**AUBURN UNIVERSITY**

**SYLLABUS**

1. **Course Number: CTEE 4040**

**Course Title: Curriculum Mathematics**

**Credit Hours:** 4 semester hours

**Pre/ Co-requisites:**  This section is restricted to Elementary Education majors enrolled in CTEE 4030: Natural Science

1. **Term** Summer 2020

**Day/Time** TBA (See Calendar on Canvas)

**Room:** HC 2414

**Instructor** Dr. Megan Burton

**Office Address** 5020 Haley Center

**Contact Information (phone, e-mail)** 844-8141, megan.burton@auburn.edu

**Office Hours** TBA

1. **Texts or Major Resources:**

**Required Text: Huinker, D., Bill, V. (2017).** Taking action: Implementing effective mathematics teaching practices in K- Grade 5. Reston, VA: NCTM A picture containing device

Description automatically generated ISBN 9780873539692

Required Materials:

Membership for Teaching Channel (for all courses). <https://www.teachingchannel.com/>

1. Membership to National Council of Teachers of Mathematics (**wait until May 20 to join for the FREE 30 day membership**): <https://www.nctm.org/trial-membership/>
2. Notebook paper, graph paper, folder, school pouch with supplies (tape, mini-scissors, ruler, measuring tape, pencil, black ink pen, white out, thick Crayola markers, index cards), Other materials needed to construct instructional charts, games, and other teaching resources will be requested and required throughout the semester.
3. Printed and prepared manipulatives:
   1. Base 10 blocks: [id=8D5C4673BE91DE21B107E9A1871AD57C9C1F945F&thid=OIP.PwZeXvoXDStklzThKzN0mgHaFu&mediaurl=http%3A%2F%2F3.bp.blogspot.com%2F-gAE\_nFV3mDw%2FUvGGv8BY5ZI%2FAAAAAAAAAVA%2F5TAYTUahsVs%2Fs1600%2Fbase%2Bten%2Bblocks.jpg&exph=816&expw=1056&q=base+ten+block+template&simid=608031317044694664&selectedindex=7&pc=EMMX04&vt=1&sim=11](https://www.bing.com/images/search?view=detailV2&ccid=PwZeXvoX&id=8D5C4673BE91DE21B107E9A1871AD57C9C1F945F&thid=OIP.PwZeXvoXDStklzThKzN0mgHaFu&mediaurl=http%3A%2F%2F3.bp.blogspot.com%2F-gAE_nFV3mDw%2FUvGGv8BY5ZI%2FAAAAAAAAAVA%2F5TAYTUahsVs%2Fs1600%2Fbase%2Bten%2Bblocks.jpg&exph=816&expw=1056&q=base+ten+block+template&simid=608031317044694664&selectedindex=7&pc=EMMX04&vt=1&sim=11)
   2. Hundreds chart- 1 of each
4. <https://www.superteacherworksheets.com/hundredschart/hundreds-chart-filled_WNRTB.pdf?up=1466611200>
5. <https://www.superteacherworksheets.com/hundredschart/hundreds-chart-blank_HUNDR.pdf?up=1466611200>

**State Standards**:

Mathematics AL Course of Study: [https://aub.ie/6kBhWG   (Links to an external site.)](https://aub.ie/6kBhWG) 

**Field-based experience practicum:** Some of your field based experiences will occur during course synchronous and asynchronous meetings. You will examine student work, watch teaching videos, plan cooperatively, conduct lesson rehearsals, etc.. In addition, Dr. McGhee has prepared some experiences to prepare you for the field work and EdTPA in future semesters. Those sessions will be separate from mathematics. This is a P/F portion of the math course. You must Pass with Dr. McGhee in order to pass this course. Failure in this practicum, will result in failing this course.

