****

**CTEC 4912**

|  |  |
| --- | --- |
| **Department** | Curriculum & Teaching |
| **Teaching Program** | Early Childhood Education Program |
| **Course Title** | Practicum in the Primary Grades |
| **Instructor** | Bethany McClure, M.Ed., M.S., NBCT |
| **Email** | bicesar@auburn.edu |
| **Office Hours** | By appointment |
| **Department** | Curriculum & Teaching |
| **Teaching Program** | Early Childhood Education Program |
| **Prerequisites** | Admission to Teacher Ed  CTEC 3200, 4200, 3030/4911 |
| **Syllabus Prepared** | Aug. 1998, Revised Jan. 2007,  Aug. 2013/14, and Aug. 2020 |

**Auburn University**

**1. Course Description**

#### Catalog Description:

This course provides laboratory experiences with K-3 children 5 through 8 years of age. Course assignments with children help students relate theory to practice.

**Texts**:

### See CTEC 3020 syllabus for reading requirements and recommendations.

\*\*Additional readings may be posted on Canvas.

**Course Objectives:**

The Early Childhood program provides the pre-service teacher the opportunity to construct knowledge and refine their practice through experiences that support empirical and theoretical decision-making. To this end, this course will provide pre-service teachers the opportunity to observe and participate in supervised practicum experiences [NAEYC 6.1] with young children of diverse ages and reflecting diverse family systems [NAEYC 6.2 & 6.3].

Students will implement, in an early childhood classroom, the strategies and techniques learned in previous classes. (See CTEC 4200 for detailed objectives).

Each student will use knowledge gained in CTEC 3030 and 4200 to construct materials and develop teaching strategies that will positively impact primary children's learning.

1. Each student will construct a basic understanding of the administration, organization, and operation of early childhood programs.
2. Students will plan, implement, and assess student learning through multiple interactions and activities, including **a minimum of four formal observations** (to be conducted by both the classroom teacher and university supervisor).

**2. COURSE REQUIREMENTS**

#### Part A – Attendance/Practicum Experience

1. **Attendance:** Each student will meet attendance requirements for the practicum experience. Excused absences must be documented and **must** be made up. **Unexcused or excessive absences will result in unsatisfactory completion of the practicum.** Should extreme illness cause absence, students are to notify the cooperating teacher and the university supervisor **before** 7:00 a.m. If the student is responsible for some portion of the day's work, plans and materials must be sent to the cooperating teacher prior to the start of the school day.
2. **Teaching:** See schedule and teaching requirements on attendance log below. \*\*You must teach each scheduled day. If you miss a day, it must be made up. You will need to communicate with your cooperating teacher and the university supervisor prior to your absence and in order to make up your teaching time. You are required to keep a log of your attendance, which will be turned in at the end of the semester.
3. **Lesson Plans:** Lesson plans are due to the cooperating teacher on Monday of the week prior to lesson implementation. This will allow the cooperating teacher time to review and analyze the lesson plans. Plan to debrief with your cooperating teacher on Wednesday to discuss any changes or revisions that need to be made. For each lesson, students should use the “Possibility Plan” template found on Canvas. For the four observed lessons, a full 5-E format should be used. This form can also be found on Canvas.

#### Observations: 4 total –

2 by Auburn University Supervisor

2 by Cooperating Teacher

\*More information below.

#### Part B – Grading Plan

**Course Assignments: Total points possible = 360 points**

**\*Please note that this is a satisfactory/unsatisfactory course. Students must satisfactorily complete all components of the practicum to receive a satisfactory grade.**

1. **Professional Dispositions Checklist:** The classroom teacher will complete a Professional Dispositions Checklist twice during the semester, once by midterm and the second by the end of the semester.
   * Students will assist with classroom tasks of benefit to the teacher and children, such as *taking children to the bathroom, supervising arrivals and departures, monitoring centers, one-on-one teaching, project work, assisting with attendance, etc.* This assignment is to continue throughout the semester and is to be evaluated by the classroom teacher/supervisor.

