ECED 3320 - 512
Field Experience I-Online
Fall 2023

Stephen F. Austin State University
College of Education
Department of Education Studies

INSTRUCTOR INFORMATION: Dr. Heeok Jeong

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Dr. Heeok Jeong</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Location</td>
<td>ECRC 201D</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:Heeok.Jeong@sfasu.edu">Heeok.Jeong@sfasu.edu</a></td>
</tr>
<tr>
<td>Office Phone</td>
<td>936-468-1517</td>
</tr>
<tr>
<td>Office Hours</td>
<td>W/F 10:00 AM ~ 12:30 PM via <a href="https://sfasu.zoom.us/my/heeok">https://sfasu.zoom.us/my/heeok</a> (zoom)</td>
</tr>
</tbody>
</table>

SECTION I: COURSE INFORMATION

<table>
<thead>
<tr>
<th>COURSE TIME AND LOCATION:</th>
<th>Virtual – via Brightspace/D2L</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE MODALITY</td>
<td>Virtual/Online</td>
</tr>
<tr>
<td>CREDIT HOURS:</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

COURSE BULLETIN DESCRIPTION

Teacher candidates will design and implement developmentally appropriate instruction and create conditions for learning that are informed through assessment data, theory, and research.

COURSE JUSTIFICATION

ECED 3320 – 512 Field Experience I (3 credit hours) is a three-hour course that places teacher candidates on PK-6 public-school campuses during the experience referred to as Field Experience I virtually. This Field Experience 1 is designed to support the teacher candidate in their application of knowledge and skills in the public school. The objectives will be accomplished through weekly course material participation and field observations. To prepare for field placement expectations, teacher candidates are expected to read weekly course materials and participate in one-on-one, small group, and whole group discussions. The teacher candidates should expect a minimum of two hours of class preparation for each credit hour.

CO-REQUISITES (Courses taken with this course.)
ECED 3301 and READ 3320

PRE-REQUISITES (Courses that must be completed before taking this course.)
ECED 3310, ELED 3330, READ 3330

An earned grade of C or better is required for all courses; failure to achieve a C or higher in ECED 3320 and/or failure of two or more corequisites will delay proceeding to Field II semester. Failure of ECED 3320 two times will result in removal from EPP.

PCOE DIVERSITY STATEMENT

The James I. Perkins College of Education is committed to proactively recruiting and retaining a diverse faculty, staff, and student population. Through open dialogue, mutual respect and shared responsibility, faculty, staff and students will demonstrate an understanding and sensitivity to ethnicity, race, gender, exceptionalities, culture, language/dialect, age, social class, family structure, sexual orientation, religion and spiritual values in order to enhance the quality of life in a diverse, global community.
### PERKINS COLLEGE OF EDUCATION VISION, MISSION, GOALS, AND CORE VALUES (VMGV) GENERAL STATEMENT

ECED 3320 is a field-based course in which teacher candidates demonstrate and apply theoretical and pedagogical knowledge of elementary literacy. Throughout the course, teacher candidates will complete various literacy-related assignments and research projects. Each assignment in ECED 3320 is designed to reinforce the shared vision and purpose of the SFASU College of Education. It is this philosophy and vision that helps distinguish our graduates from those of other institutions. Please review the Perkins College of Education Vision, Mission, Goals and Core Values (VMGV) below.

### VISION OF THE COLLEGE OF EDUCATION

The Department of Education Studies will be a leader in preparing professionals to have a positive impact on advocacy, teaching and learning in a diverse and evolving world.

### MISSION STATEMENT OF THE COLLEGE OF EDUCATION

The Department of Education Studies prepares professionals to become reflective and informed practitioners, social justice advocates, and transformational leaders in their professional fields and in the larger society. To that end, we demonstrate and foster in one another creativity, critical insight, empathy, intellectual courage, and civic engagement, everlasting grounds for lifelong inquiry and the foundations for democratic citizenship.

### VALUES OF THE COLLEGE OF EDUCATION

**Integrity:** We follow moral and ethical principles in all aspects of life, including professional areas at work such as decision-making, interacting honestly with colleagues, and serving students and the community in general.  

**Diversity and inclusion:** We honor, respect, and affirm difference. We thrive in democratic engagement and perform based on the quality and strength of our inclusive social connections, openness to learning from and with others, and the depth of the decision-making mindset that it generates.  