**GoReact:** Students will be required to use GoReact during their field placement to upload and comment on a teaching video. GoReact is a password-protected, online platform that will work as a repository for your teaching videos during field placement.The instructor will provide instructions on how to create an account. GoReact is the only way you can submit your teaching videos for this course! Students must upload video files directly to GoReact. Students are not allowed to upload videos to YouTube first and then use the YouTube link as the GoReact upload. This action violates our media release agreement between the university and elementary school students and families. If you have trouble compressing a video, you may visit the [GoReact Help Site (Links to an external site.)](https://help.goreact.com/hc/en-us/categories/115000013583-Goreactcom" \t "_blank) or complete the GoReact Student Support Form.

1. **Course Description:** Pedagogical content knowledge, principles, and standards in the major concepts and modes of inquiry for integrated study of mathematics for elementary learners.
2. **Student Learning Outcomes:**
3. **Goal:** To critically analyze curriculum and the process of teaching and learning mathematics in the elementary grades.

**B. Objectives:** Student learning outcomes (SLO) for elementary education majors are based on the Alabama Quality Teaching Standards [state standards] (AQTS) and the Association of Childhood Education International (ACEI) [national standards]. After the completion of the course and the clinical based lab, the pre-service teacher should:

1. know, understand, and use the major concepts and procedures that define numbers and operations, algebra, geometry, measurement, data analysis, and probability. In doing so they will engage in problem solving, reasoning, proof, communication, connections, and representation. This includes understanding current reforms efforts and technological resources that enhance the learning experience for K-6 students. (AQTS 1.A 1, B. 1; 4.A. 3) (ACEI 2.3)

2. have knowledge of techniques for using manipulative materials and play as instruments for enhancing development and learning. Recognize and develop lessons that use techniques such as mathematical recreation, manipulative materials, and technology to enhance development and learning. (AQTS 1.A v, 1.B. iii) (ACEI 2.3, 3.1)

3. demonstrate in-depth knowledge and understanding of how the major concepts and themes of mathematics are integrated across academic fields (AQTS 1.A v, 1.B. iii) (ACEI 2.3, 3.1)

4. plan and implement engaging learning experiences based on the Alabama Course of Study for Mathematics and the National Council of Teachers of Mathematics standards in which K - 6 students are challenged to problem solve, analyze, and evaluate real world situations and are able to demonstrate their competence and build on prior knowledge. (AQTS 1. A. ii, iii,iv,v; B. ii,iii; 2.A. v, vi, vii) (ACEI 2.3, 3.3., 3.4)

5. use the major concepts and modes of inquiry from mathematics to promote elementary students' abilities problem solve, reason, communicate mathematically, make connections and represent their thinking in a clinically based lab placement (AQTS 4.A. iii, iv, v) (ACEI 2.3)

6. Recognize the importance of communication skills in themselves and in the children they teach, including strategies for reasoning, problem solving, inquiry and debate in new settings in a clinically based lab placement (AQTS 2.D. i, ii, vi, vii, ix, x; 3.A v, vi, vii) (ACEI 2.3)

7. plan and implement a variety of individual and group activities that emphasize student participation. Plan and analyze appropriate assessments in order to monitor K-6 student learning and progress (AQTS 2.E.i, ii, v, vii, viii, ix, x, xi)(ACEI 4.0)

8. demonstrate an understanding of the teaching professional codes of ethical conduct (AQTS 5.E. i, ii, iii, iv F.i, ii, iii, iv) (ACEI 5.1)

9. reflect on their own teaching practices and consult with other professionals in order to grow professionally (AQTS 5.B iv, v, vi, vii) (ACEI 5.1)

10. Use clinical based lab placement's observation and practice of teaching and learning as a basis for experimenting with, reflecting on, and revising professional practice (AQTS 2.D. v, vi, vii, viii, ix, x) (ACEI 5.1)

Course Format and Structure:

* Course Format: This class is held synchronously (we will meet at the same time via virtual platforms, such as ZOOM) and asynchronously (where you complete portions of the class on a schedule that works for you, but would require similar class time and homework expectations) in a condensed summer format. It is very demanding and faculty advise students to take their role as full time student seriously to maximize their own professional growth and to support the elementary students they are teaching. The asynchronous is listed on the schedule for a specific time period, but the work may be completed any time between synchronous classes.
* Canvas: Canvas is Auburn University’s Learning Management System (LMS). It is where course information, resources, and materials are hosted along with where you will post assignments, and grades are posted. A student troubleshooting support page for Canvas is available here: [http://wp.auburn.edu/biggio/canvas/student-help/ (Links to an external site.)](http://wp.auburn.edu/biggio/canvas/student-help/)  Technical support for students is available through the Help Desk.
* Use of *Canvas* system, ZOOM, GoReact, internet, and email for communication and instruction. All assignments must be submitted in either rich text or Microsoft word format unless directions were given to use PowerPoint or Excel. It is the students’ responsibility to check the assignment, once submitted, to ensure it went through properly. **Please save all files with your last name and assignment type in the filename.**
* Students will be expected to demonstrate basic skills in reading, writing, speaking, and mathematics. Assignments that have multiple mathematical, grammatical, or spelling errors will have to be revised correctly at a letter grade point loss.
* Graded course assignments are due on the assigned date and must be completed in a thorough manner. Major assignments that are incomplete or not done on time will lose points equal to one letter grade for each day late up to three days. All assignments must be completed, whether or not credit is given, in order to pass this course. **Late weekly assignments will not receive credit.**
* Lectures/Discussions: Class lectures/ discussions will cover material listed on the class schedule and will consist of material that may not be covered in the class text(s) and will also involve activities and discussions that will help aid your understanding of the topic(s) covered; participation is required.
* Assigned Readings: Each week you are expected to read the assigned reading(s). This will be the first activity that you should complete. You should make sure to complete the first assigned reading(s) before the first-class meeting listed so you are prepared to discuss the text content in class. Not all course readings will be covered in class but students are responsible for the information in all assigned readings.

1. **Course Content Outline: *Instructor reserves the right to change schedule/ modify experiences***

**\* All homework listed is due at the beginning of the class period May 20- August 5**

* **Thurs., May 21 8-10:30 Math**- Introductions, What Is Effective Mathematics Teaching?, & Teaching Principles & Standards
* Have ready to use in class: notebook paper, supply pouch, construction paper, a printed or electronic copy of syllabi, standards printed, Teaching channel membership registered & math textbook (electronic or hard copy) to class
* Before class: on the HW Readings for Week 1 Assignment upload your answers/ reflections to the following:
  + Read article on Canvas labeled HW (Acorns to Oaks):
    - Does this article relate to your experiences as a learner and in classes you have observed? How is it different? What questions do you have? What is something you liked? What is one specific sentence or example that stood out to you? Why?
  + Read Chapter 1: Setting the Stage.
    - Look at Figure 1.3 What are your wonderings? What do you think will be your strengths? Where do you anticipate you might struggle?
    - Answer the questions in the orange box on page 10 after reading 10-15.
  + Watch a portion of a [Number Talk](https://www.insidemathematics.org/classroom-videos/number-talks/3rd-grade-math-one-digit-by-two-digit-multiplication/number-talk-part-1)
    - Note 2 specific times on the video that you believe are important to assessing student learning and explain why
    - Mark 2 specific times on the video that you believe are important to the teacher establishing/ maintaining classroom norms and explain why
* **Tues., May 26** Establishing Effective Math Goals: Numbersense
  + HW Read Chapter 2 & 4
* Thursday, May 28 Asynchronous Planning in PBC/ Lesson Planning/ Numbersense/ Computation
  + Write a Lesson Plan 1 with a partner based on Video #1
* **Tuesday, June 2** Algorithms/ Selecting and Implementing Tasks
  + HW Read Chapter 3
* Thursday, June 4 and Strengths Based Teaching/ Learning progressions/ Learning Trajectories/ Classroom Community
* **Tuesday, June 9** Fractions/ Connect Mathematical Representations
  + HW Read Chapter 6
* Thursday, June 11 Asynchronous Fractions/ Pictorial and virtual manipulatives
* Mamadou- Watch a teacher leading a discuss on fractions in a summer remedial camp at the University of Michigan
* **Tuesday, June 16** Questioning/ Geometry
  + HW Read Chapter 5
  + Submit Lesson Plan 2 for STEM class
* Thursday, June 18 Discourse
  + HW Read Chapter 7
* **Tuesday, June 23** Group work/ Measurement/ Discourse Review
  + HW Read Chapter 8
* Wednesday, June 24 12-2- virtual STEM Camp (1/2 teach)
* Thursday, June 25 Student Thinking
  + No assignment or work, to balance the time with virtual STEM Camp
* **Tuesday, June 30** Differentation/ Data Analysis/ Assessment
  + Analysis of Student Work Due
* Wednesday, June 25 12-2- virtual STEM Camp (1/2 teach)
* **Thursday, July 2 10-12** Meet to discuss STEM Camp & answer questions about upcoming assignments
* Pedagogy Test Due Friday, July 10