* 2 @ 20 points each **= 40 total**

1. **Teaching and Observations:** A minimum of **four** observations must be successfully completed, **two** *before* mid-semester (the classroom teacher will complete one and the university supervisor will complete one) and *at least* **two** *after* mid-semester (the classroom teacher will again complete one and the university supervisor will also complete one, or more if needed). Others may be required to be completed, at the classroom teacher’s or university supervisor’s discretion.
   * Students must arrange to be formally observed by the classroom teacher and university supervisor.
   * **It is the responsibility of the student to schedule all observations.** University supervisor will give sign up time slots, if one of these slots will not work for you, take initiative early to set up an alternate time. Have conversations early in the semester with your supervising teacher to set up times for observations.
   * Provide the observer with the Classroom Observation Form (found on Canvas) and an approved lesson plan (approved by the classroom teacher) for the observation *at least* 24 hours in advance.
   * After each of the 4 observations you must submit in the assignment link on Canvas
2. A copy of the lesson plan

10 points each = 40

1. The completed Classroom Observation Instrument

15 points each = 60

1. A written reflection of your lesson (minimum 1.5 pages typed)

15 points each = 60

**= 160 points total**

A) Students will be in charge of advancing children’s knowledge of **mathematical concepts** through developmentally appropriate means – provocations, games, number talks, activities extending a lesson in a math curriculum adopted by the classroom/school, or a series of lessons involving objects as well as documentation (drawing, writing, documenting the problem-solving process, etc.)

### i. The university supervisor and/or classroom teacher must evaluate all materials. A math lesson must be **one of the four formal observations**, and may be conducted in small or large group.

B) Students will be in charge of some portion of the **reading *and* writing process.**

1. Students will work with all phases of the reading and writing process with small and/or whole group instruction.
2. Plan ways to use cooperative reading and writing methods to help advance the children’s reading ability and motivation in writing with quality literature.
3. Methods are to help all readers acquire or refine **reading strategies**. The university supervisor and/or classroom teacher must evaluate all materials. A reading lesson must be **one of the four formal observations** and may be conducted in small or large group.
4. Plan a writing lesson that includes the use of a mentor text. A writing lesson must be **one of the four formal observations** and may be conducted in small or large group.
5. Plan one content area literacy lesson for science or social studies. A content literacy lesson must be **one of the four formal observations** and may be conducted in small or large group.
6. **Online Discussion Boards:** Students will be responsible for reflecting on assigned readings and prompts set up in Canvas. Participation in online discussion boards will reflect on your overall Participation and Professionalism grade. **At least 5 discussion board postings will be graded for a total of 50 points (10 points each).**
7. **Weekly Practicum Reflections**: Each week, answer the following questions: (at minimum; other questions may be added over time).

What worked this week? (i.e., interactions with students, etc; planning & implementing lessons; communication with mentors/colleagues)

What didn’t work? (Same as above)

What would you like to see changed?

How have our readings entered your thinking/teaching/reflecting on children’s thinking?

What will you do differently to contribute to this change?

**= 15 points total**

1. **Assessment:** For your two observations conducted by the university supervisor, you will prepare a self-created rubric, checklist, or other form of assessment that could be used with your planned activity and/or overall unit of study.
   * + 1. Assessments = 2 @ 15 points each **=** **30 points**
2. **Behavior Management Plan:** You will read and reference at least 2 research articles that will guide you in creating your own behavior management plan. You will write a **minimum 3 page paper** on your behavior management plan including: your personal philosophy; how this looks in the classroom; benefits to students and/or teachers and parents; and how you might document behavior patterns over time. **= 25 points**
3. **Practicum Notebook:** Students will keep a 3-ring binder in their classroom. It should stay in the classroom always and should be added to daily/weekly. Please keep your binder organized and tab each section.
   * lesson plans (original + revisions when required)
   * observation forms
   * reflections
   * evidence of student learning (assessment/evaluation, documentation of learning, professional development)
   * practicum attendance log
   * practicum lab student survey
   * professional disposition checklists
   * behavioral observations and plans (your teacher or school’s classroom behavior plan, observation notes, etc.)
   * other important forms from your Syllabus or Lab Manual
   * other documents or materials from your practicum that were important for your overall growth this semester

**= 30 points total**

**VI. Participation and Professionalism:** Students will be expected to uphold the policies set forth by the College of Education Early Childhood department as stated within the Practicum Lab Manual. This means being professional at all times; prompt arrival to your placement; turning in assignments by the due date; interacting with children and showing initiative; upholding the mobile phone / smart watch policy as stated by your school, etc. = **10 points**

### Each objective must be achieved in order for the student to earn a satisfactory grade. Evaluations (S/U) will be based on the following: Grades are assigned as follows:

**Satisfactory (S) 70% or higher (255 accumulated points)**

**Unsatisfactory (U) Below 70%**

Students must satisfy all course objectives AND complete four successful observations in order to pass this course.