**Reflective Informed Practice:** We critically reflect on our actions, creatively engage in a process of life-long continuous learning, and are committed to collaborative pedagogical relationships based on sound theory, consistent praxis, and academic excellence for the benefit of our students.  

**Equity and Social Justice:** We believe that each person should have equal access to well-being, health, education, wealth, opportunity, and justice. We believe that resources should be distributed equitably. We nurture empathy and a spirit of service in our students, equip them with critical frames of understanding, and prepare them to become agents of social change.  

**Democratic Citizenship:** We believe that, as a community of learners, faculty, students, and staff have an active investment in true voice expression and active participation in decision-making.
<table>
<thead>
<tr>
<th>STUDENT LEARNING OUTCOMES</th>
<th>ASSESSMENTS/ASSIGNMENT DESCRIPTION</th>
<th>ASSOCIATED STANDARDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLO 1.a Teacher candidates use their understanding of how children grow, develop and learn to plan and implement developmentally appropriate and challenging learning experiences within environments that take into account the individual strengths and needs of children.</td>
<td>SLO 1.a.1 Assessment – ELAR Lesson Plan Assignments (including TEKS alignment, TEKS, thinking level, learning objective, ELPS, language objectives, and aligned assessment.)</td>
<td>(PPR 1.9k, 1.18k, 1.1s, 1.3s, 1.4s, 1.6s, 1.7s, 1.9s, 1.10s, 1.11s, 1.12s, 1.13s, 1.14s, 1.15s, 1.16s, 1.20s, 1.21s, 1.22s, 1.23s, 1.24s, 1.26s 2.7k, 3.7s, 3.8s, 3.9s, 3.10s, 3.11s; ELAR 1.1s, 1.2s, 1.6s, 4.3k, 4.4k, 4.8k, 4.13k, ISTE 2c; ELAR 5.3k, 5.4k, 5.6k, 5.8k, 5.9k, 5.10k, 5.11k, 5.2s, 5.3s, 5.4s, 5.5s, 5.6s, 5.8s, 5.9s, 5.10s; TS 1Bi, 1Ci, 1Ai, 3Ai, 3Bi, 1Ei, 2Bi, 3Bi, 1Ciii, 1Biii, 1Cii; Technology 6.3k, 6.1s, 6.3s, 6.4s, 6.6s, 6.11s)</td>
</tr>
<tr>
<td>SLO 1.a.2 Assessment – Social Studies Lesson Plan (including TEKS alignment, TEKS, thinking level, learning objective, ELPS, language objectives, and aligned assessment while utilizing technology in the classroom.)</td>
<td>(PPR 1.18K, 1.1s, 1.3s, 1.4s, 1.6s, 1.7s, 1.9s, 1.10s, 1.11s, 1.2s, 1.13s, 1.14s, 1.15s, 1.16s, 1.20s, 1.21s, 1.22s, 1.23s, 1.24s, 1.26s 2.7k, 3.7s, 3.8s, 3.9s, 3.10s, 3.11s; Math 1.1k, 1.2k, 1.3k, 5.3k, 5.6k, 5.7k, 5.5s, 5.19s, 6.5s, 7.11k, 7.13k, 7.14k, 7.15k, 7.16k, 7.18k, 7.12s, 8.3s; TS 1Ai, 1Bi, 1Ci, 3Bi, 1Aiii, 1Ei, 2Bi, 3Bi, 1Ciii, 1Biii, 1Cii; ISTE 5a, 5b, 5c, 6c, 7a, 7b, 2c, Technology 1.4s, 6.3s, 6.4s, 6.6s, 6.11s)</td>
<td></td>
</tr>
<tr>
<td>SLO 1.b Teacher candidates use their understanding of individual differences and diverse families, cultures, and communities to plan and implement inclusive learning experiences and environments that build on children’s strengths and address their individual needs.</td>
<td>SLO 1.b.1 Best Practices: Context for Learning – ELAR Lesson Plan Assignments including TEKS alignment, TEKS, thinking level, learning objective, ELPS, language objectives, and aligned assessment.</td>
<td>(PPR 1.9k, 1.18k, 1.1s, 1.3s, 1.4s, 1.6s, 1.7s, 1.9s, 1.10s, 1.11s, 1.12s, 1.13s, 1.14s, 1.15s, 1.16s, 1.20s, 1.21s, 1.22s, 1.23s, 1.24s, 1.26s 2.7k, 3.7s, 3.8s, 3.9s, 3.10s, 3.11s; Science 1.1s, 1.2s, 1.6s, 4.3k, 4.4k, 4.8k, 4.13k, ISTE 2c; Science 5.3k, 5.4k, 5.6k, 5.8k, 5.9k, 5.10k, 5.11k, 5.2s, 5.3s, 5.4s, 5.5s, 5.6s, 5.8s, 5.9s, 5.10s; TS 1Bi, 1Ci, 1Ai, 3Ai, 3Bi, 1Aiii, 1Ei, 2Bi, 3Bi, 1Ciii, 1Biii, 1Cii; ISTE 5a, 5b, 5c, 6c, 7a, 7b, 2c, Technology 1.4s, 6.3s, 6.4s, 6.6s, 6.11s)</td>
</tr>
<tr>
<td>SLO 3.a Teacher candidates administer formative and summative assessments regularly to determine students’</td>
<td>SLO 3.a.1 Best Practices: Creating Assessments – Field Experience I ELAR or Social Studies Instructor Formative Evaluation of lesson, including alignment of lesson and assessment to the learning objective</td>
<td>(PPR 1.30K, 1.11s, 1.17s, 2.7K, 2.2s, 2.3s, 2.4s, 2.4s, 2.5s, 2.6s, 2.7s, 2.8s, 2.10s, 2.14s, 2.15s, 2.17s, 2.20s, 2.21s, 3.9k, 3.10k, 3.10s, 3.11s, 3.12s, 3.13s, 3.14s, 3.18s, 3.20s; TS 1Di, 2Ai, 4Ciii, 4Diii, 4Di, 4Di, 2Ai)</td>
</tr>
</tbody>
</table>
### Student Learning Outcomes