**Assignment Requirements:**

* **Written assignments:** All written assignments must be typed and should adhere to correct Standard English conventions and mechanics. Students are expected to demonstrate basic skills in reading, writing, speaking, and mathematics. Submitted assignments that have multiple mathematical, grammatical, or spelling errors will have to be revised correctly at a letter grade point loss.
* **Format**: All written assignments must be submitted in either rich text or Microsoft Word format, unless directions were given to use a different format. It is the student’s responsibility to verify the assignment once submitted to ensure it went through properly. Please save all files with your last name and assignment type in the filename.

**Assignments:**

* **Class Activities and Reading Reflections:** This course is designed to allow opportunities to ask questions, contribute to class discussion, and share relevant experiences. Therefore, *participation and professionalism are extremely important.* Requirements for acceptable participation include prompt, timely, and consistent attendance; attentiveness; verbal contributions to small group and whole-class discussions; a reflection of a positive attitude and openness about learning and class participation; and respecting and supporting the needs of others, including the professor. Participation and Professionalism will be assessed using the *Personal and Professional Dispositions Assessment* at the end of the semester as part of your **professionalism** score. Your goal is to have successfully completed all the requirements listed  in the second column out of four at this stage in your development.

Participation, as the aforementioned discussed, includes completing all assignments which facilitate the class and/or cohort experience including displaying materials, sharing teaching ideas and examples of classroom incidents, writing productively and correctly in all written assignments, and bringing in other materials/information as requested. Actively participate in the class in ways that reflect your preparation, including thoughtful completion of required readings. Information about each assignment will be shared in class or via Canvas and university email. Therefore it is essential that you check your AU email daily.

You will also complete entries in your Math Reflection Pages (See assignments) that are related to your experiences in the field, assigned readings completed before class. The entries are designed to help you make connections between the readings, mathematical content, and practicum fieldwork. You will submit the reflection individually as an assignment, but be prepared to screen share your reflection and discuss it with peers in class. These may be in writing or via video.

