Instructor: Dr. D. Michelle Williams
Course Time & Location: Monday/Wednesday 7:45-11:45
Office: 201DECRC  Credits: 1 hour
Office Phone: 936-468-1597  936-554-8510
Email: williamsdmsf.sfasu.edu

Other Contact Information:

Office Hours:
Monday – 12:00-1:00
Tuesday –11:00-12:00 and 1:00-2:00
Wednesday – 12:00-1:00
Thursday 11:00-12:00 and 12:00-1:00
Friday – By appointment

Prerequisites: Admitted to Teacher Education, Enrolled in Field Experience 1 (MLG 401).

I. Course Description:

This is the lab portion of MLG 401, The Middle Level Learning Community - Examination of educational practice in the middle grades (4th - 8th) including trends and issues unique to the middle grades as they relate to the Texas Code of Ethics through experiences in the middle school context. There are not course fees for this course.

“The Middle Level Learning Community lab” (1 credit) typically meets twice each week for four hours in a local school (grades 4-8). This version of the MLG 401P course requires the student to be actively engaged with students at the school for a minimum of 8 hours each week. Students must also plan and teach one lesson under the supervision of a mentor, write a reflective paper after the lesson and meet with the university supervisor.

II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):

This course is aligned with the mission of the College of Education (COE), which is to prepare competent, successful, caring, and enthusiastic professionals dedicated to responsible service, leadership, and continued professional and intellectual development. The COE theme is “preparing professional educators who positively impact learning for all students.” In the COE at Stephen F. Austin State University, we are committed to the following core values:

- **Academic excellence** through critical, reflective, and creative thinking
• Life-long learning
• Collaboration and shared decision-making
• Openness to new ideas, to culturally diverse people, and to innovation and change
• Integrity, responsibility, diligence, and ethical behavior, and
• Service that enriches the community.

The Program Learning Objectives and Student Learning Objectives in this course align with the mission of preparing competent professionals and values of academic excellence, life-long learning, collaboration, openness, integrity, and service as you learn to instruct middle level learners. The Program Learning Objectives are aligned to the Association for Middle Level Education (AMLE) and the TExES PPR and 4/8 Content Standards. All content and assignments are aligned to these standards; this was assured as faculty aligned the curriculum during 2012-2014.

PLOs and SLOs and corresponding Assessments

PLO 1 The teacher candidates will understand the major concepts, principles, theories, and research related to young adolescent development, and they provide opportunities that support student development and learning (AMLE 1; InTASC 1, 8; PPR 1.1k, 2k, 3k, 4k; TS2Ci, TS2Cii).

Element A: Knowledge of Young Adolescent Development
Element B: Implications of Young Adolescent Development for Middle Level Curriculum, Instruction and Schooling. (PPR 1.1k, 2k, 3k, 4k; TS2Ci, TS2Cii)

• SLO1.1 Candidates will understand human developmental processes and apply this knowledge to plan instruction and ongoing assessment that motivate students and are responsive to their developmental characteristics and needs by understanding the middle level schools philosophy. (PPR 1.1k, 2k, 3k, 4k; TS2Ci, TS2Cii)
  o SLO 1.1.1 Assessment - Weekly Journal Entries
  o SLO 1.1.2 Assessment - Mentor Evaluations

PLO 3 The teacher candidates will understand the major concepts, principles, theories, and research underlying the philosophical foundations of developmentally responsive middle level programs and schools, and they work successfully within these organizational components (AMLE 3). (PPR 1.6k, 19k, 1s, 2s, 3s, 4s, 5s, 6s, 7s, 9s, 10s, 11s, 12s, 13s, 14s, 15s, 16s, 19s, 20s, 21s, 22s, 23s, 24s, 25s, 26s, 27s, 2.4k, 1s, 2s, 3s, 4s, 5s, 6s, 7s, 8s, 9s, 14s, 15s, 16s, 17s, 18s, 19s, 20s, 21s, 3.1k, 2k, 3k, 4k, 5k, 6k, 7k, 8k, 9k, 10k, 11k, 12k, 3.1s, 2s, 3s, 4s, 6s, 7s, 8s, 9s, 10s, 11s, 12s, 14s, 15s, 16s, 18s, 19s, 20s; TS2Cii, TS2Bii, TS1Bi, TS2Bii, TS2Ciii, TS1Ci, TS3Bi, TS1Ai; TS1Bi, TS1Aii, TS1Ei, TS3Bii, Ts2Bi, TS1Ciii, TS1Bii, TS1Bii, TS1Cii, TS1Cii, TS5Bii, TS4Ai, TS4Aii, TS4Ci, TS4Aii, TS1Di, TS2Aii, TS4Ciii, TS4Diii, TS4Dii, TS4Bi, TS4Bii, TS2Aii)