#### ASSESSMENTS/ASSIGNMENT DESCRIPTION

| SLO 3.b – Teacher candidates use assessment results to improve instruction and monitor learning. | SLO 3.b.1 Best Practices: Reflection of Teaching – Field Experience I ELAR or Social Studies Instructor Formative Evaluation of lesson, including alignment of lesson and assessment to the learning objective. | (PPR 1.30K, 1.11s, 1.17s, 2.7K, 2.2s, 2.3s, 2.4s, 2.5s, 2.6s, 2.7s, 2.8s, 2.10s, 2.14s, 2.15s, 2.17s, 2.20s, 2.21s, 3.9k, 3.10k, 3.10s, 3.11s, 3.12s, 3.13s, 3.14s, 3.18s, 3.20s; TS 1Di, 2Ai, 4Ci, 4Dii, 4Di, 4Di, 2Ai) |
| SLO 3.c – Teacher candidates plan instruction including goals, materials, learning activities and assessments. | SLO 3.c.1 ELAR and SOS Lessons – ELAR Lesson Plan Assignments including TEKS alignment, TEKS, thinking level, learning objective, ELPS, language objectives, and aligned assessment. | (PPR 1.9k, 1.18k, 1.1s, 1.3s, 1.4s, 1.6s, 1.7s, 1.9s, 1.10s, 1.11s, 1.12s, 1.13s, 1.14s, 1.15s, 1.16s, 1.20s, 1.21s, 1.22s, 1.23s, 1.24s, 1.26s, 2.7K, 3.7s, 3.8s, 3.9s, 3.10s, 3.11s; ELAR 1.1s, 1.2s, 1.6s, 4.3k, 4.4k, 4.8k, 4.13k, ISTE 2c; ELAR 5.3k, 5.4k, 5.6k, 5.8k, 5.9k, 5.10k, 5.11k, 5.2s, 5.3s, 5.4s, 5.5s, 5.6s, 5.8s, 5.9s, 5.10s; TS 1Bi, 1Ci, 1Ai, 3Ai, 3Bi, 1Ei, 2Bi, 3Bi, 1Cii, 1Bi, 1Cii; Technology 6.3k, 6.1s, 6.3s, 6.4s, 6.6s, 6.11s) |
| SLO 3.d – Teacher candidates differentiate instructional plans to meet the needs of diverse students in the classroom. | SLO 3.d.1 Best Practices: Differentiation – | (PPR 1.9k, 1.18k, 1.1s, 1.3s, 1.4s, 1.6s, 1.7s, 1.9s, 1.10s, 1.11s, 1.12s, 1.13s, 1.14s, 1.15s, 1.16s, 1.20s, 1.21s, 1.22s, 1.23s, 1.24s, 1.26s, 2.7K, 3.7s, 3.8s, 3.9s, 3.10s, 3.11s; ELAR 1.1s, 1.2s, 1.6s, 4.3k, 4.4k, 4.8k, 4.13k, ISTE 2c; ELAR 5.3k, 5.4k, 5.6k, 5.8k, 5.9k, 5.10k, 5.11k, 5.2s, 5.3s, 5.4s, 5.5s, 5.6s, 5.8s, 5.9s, 5.10s; TS 1Bi, 1Ci, 1Ai, 3Ai, 3Bi, 1Ei, 2Bi, 3Bi, 1Cii, 1Bi, 1Cii; Technology 6.3k, 6.1s, 6.3s, 6.4s, 6.6s, 6.11s) |
| SLO 3.f – Teacher candidates explicitly support motivation and engagement in learning through diverse evidence-based practices. | SLO 3.f.1 Best Practices: Academic Language – Field Experience I ELAR or Social Studies Instructor Formative Evaluation including alignment of lesson and assessment to the learning objective (aligned with Texas Teacher Appraisal System) | (PPR 3.1s, 3.2s, 3.3s; ELAR 5.5k, 5.10s, 5.15s, 7.2k, 7.3k, 7.4k, 7.5k, 7.7k, 7.8k, 7.9k, 7.1s, 7.2s, 7.3s, 7.4s, 7.6s, 7.7s, 7.8s, 7.10s, 7.11s, 7.13s, 7.14s, 7.15s, 7.17s, 7.19s, 7.20s, 7.21s, 8.2s; Social Studies 2.1s, 2.2s, 2.3s, 2.9s, 2.10s, 3.3s, 3.4s, 3.6s, 3.7s, 3.8s, 3.10s, 4.1s, 4.2s, 4.3s, 4.4s, 4.5s, 4.6s, 4.10s, 4.11s, 4.12s, 4.13s, 4.14s, 4.15s, 4.6s; TS 1Di, 1Dii) |