* **Math Pedagogical Content Knowledge Test:  Due July 10** By the end of this course, you should have a firm grasp of the pedagogical content knowledge that you will teach. Research shows that in order to effectively teach elementary mathematics, you must have conceptual understanding (Ball, 2006). This course is designed to build upon this and help you see how children understand and develop an awareness of mathematical skills. This test will ask you to demonstrate your understanding of common elementary strategies and representations related to mathematics operations and fractions. The test will also have a section where you are able to complete an analysis of teaching. You will analyze a lesson based on the teaching principles and share the strengths and areas for growth. More information about this will be shared later.
* **1st Lesson Plan:** **Due May 28** Your task will be to write a lesson plan, with a partner, based on the activity we discuss in class that matches the Teaching Principles and encourages students to use the Standards of Mathematical Practice.
* **2nd Lesson Plan: Due June 16:** You will design a STEM lesson plan for a virtual classroom. This lesson will be approximately 20 minutes and you will implement it through the virtual STEM Camp. While this may also be submitted as a science lesson, it is being graded from a mathematics perspective.
* **Analysis of Student Work/ Thinking Due June 30:** Your task will be to analyze student work and write an intervention activity based on the analysis utilizing the Teaching Principles we discuss in class and encourages students to use the Standards of Mathematical Practice. The central focus should support students’ development of conceptual understanding, procedural fluency, and mathematical reasoning/problem-solving skills. You will create an assessment to analyze the effectiveness of this lesson. This will be discussed further in class. **You will receive feedback on the June 30 submission and may resubmit by July 15.**
* **Lab Requirement:** Dr. McGhee is leading you in a lab component of this course. You must demonstrate your abilities in teaching at the emerging level (Developing) on all standards and indicators listed on all forms. In addition, the student must demonstrate professional dispositions of a future teacher. You must complete the minimum requirements for this portion of the course, as stated in Dr. McGhee’s course, in order to receive credit for CTEE 4040.

**^All assignments must be completed in order to get credit for this course, even if turned in late for less credit.**

1. **Rubric and Grading Scale:**

All rubrics are posted on Canvas. The Auburn Standard Grading Scale will be used to determine grades for this course.

A   =  90-100          B   =  80-89           C   =  70-79

D   =  60-69            F    =  below 60 points

# ****Course Policies****

**Budding professionals complete assignments on time**. Graded course assignments are to be submitted by the listed due date and must be completed in a thorough manner. Major assignments that are incomplete or submitted after the listed due date will be reduced by one letter grade for each day they are submitted late for up to three calendar days. All assignments must be completed, whether or not credit is given, in order to pass this course. Late weekly assignments will not receive credit. Unexcused late assignments are unacceptable. It is the student’s responsibility to contact the instructor if assignment deadlines are not met and are responsible for initiating arrangements for missed work. Students must satisfy all course objectives to pass the course.

* \*Know that a Canvas assignment due date indicates the deadline and if submitted by then, is considered "on time." The date which reads "available" indicates the date in which the assignment is unlocked. The date which reads "until" is when last late submissions will be accepted via the Canvas dropbox to which a late penalty will be applied.
* \*Only course assignments submitted by the due date to the appropriate Canvas dropbox will be assessed. Any assignment file, comments, text, etc. posted within the assignment feedback/comment field will not be assessed.

**Budding professionals use appropriate means for discussions**. Please respect our class time together and my own time as an instructor and researcher by planning to discuss grades or other points of discussion/contention during office hours or by an appointment. I am almost always available to meet before class, if you will contact me to create a ZOOM meeting. I also respond to emails within 48 hours.

**Budding professionals demonstrate professional conduct.**  As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behaviors as defined in 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

Further, each student is expected to exhibit courteous, mature, responsible, and professional behavior. This includes refraining from using personal electronic devices for off task behavior during synchronous classes, completing work for another class, and talking when someone else – a peer or instructor – is speaking.

Teaching is a field that requires professional reading and reflection. Thoughtful reading before class, engaged participation in online discussions and activities, and positive stance you take when interacting with your instructor, classmates, and others are expected. Attend carefully to class presentations and discussions. Professionalism is more than just showing up for class. In this course, you will be expected to treat the others in our group with respect and to support their successes. Respect does not mean always agreeing with others. It means actively and courteously listening to what others say and responding with your own perspective. It means taking an active role and enhancing others’ thinking by sharing your own rough draft thinking as it develops and by clarifying the reasons that you might “agree to disagree” with others. Developing strong relationships with colleagues is one of the most important things we do as teachers

**Classroom Behavior:** The Auburn University Classroom Behavior Policy is strictly followed in the course; please refer to the [Student Policy eHandbook (Links to an external site.)](http://www.auburn.edu/student_info/student_policies/) at for details of this policy.