Element A: Middle Level Philosophical Foundations
Element B: Middle Level Organization and Best Practices

- SLO 3.1 Candidates will understand ethical guidelines and district policies/procedures for managing behavior and know how to establish a classroom climate that fosters learning, equity, and excellence and uses this knowledge to create a physical and emotional environment that is safe and productive by creating a positive climate utilizing strategies for creating an organized and productive learning environment and for managing student behavior by a) establishing routines and procedures, b) designing appropriate schedules and use of time, 3) Understanding and practicing effective classroom management, d) effectively monitoring of students, 4) time management, 5) transitions, 6) managing/monitoring behavior, 7) safe physical spaces and accessibility (EC12 Texas PPR ST II)

- SLO 5.2.1 Assessment – Mentor Evaluations (PPR 1.6k, 19k, 1s, 2s, 3s, 4s, 5s, 6s, 7s, 9s, 10s, 11s, 12s, 13s, 14s, 15s, 16s, 19s, 20s, 21s, 22s, 23s, 24s, 25s, 26s, 27s, 2.4k, 1s, 2s, 3s, 4s, 5s, 6s, 7s, 8s, 9s, 14s, 15s, 16s, 17s, 18s, 19s, 20s, 21s, 3.1k, 2k, 3k, 4k, 5k, 6k, 7k, 8k, 9k, 10k, 11k, 12k, 3.1s, 2s, 3s, 4s, 6s, 7s, 8s, 9s, 10s, 11s, 12s, 14s, 15s, 16s, 18s, 19s, 20s; TS2Ci, TS2Bi, TS1Bi, TS2Bi, TS2Ci, TS1Ci, TS3Bi, TS1Ai, TS1Bi, TS1Aii, TS1Ei, TS3Bii, TS2Bi, TS1Ci, TS1Bi, TS1Bii, TS1Cii, TS5Bi, TS4Ai, TS4Aii, TS4Ci, TS4Aii, TS1Dii, TS2Aii, TS4Cii, TS4Dii, TS4Dii, TS4Bi, TS4Bii, TS2Aii)

- SLO 5.2.2 Assessment – Lesson/Observations (PPR 1.6k, 19k, 1s, 2s, 3s, 4s, 5s, 6s, 7s, 9s, 10s, 11s, 12s, 13s, 14s, 15s, 16s, 19s, 20s, 21s, 22s, 23s, 24s, 25s, 26s, 27s, 2.4k, 1s, 2s, 3s, 4s, 5s, 6s, 7s, 8s, 9s, 14s, 15s, 16s, 17s, 18s, 19s, 20s, 21s, 3.1k, 2k, 3k, 4k, 5k, 6k, 7k, 8k, 9k, 10k, 11k, 12k, 3.1s, 2s, 3s, 4s, 6s, 7s, 8s, 9s, 10s, 11s, 12s, 14s, 15s, 16s, 18s, 19s, 20s; TS2Cii, TS2Bii, TS1Bi, TS2Bii, TS2Cii, TS1Ci, TS3Bi, TS1Ai; TS1Bi, TS1Aii, TS1Ei, TS3Bii, TS2Bii, TS1Ci, TS1Bii, TS1Ci, TS5Bii, TS4Aii, TS4Aii, TS4Ci, TS4Aii, TS1Dii, TS2Aii, TS4Cii, TS4Dii, TS4Dii, TS4Bi, TS4Bii, TS2Aii)