### Student Learning Outcomes

| SLO 4.a – Teacher candidates use a variety of instructional practices that support the learning of every child. | SLO 4.a.1 Best Practices: Reflection of Teaching – Field Experience I ELAR or Social Studies Instructor Formative Evaluation including alignment of lesson and assessment to the learning objective (aligned with Texas Teacher Appraisal System) | (PPR 3.1s, 3.2s, 3.3s; ELAR 5.5k, 5.10s, 5.15s, 7.2k, 7.3k, 7.4k, 7.5k, 7.7k, 7.8k, 7.9k, 7.1s, 7.2s, 7.3s, 7.4s, 7.6s, 7.7s, 7.8s, 7.10s, 7.11s, 7.13s, 7.14s, 7.15s, 7.17s, 7.19s, 7.20s, 7.21s, 8.2s; Social Studies 2.1s, 2.2s, 2.3s, 2.9s, 2.10s, 3.3s, 3.4s, 3.6s, 3.7s, 3.8s, 3.10s, 4.1s, 4.2s, 4.3s, 4.4s, 4.5s, 4.6s, 4.10s, 4.11s, 4.12s, 4.13s, 4.14s, 4.15s, 4.6s; TS 1Di, 1Dii) |
| SLO 4.c | Teacher candidates explicitly teach concepts, strategies, and skills, as appropriate, to guide learners as they think about and learn academic content. | SLO 4.c.1 ELAR and SOS lessons – Field Experience I ELAR or Social Studies Instructor Formative Evaluation including alignment of lesson and assessment to the learning objective (aligned with Texas Teacher Appraisal System) | (PPR 3.1s, 3.2s, 3.3s; ELAR 5.5k, 5.10s, 5.15s, 7.2k, 7.3k, 7.4k, 7.5k, 7.7k, 7.8k, 7.9k, 7.1s, 7.2s, 7.3s, 7.4s, 7.6s, 7.7s, 7.8s, 7.10s, 7.11s, 7.13s, 7.14s, 7.15s, 7.17s, 7.19s, 7.20s, 7.21s, 8.2s; Social Studies 2.1s, 2.2s, 2.3s, 2.9s, 2.10s, 3.3s, 3.4s, 3.6s, 3.7s, 3.8s, 3.10s, 4.1s, 4.2s, 4.3s, 4.4s, 4.5s, 4.6s, 4.10s, 4.11s, 4.12s, 4.13s, 4.14s, 4.15s, 4.6s; TS 1Di, 1Dii) |
| SLO 4.e | Teacher candidates lead whole class discussions to investigate specific content, strategies, or skills, and ensure the equitable participation of every child in the classroom. | SLO 4.e.1 Best Practices: Academic Language – Field Experience I ELAR or Social Studies Instructor Formative Evaluation including alignment of lesson and assessment to the learning objective (aligned with Texas Teacher Appraisal System) | (PPR 3.1s, 3.2s, 3.3s; ELAR 5.5k, 5.10s, 5.15s, 7.2k, 7.3k, 7.4k, 7.5k, 7.7k, 7.8k, 7.9k, 7.1s, 7.2s, 7.3s, 7.4s, 7.6s, 7.7s, 7.8s, 7.10s, 7.11s, 7.13s, 7.14s, 7.15s, 7.17s, 7.19s, 7.20s, 7.21s, 8.2s; Social Studies 2.1s, 2.2s, 2.3s, 2.9s, 2.10s, 3.3s, 3.4s, 3.6s, 3.7s, 3.8s, 3.10s, 4.1s, 4.2s, 4.3s, 4.4s, 4.5s, 4.6s, 4.10s, 4.11s, 4.12s, 4.13s, 4.14s, 4.15s, 4.6s; TS 1Di, 1Dii) |
| SLO 4.g | Teacher candidates effectively organize and manage individual instruction to provide targeted, focused, intensive instruction that improves or enhances each child’s learning. | SLO 4.g.1 Best Practices: Assessment – Field Experience I ELAR or Social Studies Instructor Formative Evaluation including alignment of lesson and assessment to the learning objective (aligned with Texas Teacher Appraisal System) | (PPR 3.1s, 3.2s, 3.3s; ELAR 5.5k, 5.10s, 5.15s, 7.2k, 7.3k, 7.4k, 7.5k, 7.7k, 7.8k, 7.9k, 7.1s, 7.2s, 7.3s, 7.4s, 7.6s, 7.7s, 7.8s, 7.10s, 7.11s, 7.13s, 7.14s, 7.15s, 7.17s, 7.19s, 7.20s, 7.21s, 8.2s; Social Studies 2.1s, 2.2s, 2.3s, 2.9s, 2.10s, 3.3s, 3.4s, 3.6s, 3.7s, 3.8s, 3.10s, 4.1s, 4.2s, 4.3s, 4.4s, 4.5s, 4.6s, 4.10s, 4.11s, 4.12s, 4.13s, 4.14s, 4.15s, 4.6s; TS 1Di, 1Dii) |

