to the folder in the office.
 - C. Classroom Management: At least one formal observation must be done using the Behavior Management Rating Scale. **Successful observation with this instrument is necessary for passing the practicum.**
 - D. Assessment Assignment: Students will submit on Blackboard a summary of an evaluation/assessment used with children that was successful and one that did not work as well as planned.
 - E. 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 two days 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 Smith Station Elementary are 9:00-12:00 on Mondays and Wednesdays. You may work out an alternative schedule if your classroom teacher feels it will be more beneficial. For example, the times 8:30-11:30 may work better for your teacher. Students are responsible for getting their attendance

documentation signed (please refer to form). This form should be with you every day you are at SSE.

- F. 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.
 - G. Class Meetings: Students will be expected to attend and participate in class meetings at set times as ESSES.
 - H. Students are expected to check Blackboard **daily** for announcements.
 - I. Peer Observation: Before mid-term, students will be responsible for scheduling an observation with their assigned peer. This observation is much more informal and will not require a lesson plan turned in a week in advance. 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 form will be turned in to the folder in the office at ESSES by mid-term.
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.
- a. Lesson Plans: 40 points (10 points each)
 - b. Observations: 80 points (20 points each)
 - c. Professionalism: 100 points
 - d. Peer Observation: 20 Points

8. Grades are assigned as follows:

S	70% or higher
U	Below 70%

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

9. Class Policy Statements:
- a. Special Accommodations for Students with Disabilities: If you have a disability that may prevent you from meeting the course requirements, contact the instructor before the end of the first week of classes to file a student disability statement and to discuss a reasonable accommodation plan. Course requirements will not be waived but accommodations may be made to assist you to meet the requirements, provided you are timely in working with the instructor to develop a reasonable accommodation plan.
 - b. Academic Honesty: Evidence of plagiarism will result in application of measures outlined in the Auburn University Student Academic Honesty Code (Chapter 1208, Constitution of the Student Government Association, published in the Tiger Cub).
 - c. Attendance to 4912: Punctual attendance is required. University approved excuses will be accepted with appropriate documentation. All excuses must be given to the instructor the next day you return to class. Any excused hours missed from the early childhood setting must be made up. You must have a minimum of 6 hours each week in your placement. Late attendance is not acceptable. Late arrivals (more than 5 minutes)

will result in a **loss of 25 professionalism points for each tardy**. Being late more than 2 times can result in not passing the practicum. If you are going to be absent, you must **make your classroom teacher and your supervising teacher know by 7:30AM**. Any plans/materials that you are responsible for that day need to be delivered to the school.

- d. 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.
- e. 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.
- f. 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
- g. 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.
- h. All assignments that are submitted on Blackboard must be submitted in PDF format.