**Budding professionals build rapport and serve as a strong role model to peers, colleagues and learners.** Students are expected to actively participate in all class discussions and exercises. Students are not to complete a different course’s assignment/work during class time or use personal electronic devices for non-course related tasks. Because learning occurs as we are actively involved, both mentally and physically, it is essential that all students participate in class discussions, activities, and assignments.

Participation involves:

* careful reading of the text(s) and/or additional articles prior to class meetings
* active listening and discussion during class
* participation and cooperation during class activities and assignments
* completion and submission of all lessons, assignments, and projects on time
* timely attendance of all class meetings
* honest exchange and challenging of viewpoints

**Budding professionals show up on time and are prepared every day for work**. Attendance is expected during each class session and is recorded at each class meeting.

* **Absences**:Because we have extended class times, each class counts as 2 class periods.  Therefore, if you miss an entire class period, you have technically received 2 class absences. **After two class absences (excused or unexcused), students will be required to attend a conference to discuss if continuing in this course is possible.** Expected professional dispositions and performance competencies in this field-based course require students to meet attendance requirements. Students are expected to attend their lab component as well.
* **Unexcused absences:** **Five points will be deducted from the final course grade for any unexcused absence from class or lab period**. After 2 unexcused class absences (or 1 full period), students will be referred to the Office of Student Affairs to be withdrawn from the course.
* **Tardiness:** Tardiness indicates an unprofessional disposition. Continued tardiness (2 times or more) will be considered an unexcused absence. Leaving class early counts as an absence without prior (not same day) approval. A tardy consists of being more than five minutes late past the class scheduled beginning time or leaving class ten or more minutes from the course’s scheduled end time.
* **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. Submission of all appropriate documentation for all excused absences is required one week after the absence. After this timeframe, the absence will be marked unexcused. Submission of all appropriate documentation for all absences to be excused is required. It is the student's responsibility to initiate communication of any absence and to provide appropriate documentation within the stated timeframe for the absence to be considered excused. 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. See the [Student Policy eHandbook (Links to an external site.)](http://www.auburn.edu/student_info/student_policies/) for more information on absences. Students who wish to have an excused absence from this class for an additional reason must contact the instructor in advance of the absence (not on the class day) to request permission. The instructor will weigh the merits of the request and render a decision.
* **Make-Up Policy:** Arrangement to make up missed major examination (e.g. hour exams, mid-term exams) due to properly authorized excused absences must be initiated by the student within one week from the end of the period of the excused absences.  Except in unusual circumstances, such as the continued absence of the student or the advent of University holidays, a make-up exam will take place within two weeks from the time that the student initiates arrangements for it. Except in extraordinary circumstances, 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 specified by the instructor.
* **Lab make-up**: Please check the lab manual for the make-up dates for dates in which you could make up missed days/hours due to absences.
* **Course withdrawal**: AU Policy states that students may withdraw without grade penalty until the 15th class day, and until mid-semester (although a W will appear on the student’s transcript if the student withdraws between the 16th and 36th class day), and students who withdraw from the course between the 6th and the 15th class day will pay a course drop fee of $100.

**Budding professionals make others aware of what they need to be successful.** Please inform me within the first week of class if you require adaptations/modifications to any assignment because of special needs (disabilities, religious observances, and so on).

* **Accommodations:** Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to make an individual appointment meeting with the instructor during the first week of classes – or as soon as possible if accommodations are needed immediately. To set up the meeting, please contact the instructor by email and at the meeting, please bring a copy of your approved accommodations memo. 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).

**Budding professionals give credit where credit is due.** Even though I will encourage you to work in groups and learn from each other, each individual is held responsible for their own behavior and learning. Students are expected to submit their own work for all assignments. If and when resources are found (even those online), the proper citation must be used. It is the student’s responsibility to learn and adhere to citing a resource. In addition, written assignments that are similar or identical to those of other students in the class (past or present) as well as submitting previously submitted work for another course is also a violation of the Code. Also, you may not submit the work of someone else or work that you have submitted for another class to satisfy a requirement of this course. Resubmission of the found academic dishonest assignment is not an option.