- SLO 5.2.3 Assessment – Professionalism grades (PPR 1.6k, 19k, 1s, 2s, 3s, 4s, 5s, 6s, 7s, 9s, 10s, 11s, 12s, 13s, 14s, 15s, 16s, 19s, 20s, 21s, 22s, 23s, 24s, 25s, 26s, 27s, 2.4k, 1s, 2s, 3s, 4s, 5s, 6s, 7s, 8s, 9s, 14s, 15s, 16s, 17s, 18s, 19s, 20s, 21s, 3.1k, 2k, 3k, 4k, 5k, 6k, 7k, 8k, 9k, 10k, 11k, 12k, 3.1s, 2s, 3s, 4s, 6s, 7s, 8s, 9s, 10s, 11s, 12s, 14s, 15s, 16s, 18s, 19s, 20s; TS2Cii, TS2Bii, TS1Bi, TS2Bii, TS2Cii, TS1Ci, TS3Bi, TS1Ai; TS1Bi, TS1Aii, TS1Ei, TS3Bii, TS2Bi, TS1Ci, TS1Bi, TS1Bii, TS1Cii, TS5Bi, TS4Aii, TS4Aii, TS4Ci, TS4Aii, TS1Dii, TS2Aii, TS4Cii, TS4Dii, TS4Dii, TS4Bi, TS4Bii, TS2Aii)
PLO 5  The teacher candidates will understand the complexity of teaching young adolescents and they engage in practices and behaviors that develop their competence as professionals. (AMLE 5).  (PPR 4.7s, 8s; TS6Bii, TS6Bi).

Element A: Professional Roles of Middle Level Teachers
Element B: Advocacy for Young Adolescents and Developmentally Responsible Schooling Practices
Element C: Working with Family Members and Community Involvement
Element D: Dispositions and Professional Behaviors

- SLO 5.1 Candidates will understand and adhere to legal and ethical requirements for educators including PDAS, IDEA, FERPA, Discipline, child abuse, homeless, student records, and know the structure of education in Texas (EC12 Texas PPR ST IV).
  - SLO 5.1.1 Assessment – Mentor Evaluations (PPR 4.7s, 8s; TS6Bii, TS6Bi).
  - SLO 5.1.2 Assessment – Lesson/Observations (PPR 4.7s, 8s; TS6Bii, TS6Bi).
  - SLO 5.1.3 Assessment - Professionalism grades (PPR 4.7s, 8s; TS6Bii, TS6Bi).

- SLO 5.2 Candidates will enhance professional knowledge and skills by understand their non-instructional duties, effectively interacting with other members of the educational community (including the types of interactions among professionals, ways to contribute to schools, roles of paraprofessionals and volunteers), and participating in various types of professional activities to understand the importance of professional development (EC12 Texas PPR ST IV).
  - SLO 5.1.1 Assessment – Mentor Evaluations (PPR 4.7s, 8s; TS6Bii, TS6Bi).
  - SLO 5.1.2 Assessment – Lesson/Observations (PPR 4.7s, 8s; TS6Bii, TS6Bi).
  - SLO 5.1.3 Assessment - Professionalism grades (PPR 4.7s, 8s; TS6Bii, TS6Bi).

- SLO 5.3  Candidates will understand the importance of family involvement in children’s education and know how to interact and communicate effectively with families.
  - SLO 5.1.1 Assessment – Mentor Evaluations (PPR 4.7s, 8s; TS6Bii, TS6Bi).
III. Course Assignments, Activities, Instructional Strategies, use of Technology:

Professionalism/Attendance – must be at site each Monday and Wednesday from 7:45-11:45. Attendance log completed thoroughly with mentor’s initials each day and signature at the end. Absence forms for each absence. 50 points

Mentor evaluations – (25 points each) Must be completed and signed by both mentor and teacher candidate at midterm and end of the semester. 50 points

Lesson Plan – Submit at least one week prior to observation – must use one of three approved plans. 50 points

English Language Learners – Reflection Assignment 80 points

Lesson/Observation 100 points

1st Days of School Assignment 25 points

IV. Evaluation and Assessments (Grading):

Grading Scale:

- A (100-90%)
- B (89-80%)
- C (79-70%)
- F (69% or below)

In order to receive an “A” in this course, ALL assignments must be completed. Failure to complete any assignment will result in a zero for that particular assignment and an automatic reduction of the course grade earned by one letter grade for each missed assignment, regardless of the total number of points earned.