### SECTION III: COURSE ASSIGNMENTS, ACTIVITIES, INSTRUCTIONAL STRATEGIES, USE OF TECHNOLOGY

#### LOCATION OF ASSIGNMENTS

Assignments, assessments, and discussion links are presented in D2L. It is your responsibility to complete work ONLY AFTER you have read the assigned information in the text and modules. Going straight to the assignments IS NOT considered responsible and may show in your work. This course may be accessed through MySFA or directly at https://d2l.sfasu.edu/

#### ACCESSING ASSIGNMENTS ON D2L

You must have a browser that supports D2L at SFA. All necessary software information is available from SFAOnline.

Know that if you intend to use a "dial-up" connection to access the Internet and this course that you may experience long wait times for files to download and you MAY NOT be able to view all pages in the course. Not being able to view all information is NOT a valid reason to miss requirements. Please make arrangements ahead of time to ensure that you are able to access all components of this online course and are able to log in to the course daily.
Some files, at first appearance, may be distorted; however, all Word and PDF files can be opened by downloading the document. All videos and links can be accessed by opening the document in a new tab. If you encounter issues with D2L, please contact the Office of Instructional Technology (OIT) at 936-468-1919.

### FORMATTING REQUIREMENTS OF ASSIGNMENTS

All assignments must be submitted as required (word, PDF, PPT, video). HEIC files are not compatible with the d2L system. Unless noted otherwise written assignments must be typed and submitted as a Microsoft Word document online through D2L. You are responsible for checking your attachments to ensure it is in the correct format. Assignments submitted in an incorrect file type may earn a grade of zero.

### ASSIGNMENT DEADLINES

All assignments are due according to the dates listed on the course timeline.