* **Academic Honesty:** Cheating, plagiarism, or any other form of academic dishonesty will not be tolerated and will be handled accordingly. Any student who is caught committing academic dishonesty on any assignment will receive a grade of zero on that assignment. In addition, the student's final grade in the course will be dropped by one letter grade. Neither of these penalties is negotiable. It will be up to the instructor's discretion to take further action based on the perceived severity of the offense. Students will also be reported and can face disciplinary action by the University. Violations of the Auburn University Academic Honesty Code will be treated according to university policy.
* **Academic Honesty Code:**All portions of the Auburn University Student Academic Honesty code (Title XII) found in the [Student Policy eHandbook (Links to an external site.)](http://www.auburn.edu/student_info/student_policies/) at will apply to this class. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.
* **Cheating:** Cheating, plagiarism, or any other form of academic dishonesty will not be tolerated and will be handled accordingly. In addition, any student who is caught cheating will receive a grade of zero on that assignment. Any assignment that is submitted by more than one student will receive a grade of zero, unless it was designated as an assigned group activity. Any assignment where students have the same verbiage or answers, even when collaborating, will receive a zero for the grade. This grade will be given to any and all students who submit the same work. Students who cheat will also be reported.
* **Plagiarism: Plagiarism is the act of representing words, data, works, ideas, computer program or output, or anything not generated by the student as his or her own.**Plagiarism on any level will not be tolerated. Plagiarism may be inadvertent or purposeful; however, plagiarism is not a question of intent. Plagiarism is considered a serious act of academic misconduct. Be sure to cite any sources used. All assignments submitted are subject to be checked for plagiarism. All students should know exactly what constitutes plagiarism. Even accidental, unintentional plagiarism can result in automatic failure. For penalties associated with plagiarism and other cheating, see the Academic Dishonesty section above.
* **Falsification:**It is a violation of academic honesty to misrepresent material or fabricate information in an academic exercise, assignment or proceeding. Some examples of falsification are:
  + false or misleading citation of sources
  + the falsification of the results of experiments or of computer data
  + false or misleading information in an academic context in order to gain an unfair advantage.
* **Multiple Submissions:** It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the instructor(s) to whom the material is submitted for additional credit. In cases in which there is a natural development of research or knowledge in a sequence of courses, use of prior work may be desirable or required. However, the student is responsible for indicating in writing that the current work submitted for credit is cumulative in nature.

**Budding professionals take responsibility for their own learning.**My overarching goal is to support class members in becoming the very best they can possibly become at this point in their professional development. Please allow me to assist in any way possible including but certainly not limited to: listening, providing feedback, answering questions, sharing and addressing concerns, brainstorming, clarifying course content or expectations, and meditating or facilitating work with collaborating peers. Email is the surest way to contact me outside of class, and while I do check my email regularly, during my office hours, I will respond immediately to emails, provided I am not meeting with a student at that moment. If a question is easy to answer, I try to respond immediately. If it is going to take some research, I often save it so I can look at it more closely and answer it later for the best response. Outside of office hours,  **I do not check email after 9 pm.**Please allow me 48 hours to respond. If you have an emergency, please text my cell phone (personal number-334-332-1818).  List your name and let me know you need to talk or text your issue so I can call you back.