V. Tentative Course Outline/Calendar:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Aug. 26</td>
<td>9:00 a.m. ECRC 211 Field Experience 1 Orientation</td>
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<tr>
<td>Aug. 28</td>
<td>Getting Started Meetings at schools to meet your principal and mentor</td>
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<tr>
<td>Sept. 2</td>
<td>NISD No School</td>
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<tr>
<td>Date</td>
<td>Event Description</td>
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<tr>
<td>Sept. 4</td>
<td>Field Experience Site <strong>First day of field experience 😊</strong></td>
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<td>Sept. 9</td>
<td>Field Experience Site</td>
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<td>Sept. 11</td>
<td>Field Experience Site</td>
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<tr>
<td>Sept. 16</td>
<td>Field Experience Site <strong>1st Days of School Assignment is Due</strong></td>
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<td>Sept. 18</td>
<td>Field Experience Site <strong>instructor</strong> <strong>Begin scheduling observations with lab</strong></td>
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<td>Sept. 23</td>
<td>Field Experience Site</td>
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<td>Sept. 25</td>
<td>Field Experience Site</td>
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<td>Oct. 2</td>
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<td>Oct. 9</td>
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<td>Oct. 14</td>
<td>Field Experience Site <strong>Mentor Mid-term Evaluation Due</strong></td>
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<td>Oct. 16</td>
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<tr>
<td>Nov. 20</td>
<td>Field Experience Site - Lesson/Observation must be completed.</td>
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<tr>
<td>Nov. 25</td>
<td>Happy Thanksgiving!</td>
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<tr>
<td>and 27</td>
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<tr>
<td>Dec. 2</td>
<td>Field Experience Site</td>
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<tr>
<td>Dec. 4</td>
<td>Field Experience Site - Last day of practicum experience. Final Mentor Evaluation and Attendance Log due.</td>
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</table>

VI. Readings (Required and recommended—including texts, websites, articles, etc.):

1. In this course you must purchase and activate the LiveText/Watermark add-on, Field Experience Module (FEM), PRIOR to your first day of field experience/clinical teaching. Failure to purchase and activate the account and/or submit the required assignment(s) within the FEM system may result in course failure. FEM must be purchased from www.LiveText/Watermark.com for a fee of $18.00 for a multiple year subscription.

This course uses the LiveText/Watermark data management system to collect critical assessments for students who are Perkins College of Education majors (undergraduate, graduate, and doctoral) or majors in other colleges seeking educator certification through the Perkins College of Education. Students who do not have an existing LiveText/Watermark account will receive an access code via the SFA email system within the first week of class. You will be required to register your LiveText/Watermark account, and you will be notified how to do this via email. If you forward your SFA e-mail to another account and do not receive an e-mail concerning LiveText/Watermark registration, please be sure to check your junk mail folder and your spam filter for these e-mails.

If you have questions about obtaining or registering your LiveText/Watermark account, call ext. 1267 or e-mail SFALiveText@sfasu.edu. Once LiveText/Watermark is activated, if you have technical questions, call ext. 7050 or e-mail LiveText@sfasu.edu. Failure to activate the account and/or submit the required assignment(s) within the LiveText/Watermark system may result in course failure.
Recommended: Binder from MLG 402.

VII. Course Evaluations:

Near the conclusion of each semester, students in the College of Education electronically evaluate courses taken within the COE. Evaluation data is used for a variety of important purposes including:

1. Course and program improvement, planning, and accreditation;
2. Instruction evaluation purposes;
3. Making decisions on faculty tenure, promotion, pay, and retention.