If you experience extenuating circumstances, contact the instructor via D2L email prior to missing the due date. In the event of a truly extenuating circumstance (e.g., you are in the hospital for several days) that prevents you from contacting the instructor ahead of time, you must contact the instructor via D2L email within 24 hours of missing an assignment to make arrangements for making it up. Please be aware that you may be asked to provide documentation of the extenuating circumstance and that the instructor reserves the right to not grant an opportunity to submit a missed assignment, in which case a grade of zero will be earned. A broken computer or no internet is not an acceptable excuse for not completing work by the required deadlines.

### QCCLASSROOM REQUIREMENTS

This course requires that you submit designated assignments to Q Classroom by submitting required documents to both Dropbox and Q Classroom in the d2L. Assignments submitted to d2L Dropbox and Q Classroom are related to accountability and accreditation measures for Education Studies. Scoring guides for these assignments are located in the d2L course and Q Classroom.

Failure to upload the required documents into d2L/Q Classroom will result in zero credit being received for those assignments.

### ASSIGNMENTS/ASSOCIATED STANDARDS/POINTS

Assignments will be given to enhance the teacher candidate’s understanding of content, pedagogy, and professional standards. Assignments will be submitted via D2L unless otherwise specified by your instructor.

To enhance learning in this course, assignments may be altered, or additional assignments may be added as the need arises.

A list of assignments can be found in the PLO/SLO/Assessment Chart located above in Section II.

Assignment Policy — Students must complete all assignments including documentation when required. Students are expected to complete assignments on the due date shown in the course timeline. Failure to complete the coursework will result in a grade of zero for the assignment. Repeated failure to complete course work may result in an automatic reduction of the final course grade earned. Of course, extenuating circumstances are always considered, but communication with the instructor is essential. Communicate with your instructor BEFORE, not after, problems occur with course requirements.

- **Lesson Planning** — PSTs will understand the components of an in-depth lesson plan of pedagogy & practice. PSTs will engage in various activities to study and develop each component of the lesson plan to write and teach two lessons. This component will consist of 40% of the total grade in this course.
• **Develop ELAR Lesson Plan** - PSTs will submit a lesson plan for an ELAR lesson based on TEKS provided by the mentor teacher. All required lesson plan information should be included and written in enough detail for another educator to follow. Candidates must participate in a pre-conference, at least a week prior to teaching, to receive approval to teach their lesson. (PPR 1.9k, 1.18k, 1.1s, 1.3s, 1.4s, 1.6s, 1.7s, 1.9s, 1.10s, 1.11s, 1.12s, 1.13s, 1.14s, 1.15s, 1.16s, 1.20s, 1.21s, 1.22s, 1.23s, 1.24s, 1.26s, 2.7k, 3.7s, 3.8s, 3.9s, 3.10s, 3.11s; 1.1s, 1.2s, 1.6s, 4.3k, 4.4k, 4.8k, 4.13k, ISTE 2c; 5.3k, 5.4k, 5.6k, 5.8k, 5.9k, 5.10k, 5.11k, 5.2s, 5.3s, 5.4s, 5.5s, 5.6s, 5.8s, 5.9s, 5.10s; TS 1Bi, 1Ci, 1Ai, 3Ai, 3Bi, 1Ei, 2Bi, 3Bi, 1Ciii, 1Biii, 1Ci; Technology 6.3k, 6.1s, 6.3s, 6.4s, 6.6s, 6.11s)

• **Teach ELAR Lesson** - PSTs will teach an ELAR lesson based on a TEKS provided by the mentor teacher. All required lesson plan information should be included and written in enough detail for another educator to follow. Candidates must participate in a pre-conference, at least a week prior to teaching, to receive approval to teach their lesson. (InTASC 9, 10; PPR 1.30K, 1.11s, 1.17s, 2.7K, 2.2s, 2.3s, 2.4s, 2.5s, 2.6s, 2.7s, 2.8s, 2.10s, 2.14s, 2.15s, 2.17s, 2.20s, 2.21s, 3.9k, 3.10k, 3.10s, 3.11s, 3.12s, 3.13s, 3.14s, 3.18s, 3.20s)