* **Technology communication**: \*Students are responsible for checking their Auburn University email and Canvas accounts daily for announcements.
* **Technology in the Classroom:**Students are expected to turn off all phones, tablets, and other personal electronic devices during class time when not being used as part of the class. If you have an emergency or other extenuating circumstance, please speak with me about keeping your device on silent. While students may use a laptop, tablet, or similar device for viewing the readings and/or completing in-class assignments, students should not use said devices for messaging, texting, completing another course’s assignment(s), social media purposes or web surfing during class. If this becomes a problem, a student may be asked to leave the class session and they will be recorded as absent.
* **Tech issues**: Much of this course is hosted in Canvas (assignment dropboxes, resources, assessments, etc.) and may require students to download and troubleshoot their own technology problems. Since I am unable to make house calls or personally analyze multiple different student computers and operating systems, troubleshooting may involve working with the campus IT help desk, LRC, peers, etc.
* **Backing up work/saving work:** All assignments for this course are submitted through Auburn University’s Learning Management System (LMS), Canvas. Courses with electronically submitted assignments require students to take responsibility for saving and backing up their work and for re-doing assignments if they fail to back up their work. (It is a good idea to create assignments in Word, Docs, or other word processing software in case of Canvas times you out or you lose your connection).
* **Electronic submissions:** It is the student’s responsibility to verify the assignment once submitted ensure it went through properly. As soon as you submit an assignment in a Canvas dropbox, you should immediately check for the verbiage “submitted” that appears on the screen. Additionally, you can also then go to the “Grades” section within Canvas and also see that there is no longer a blank next to the assignment title, indicating that something has been submitted to a dropbox (whether this is a text entry or file uploaded/attached). Please save all files with your last name and assignment type in the filename.
* **Other tech-related items/issues/questions**: The AU IT helpdesk is pretty good at figuring out if there is an issue with the system or if it is a quick fix on the user’s side. At the first sign of trouble, you can: visit their service [website (Links to an external site.)](https://auburn.service-now.com/it), call (334) 444-4944, email: [itservicedesk@auburn.edu](mailto:itservicedesk@auburn.edu), visit them on the 3rd floor of RBD, or chat with them virtually during their [hours of operation (Links to an external site.)](https://auburn.service-now.com/it?id=sc_cat_item&sys_id=d42cfd0cdbcd2340965cf9b9af961928) and see if they can help. Also, If you place a service ticket for your account regarding an issue with my Canvas course,  make sure that you also copy/CC my email address on the ticket as well so that I am in the communication loop for your service and that if we need to pinpoint the error or track down what happened, I am aware as well.

**Diversity Statement:**Auburn University embraces diversity and the considerable educational benefits of a diverse campus community. Diversity at Auburn University encompasses the whole of human experience and includes such human qualities as race, gender, ethnicity, physical ability, nationality, age, religion, sexual orientation, economic status, and veteran status. These and other socially and historically important attributes reflect the complexity of our increasingly diverse student body, local community, and national population. It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that students’ learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength, and benefit. It is my intent to present materials and activities that are respectful of all diversities. Your suggestions are encouraged and appreciated, so please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups. In addition, if any of our class meetings conflict with your religious events, please let me know as soon as possible so that we can make arrangements for you.

**Discrimination and harassment:** Auburn University is committed to providing an environment that is free from discrimination and harassment based upon a protected class. If you believe you have been the victim of harassment or discrimination based on race, color, religion, national origin, disability, age, or sex (including sexual orientation, gender identity, and gender expression), we encourage you to report it.  If you report sexual assault or sexual misconduct to a faculty member, the faculty member is obligated to notify the University’s Title IX Coordinator about the basic facts of the incident.  For more information about your Title IX reporting and resource options at Auburn University, please go to:[Title IX (Links to an external site.)](http://www.auburn.edu/titleix)

**Emergency Contingency:**If normal class and/or lab activities are disrupted due to illness, emergency, or crisis situation, the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs, an addendum to your syllabus and/or course assignments will replace the original materials.

\*\*\*\*Due to the unique nature of offering this course virtually, I reserve the right to modify the course to help you achieve the course objectives in the most meaningful way possible. I ask that you reach out if you have suggestions, concerns or struggles about the format of the course. This is a new way to teach this course and I want to ensure I am offering it in a way that challenges you, and pushes you to consider the best ways to meet the needs of your learners.