**3. UNIVERSITY AND COLLEGE POLICIES**

#### Participation:

All students are expected to participate in all class discussions and participate in all exercises. It is the student’s responsibility to contact the instructor if assignment deadlines are not met and for initiating arrangements for missed work.

#### 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 (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.

**COVID Related Policies**

Due to the Coronavirus pandemic, public health measures have been implemented across Auburn’s campus. Students should stay current with these practices and expectations through the campus re-entry plan, [A Healthier U (Links to an external site.)](https://ahealthieru.auburn.edu/). The sections below provide expectations and conduct related to COVID-19 issues.

**Health and Participation In Class**

You are expected to complete your Health Check screener daily.

Your health and safety, and the health and safety of your peers, are my top priorities. If you are experiencing any symptoms of COVID-19, or if you discover that you have been in close contact with others who have symptoms or who have tested positive, you must follow the instructions on the Health Check app. My hope is that if you are feeling ill or if you have been exposed to someone with the virus, you will stay home to protect others.

**Please do the following in the event of an illness or COVID-related absence:**

* Notify me in advance of your absence, if possible.
* Provide me with medical documentation, if possible.
* Keep up with coursework as much as possible.
* Participate in class activities and submit assignments remotely as much as possible.
* Notify me if you require a modification to the deadline of an assignment or exam.
* Finally, if remaining in a class and fulfilling the necessary requirements becomes impossible due to illness or other COVID-related issues, please let me know as soon as possible so we can discuss your options.

Students with questions about COVID-related illnesses should reach out to the COVID Resource Center at (334) 844-6000 or at [ahealthieru@auburn.edu](mailto:ahealthieru@auburn.edu).

**Health and Well-Being Resources**

These are difficult times, and academic and personal stress is a natural result. Everyone is encouraged to take care of themselves and their peers. If you need additional support, there are several resources on campus to assist you:

* COVID Response Team: [ahealthieru.edu (Links to an external site.)](http://www.ahealthieru.edu/)
* Student Counseling and Psychological Services: [http://wp.auburn.edu/scs/ (Links to an external site.)](http://wp.auburn.edu/scs/)
* AU Medical Clinic: [https://cws.auburn.edu/aumc/ (Links to an external site.)](https://cws.auburn.edu/aumc/)

If you or someone you know are experiencing food, housing or financial insecurity, please visit the Auburn Cares Office: [http://aucares.auburn.edu/ (Links to an external site.)](http://aucares.auburn.edu/)

**A Healthier U Campus Community Expectations**

We are all responsible for protecting ourselves and our community. Please read about student expectations for fall semester, including completing the daily GuideSafe™ Health Check: [https://ahealthieru.auburn.edu/ (Links to an external site.)](https://ahealthieru.auburn.edu/)

You are expected to (1) take your temperature daily and (2) complete your Health Check screener to receive your A Healthier U pass. **You may be asked at any time during class to show your pass.**

**Course Expectations Related to COVID-19**

* **Face Coverings**: As a member of the Auburn University academic community, you are required to follow all university guidelines for personal safety with face coverings, physical distancing, and sanitation. Face coverings are required in this class and in all campus buildings. Note that face coverings must meet safety specifications, be worn correctly, and be socially appropriate.

You are required to wear your face covering at all times. If you remove your face covering or are non-compliant with the university’s [policy on face coverings (Links to an external site.)](https://ocm.auburn.edu/news/coronavirus/updates/20200618-face-masks-required.php?ref=coronavirus), you will be instructed to leave the classroom and will be held to the protocols outlined in the [Auburn University Policy on Classroom Behavior (Links to an external site.)](https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyonClassroomBehavior.pdf). Any student who willfully refuses to wear a face covering and does not have a noted accommodation may be subject to disciplinary action.

* **Physical Distancing**: Students should observe appropriate physical distancing and follow all classroom signage/avoid congregating around doorways before or after class. If the instructional space has designated entrance and exit doors, you should use them. Students should exit the instructional space immediately after the end of instruction to help ensure social distancing and allow for the persons attending the next scheduled class session to enter.
* **Course Attendance**: If you are quarantined or otherwise need to miss class because you have been advised that you may have been exposed to COVID-19, you will be expected to develop a plan to keep up with your coursework during any such absences.
* **Course Meeting Schedule**: This course might not have a traditional meeting schedule in Fall 2020. Be sure to pay attention to any updates to the course schedule as the information in this syllabus may have changed. Please discuss any questions you have with me.
* **Technology Requirements:**This course may require particular technologies to complete coursework. If you need access to additional technological support, please contact the AU Bookstore at [aubookstore@auburn.edu](mailto:aubookstore@auburn.edu).