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In the COE, the course evaluation process has been simplified and is completed electronically through MYSFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

VIII. Student Ethics and Other Policy Information:

Attendance (policy 6.7)

Student absences (both class and labs) will result in a reduction of your Professionalism Grade for this course. All absences from lab MUST be made up. Make-ups should be scheduled promptly with your mentor teacher. Regular class attendance and participation is required of all students. Students must be in attendance from the beginning of all courses to qualify for financial aid. Students reported for non-attendance or non-participation in any or all of their courses could have their financial aid withdrawn. This is due to federal financial aid requirements. Students reported as not attending when your census day course rosters are submitted may lose their financial aid.

Late Work

Assignments are due as assigned. Late work will not be accepted except with prior arrangements from the instructor. All work must be completed to receive an A in the course.
Students with Disabilities (policy 6.1 and 6.6))

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).

Academic Integrity (policy 4.1)

Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

**Definition of Academic Dishonesty**

Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:

- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment; and/or;
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to:

- submitting an assignment as one’s own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or,
- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

**Penalties for Academic Dishonesty**

Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.

**Student Appeals**

A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

Withheld Grades Semester Grades (Policy 6.5)

At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the
course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Acceptable Student Behavior (Policy 10.4)

Classroom behavior should not interfere with the instructor's ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This policy applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early Alert Program at SFA. Information regarding the iCare program is found at https://www.sfasu.edu/judicial/earlyalert.asp or call the office at 936-468-2703.

Additional Information:

Code of Ethics for the Texas Educator:

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification.

To complete Certification/Licensing Requirements in Texas related to public education and other professional settings, you will be required to:

1. Candidates must undergo a criminal history background check prior to clinical teaching and prior to employment as an educator. The public school campuses are responsible for completing the criminal background check. A person who is enrolled or planning to enroll in a State Board for Educator Certification-approved educator preparation program or planning to take a certification examination may request a preliminary criminal history evaluation letter regarding the person’s potential ineligibility for certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

A Preliminary Criminal History Evaluation is a non-mandatory, non-binding evaluation of an individual’s self-reported criminal history. In addition, the agency obtains your name-based Texas criminal history information. The service is provided to the requestor for a non-refundable fee. The requestor will receive an evaluation letter by email from agency staff advising of potential ineligibility for educator certification.

You are eligible to request a Preliminary Criminal History Evaluation if:

- You enrolled or planning to enroll in an educator preparation program or
- You are planning to take a certification exam for initial educator certification, and
- You have reason to believe that you may be ineligible for educator certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

You are not eligible for a preliminary evaluation of your criminal history if you do not have a conviction or deferred adjudication for a felony or misdemeanor offense.

In addition, you must complete the fingerprinting process when you apply for certification. Participation in the evaluation does not preclude you from submitting to a national criminal history review at the time you apply for your educator certification. Your criminal history will be reviewed and you may be subject to an investigation based on that criminal history, including any information you failed to submit for evaluation.

Additional information can be found at https://tea.texas.gov/Texas_Educators/Investigations/Preliminary_Criminal_History_Evaluation-FAQs/.

2. Provide one of the following primary ID documents: passport, driver’s license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at
www.texes.ets.org/registrationBulletin/ <http://www.texes.ets.org/registrationBulletin/>). YOU must provide legal documentation to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU.

3. Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU.

For further information concerning this matter, contact Katie Snyder Martin at 936-468-1740 or snyderke1@sfasu.edu.

IX. Other Relevant Course Information:

This is a one hour lab course that is accompanied by a two hour course, MLG 401 - The Middle Level Learning Community. Students are expected to keep a journal of activities completed in the lab portion and relate those to the content MLG 401. A shadow study will be completed with a student in the class to which the teacher candidate is assigned.

**Professionalism:**

Enthusiastic completion of the course activities is of utmost importance in demonstrating commitment to becoming a responsible teacher. Mastery and professional products reflect quality work and reflect on the work you will produce as a teacher. Attitude and confidentiality are essential in determining the teacher’s potential as a successful educator. Gossiping is a reflection of negativism, lack of maturity, and integrity. If problems occur, go to your university professor: you will find that others’ attitudes are easily influenced through negativity.

**Cell phones should be turned off during class. Texting during class is not a professional behavior.** Violations of this policy will result in a reduction of your professionalism grade (Conduct in class).