• **Develop Social Studies Lesson Plan** - PSTs will submit a lesson plan for a Social Studies lesson based on TEKS provided by the mentor teacher. All required lesson plan information should be included and written in enough detail for another educator to follow. Candidates must participate in a pre-conference, at least a week prior to teaching, to receive approval to teach their lesson. (PPR 1.18K, 1.1s, 1.3s, 1.4s, 1.6s, 1.7s, 1.9s, 1.10s, 1.11s, 1.12s, 1.13s, 1.14s, 1.15s, 1.16s, 1.20s, 1.21s, 1.22s, 1.23s, 1.24s, 1.26s, 2.7k, 3.7s, 3.8s, 3.9s, 3.10s, 3.11s; 1.1s, 1.2s, 1.6s, 4.3k, 4.4k, 4.8k, 4.13k, ISTE 2c; 5.3k, 5.4k, 5.6k, 5.8k, 5.9k, 5.10k, 5.11k, 5.2s, 5.3s, 5.4s, 5.5s, 5.6s, 5.8s, 5.9s, 5.10s; TS 1Bi, 1Ci, 1Ai, 3Ai, 3Bi, 1Ei, 2Bi, 3Bi, 1Ciii, 1Biii, 1Ci; Technology 6.3k, 6.1s, 6.3s, 6.4s, 6.6s, 6.11s)

• **Teach Social Studies Lesson** - PSTs will teach a Social Studies lesson based on a TEKS provided by the mentor teacher. All required lesson plan information should be included and written in enough detail for another educator to follow. Candidates must participate in a pre-conference, at least a week prior to teaching, to receive approval to teach their lesson. (InTASC 9, 10; PPR 1.30K, 1.11s, 1.17s, 2.7K, 2.2s, 2.3s, 2.4s, 2.5s, 2.6s, 2.7s, 2.8s, 2.10s, 2.14s, 2.15s, 2.17s, 2.20s, 2.21s, 3.9k, 3.10k, 3.10s, 3.11s, 3.12s, 3.13s, 3.14s, 3.18s, 3.20s)

• **Implementing Best Practices** – PSTs will understand and implement individual assignments for best practices to accompany both their ELAR and Social Studies lessons. This component will consist of 40% of the total grade in this course.
  
  • Classroom Culture/Climate: Context for Learning
  • Academic Language (Completed for both ELAR and SOS lessons)
  • Differentiation (Completed for both ELAR and SOS lessons)
  • Assessment (Completed for both ELAR and SOS lessons)
  • Reflection of Teaching (Completed for both ELAR and SOS lessons)

• **State Certification Testing** – PSTs will be cleared to take the TEExS Content Exam by mid-term and at the very least signed up to take the actual exam by the end of the semester. This component will consist of 10% of the total grade in this course.
  
  • During the first week of the semester, PSTs will activate their 240 Tutoring account and submit documentation.
  • **TEExS CORE Subjects EC-6 (391) Clearance** - PSTs will take each of the following content practice tests on 240 Tutoring until they pass with at least 80%. PSTs will submit proof of passing at 80% or higher in each content area to be cleared by the Department of Education Studies to take the TEExS CORE Subjects EC-6 exam:
    • TEExS CORE Subjects EC-6 (391): English Language Arts and Reading
Other Required Documentation – PSTs are required to submit required documentation files along with all completed assignments to show completion of the course. This component will consist of 5% of the total grade in this course.

- Other documentation includes, but is not limited to:
  - Placement Verification Documents
  - Weekly TimeLog signed by mentor teacher
  - Plan for Content Exam Completion (if required)
  - Campus Letter of Permission
  - Student Permission Forms

Active Participation/Professionalism – PST’s attend all required observation days and complete all requirements in the course. Failure to complete course requirements and/or failure to exhibit behavior appropriate for the profession may result in a final letter grade reduction and/or failure of the course. Active Participation/Professionalism includes, but is not limited to:

- Attendance or viewing recording of weekly meetings with course instructor to review weekly topics
- Timely response to course instructor communication by email and news items
- Professional participation while in field placement (course instructor may enforce regular check-ins with the mentor teacher)
- Professionalism with peers in the course and the course instructor
- Successful completion of course assignments

<table>
<thead>
<tr>
<th>Category</th>
<th>Assignment</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson Planning</td>
<td>ELAR Lesson Prep, Plan, Teach, Assess, Mentor Evaluation</td>
<td>20</td>
<td>40%</td>
</tr>
<tr>
<td></td>
<td>Social Studies Lesson Prep, Plan, Teach, Assess, Mentor Evaluation</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>State Certification</td>
<td>Activating 240 Tutoring Documentation</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plan to Pass Submission/Screenshot</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TExES CORE Subjects EC-6 (391): English Language Arts and Reading Clearance</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TExES CORE Subjects EC-6 (391): Fine Arts, Health, and Physical Education Clearance</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TExES CORE Subjects EC-6 (391): Social Studies Clearance</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final Score Report</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Best Practices</td>
<td>Classroom Culture/Climate: Context for Learning</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Academic Language (X2 ELAR and SOS)</td>
<td>5</td>
<td>(10 total)</td>
</tr>
<tr>
<td></td>
<td>Differentiation (X2 ELAR and SOS)</td>
<td>5</td>
<td>(10 total)</td>
</tr>
<tr>
<td></td>
<td>Assessment (X2 ELAR and SOS)</td>
<td>5</td>
<td>(10 total)</td>
</tr>
<tr>
<td></td>
<td>Reflection of Teaching and Video of Instruction (X2 ELAR and SOS)</td>
<td>5</td>
<td>(10 total)</td>
</tr>
</tbody>
</table>
### Response to Discussion Prompts