*Disruptive or concerning classroom behavior involving the failure to wear a face covering, as directed by Auburn University, represents a potential Code of Student Conduct violation and may be reported as a non-academic violation. Please consult the*[*Classroom Behavior Policy* (Links to an external site.)](https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyonClassroomBehavior.pdf)*.*

**Course Delivery Changes Related to COVID-19**

Please be aware that the situation regarding COVID-19 is frequently changing, and the delivery mode of this course may adjust accordingly. In the event that the delivery method is altered, please be assured that the learning goals and outcomes of the course will not change; however, some aspects of the course will change in terms of the mode of delivery, participation, and testing methods. Those details will be shared via Canvas as soon as possible. Please be prepared for this contingency by ensuring that you have access to a computer and reliable Internet.

**4. TENTATIVE SCHEDULE**

# Pike Road Elementary School: 7:45 AM – 2:30 PM

Richland Elementary School / AEEC: 7:10 AM – 2:30 PM

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | **Teaching Expectations:** | **Preservice Teacher Initials:** | **Cooperating Teacher Initials:** |
| 1/24 | Observe the classroom teacher, class schedule, classroom rules, and getting to know the students. |  |  |
| 1/26 | Observe the classroom teacher, class schedule, classroom rules, and getting to know the students. |  |  |
| 1/31 | Observe the classroom teacher, class schedule, classroom rules, and getting to know the students. |  |  |
| 2/02 | Observe the classroom teacher, class schedule, classroom rules, and getting to know the students. |  |  |
| 2/07 | Teach 1 lesson this week. All lessons should be created by teacher candidate and approved by cooperating teacher.  \*\*Calendar may be taken over but may not count toward this requirement. |  |  |
| 2/09 |  |  |  |
| 2/14 | Teach 1 approved lesson this week. |  |  |
| 2/16 |  |  |  |
| 2/21 | Teach 1 approved lesson this week.  \*\*Teacher Work Day at Pike Road.  \*\*Auburn City Schools – NO SCHOOL |  |  |
| 2/23 |  |  |  |
| 2/28 | Begin teaching 1 lesson per day. All lessons should be created by teacher candidate and approved by cooperating teacher. |  |  |
| 3/02 | Teach 1 approved lesson. |  |  |
| 3/07 | SPRING BREAK |  |  |
| 3/09 | SPRING BREAK |  |  |
| 3/14 | Teach 1 approved lesson.  \*1st Professional Dispositions Checklist uploaded to Canvas by Friday, March 18, 2022 at 11:59 PM. |  |  |
| 3/16 | Teach 1 approved lesson.  \*1st and 2nd observed lesson documents uploaded to Canvas by Friday, March 18, 2022 at 11:59 PM. |  |  |
| 3/21 | Teach 1 approved lesson.  \*\*Spring Break at Pike Road. |  |  |
| 3/23 | Teach 1 approved lesson.  \*\*Spring Break at Pike Road. |  |  |
| 3/28 | Teach 1 approved lesson. |  |  |
| 3/30 | Teach 1 approved lesson. |  |  |
| 4/04 | Begin teaching 2 lessons per day. All lessons should be created by teacher candidate and approved by cooperating teacher.  \*\*Discuss with your teacher about the possibility of teaching 1-2 full days in April. |  |  |
| 4/06 | Teach 2 approved lessons. |  |  |
| 4/11 | Teach 2 approved lessons. |  |  |
| 4/13 | Teach 2 approved lessons. |  |  |
| 4/18 | Teach 2 approved lessons.  \*\*Auburn City Schools - Weather Day (NO SCHOOL) |  |  |
| 4/20 | Teach 2 approved lessons. |  |  |
| 4/25 | Teach 2 approved lessons. |  |  |
| 4/27 | Teach 2 approved lessons. **Last Day!**  \*2nd Professional Dispositions Checklist and other paperwork uploaded to Canvas by Sunday, May 1, 2022 at 11:59 PM.  \*3rd and 4th observed lesson documents uploaded to canvas by Sunday, May 1, 2022 at 11:59 PM. |  |  |

