Secondary Education  
SEED 5141 Post-Baccalaureate Initial Certification Internship  
Fall 2020 and Spring 2021

Instructor: SFA Field Supervisor  
Office: Provided via email  
Office Phone: Provided via email  
Other Contact Information: Provided via email  
Course Time & Location: Professional assignment by ISD  
Office Hours: Provided via email  
Credits: 3

Prerequisites: PACT test and completion of certification coursework as indicated on degree plan

I. Course Description:

An internship of one semester in which a PBIC intern is employed as a teacher of record and where the intern is jointly supervised by the school and the university.

Course justification: a PBIC intern is employed as a teacher of record in a K-12 setting where they demonstrate their knowledge, skills, and dispositions related to educating pre-kindergarten through twelfth grade students. The internship semester is 15-weeks with approximately 40 hours/week of experience in a school classroom supervised by a mentor teacher and university supervisor. In the experience, candidates maintain time logs, implement planned lessons, complete assessments, attend mandatory SFA events, and complete all required assignments. See the Evaluation and Assessments section of this syllabus for more specific details on required assessments. Outside work, at a minimum, requires 15-hours.

II. Intended Learning Outcomes/Goals/Objectives:

This course is the first of a two-semester field experience for alternative initial licensure teacher candidates and serves as an opportunity for students to demonstrate how they meet the mission of the James I. Perkins College of Education: To prepare competent, successful, caring, and enthusiastic professionals from diverse backgrounds dedicated to responsible service, leadership, social justice, and continued professional and intellectual development in an interconnected global society.

Program and Student Learning Outcomes:

- The candidate will develop and adapt content specific instruction based on the needs of diverse students in a global and digital society. (Training in TEKS)
- The candidate will develop and adapt data-driven assessment based on the needs of diverse students in a global and digital society. (Training in TEKS)
- The candidate will design an effective classroom management plan for diverse learner-centered educational settings.
- The candidate will demonstrate critical pedagogical strategies and professional dispositions through analyses of contemporary issues in education. (Training in TEKS)

State and National Standards:

- The candidate will demonstrate achievement of each of the following educator standards at the application level (follow the links to see the standards): Agriculture, Food, and Natural Resources (Grades 6-12); Chemistry (Grades 7-12); Dance (8-12); English Language Arts and Reading (Grades 7-12); Family and Consumer Sciences (Grades 6-12); History (Grades 7-12);
Hospitality, Nutrition, and Food Sciences (Grades 6-12); Human Development and Family Studies (Grades 8-12); Life Science (Grades 7-12); Mathematics (Grades 7-12); Physical Science (Grades 6-12); Social Studies (Grades 7-12); Speech (Grades 7-12); Pedagogy and Professional Responsibilities (EC-Grade 12); Technology Applications (All Beginning Teachers); Texas Teaching Standards; International Society for Technology in Education (ISTE) for teachers: https://www.iste.org/standards/for-educators; CAEP 1.1-Interstate Teacher Assessment and Support Consortium (InTASC Standards): https://ccsso.org/sites/default/files/2017-12/2013_INTASC_Learning_Progressions_for_Teachers.pdf

III. Course Assignments, Activities, Instructional Strategies, use of Technology:
The internship experience is one semester of full-time teaching within your content area. See Evaluation and Assessments for an overview of assignments and use of technology. For more detailed and specific requirements, consult the http://coe.sfasu.edu/documents/EPPHandbook18_19FINAL.pdf

IV. Evaluation and Assessments:
Grades assigned in internship teaching are: Pass (P) or Fail (F). The internship teaching experience is evaluated in the following areas: (1) Daily Application Tasks, (2) Teaching Effectiveness, and (3) Candidate Dispositions Assessment. In order to successfully complete clinical teaching a candidate must meet ALL of the following criteria in each of these three major areas:

(1) Daily Application tasks:
- Time Log Must Include:
  - first contact with field supervisor, first day on campus (split placements will have two entries), each observation (formal and informal), absences, make-up days, last day on campus (split placements will have two entries)
- Assessments
  - Final Dispositions by Candidate – completed at the end of each assignment
  - Program Evaluation by Candidate – completed at the end of clinical teaching
- Attachments
  - Lesson Plans – uploaded to FEM for each observed lesson (minimum of 3)
- D2L – All must be completed within the first two weeks of the clinical teaching assignment
  - Mental Health Training (Upload certificate to D2L)
  - Substance Abuse Prevention Training (Upload certificate to D2L)
  - Dyslexia Training (Upload certificate to D2L)
  - Suicide Prevention Training (Upload certificate to D2L)
  - T-Tess Module and Quizzes

(2) Teaching Effectiveness
- T-TESS Observations
  - Candidate must earn an average score of 2 (developing) across all formal T-TESS observations (3 formal observations are required)
- Content Area Addendum
  - Candidate must earn an acceptable score as identified by the content area if indicated below
o ELAR 7-12 Clinical Teachers must score an average score of 2

(3) Candidate Dispositions Assessment
  • Candidate must earn an average score of 2 on the following
    o Final Dispositions by Field Supervisor
    o Final Dispositions by Cooperating Teacher

(4) Field Supervisor and Cooperating Teacher must recommend to the EPP that the candidate should be recommended for a standard certificate.

Failure Clause: You can immediately earn an F in this course due to the following reasons:

• Your placement site asks for you to be removed
• You have more than 5 absences or 10 late arrivals/early departures
• You have violated school policy
• You have violated university policy
• Any other egregious acts of non-professional behavior

v. Tentative Course Outline/Calendar:
  See p29-48 of the handbook: http://coe.sfasu.edu/documents/EPPHandbook18_19FINAL.pdf

vi. Required Materials:
  • Probationary Certificate ☐ TEA Internship Eligibility Form

LiveText/Watermark Statement:
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 or any technical questions, call 936-468-2395 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.

FEM Statement: FEM is used for field experiences, practica, and internships in a way to document the offsite experiences.

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;
and 3. Making decisions on faculty tenure, promotion, pay, and retention. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the COE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

In the College of Education, 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: Found at http://www.sfasu.edu/policies/**

**Attendance:** Student teachers must attend class at their assigned placement. You have **two** excused absences. Excused absences include illness, family emergency and other emergencies. Excused absences do **NOT** include testing, vacations, and other non-emergency circumstances. If you miss more than 2 days, you must make up the days in your placement BEFORE the SFA graduation date. Late arrivals and early departures will count toward absences. For every TWO late arrivals or early departures, you will be assessed ONE absence. Please use the absence form found in the Student Handbook.

**Class Attendance and Excused Absence:** Policy 6.7
Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports (including the first 12 day attendance report) and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

**Academic Accommodation for 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, 936-468-3004 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/)

**Student Academic Dishonesty:** Policy 4.1
Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their instruction, and
course syllabi are required to provide information about penalties for cheating and plagiarism, as well as the appeal process.

**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;
- 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;
- 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: Policy 5.5**

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.

**Student Code of Conduct: 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 [http://www.sfasu.edu/judicial/earlyalert.asp](http://www.sfasu.edu/judicial/earlyalert.asp) or call the office at 936-468-2703.

Masks (cloth face coverings) must be worn over the nose and mouth at all times in this class and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave the class. All incidents of not wearing a mask and/or not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or
not observing appropriate physical distancing may be subject to disciplinary actions.


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:**

- 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/.

- 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.

- 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 Martin at 936-468-1740 or edprep@sfasu.edu.**

**IX. Other Relevant Course Information:**