<table>
<thead>
<tr>
<th>Description</th>
<th>Worth</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter to Mentor Teacher</td>
<td>1</td>
<td>4%</td>
</tr>
<tr>
<td>Equitable Inclusive Teaching</td>
<td>1.5</td>
<td>4%</td>
</tr>
<tr>
<td>Culturally and Linguistically Responsive Pedagogy</td>
<td>1.5</td>
<td>4%</td>
</tr>
</tbody>
</table>

### Other Required Documentation

<table>
<thead>
<tr>
<th>Description</th>
<th>Worth</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation including Timelogs, Campus Letter of Permission, and Student Permission Forms, must be submitted to d2L to show course completion</td>
<td>5</td>
<td>5%</td>
</tr>
</tbody>
</table>

### Active Participation/Professionalism

Attend all required observation days and complete all requirements in the course. Failure to complete course requirements may result in a final letter grade reduction and/or failure of the course.

Pass/Fail

| TOTAL: | 100 | 100% |

### SECTION IV: EVALUATION OF ASSIGNMENTS (GRADING)

#### Grading Scale for Prefix/Course Number

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Point Value</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>90%-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>80%-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>70%-79%</td>
</tr>
<tr>
<td>F</td>
<td>69 or fewer</td>
<td>0%-69%</td>
</tr>
</tbody>
</table>

Please note that final grades may be rounded up. (For example, a final score of 89.5 to 89.9 out of 100 points may be entered as an A).

You must earn a “C” or better in the course. Anything below a “C” is an “F”; no “D” will be awarded.

**PROFESSIONALISM**

Professionalism is expected for all students in all courses whether fully online, hybrid or face-to-face.

Candidates are expected to be professional at all times. Behaving unprofessionally can adversely affect the candidate’s grade. Candidates are subject to loss of points and/or a course letter grade for behavior unbecoming a professional teacher candidate as determined by instructor discretion. Each teacher candidate exhibits professionalism by:

- attending/participating in all class meetings in accordance with the policies of the university;  
  [http://www.sfasu.edu/policies/class_attendance_excused_abs.asp](http://www.sfasu.edu/policies/class_attendance_excused_abs.asp)
- becoming familiar with the SFA Policies and Procedures Manual regarding cheating and plagiarism;  
  [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)
- contacting the professor prior to missing a class assignment;
- reading course outline/syllabus and following directions for assignments;
- reading each assigned reading by the stated due date;
- completing ALL ASSIGNMENTS/QUIZZES independently unless otherwise stated by the instructor;
• completing ALL ASSIGNMENTS/QUIZZES on or before the due date;
• submitting ALL WORK in order to complete this course;
• being prepared for quizzes and exams;
• participating intelligently in all class discussions;
• completing the end-of-course online evaluation;
• being professional in demeanor, attitude; and
• maintaining confidentiality at all times.

Professionalism is also considered when teacher candidates take time to help fellow peers who have difficulty reading/finding specifics in the course. Teacher candidates who help fellow peers remain positive and promote change for efficiency in teaching will also be considered to promote professionalism. Being negative is not considered professional.

WORK POLICY EXPECTATIONS

• Late Work—Late work receives no credit unless there is prior approval from the instructor.
• Make-up Work Policy—The decision whether to accept make-up work is at the discretion of the instructor.
• “Redo Work” Policy—Some assignments may be subject to editing and resubmission at the discretion of the instructor. In this event, the resubmitted work is due no later than one week, or the deadline specified by the instructor. Edited work resubmitted without the original work will not be accepted.
• Students must submit all assignments in the requested format found in the assignments.

TEACHER CANDIDATE PROFESSIONALISM EXPECTATIONS

Academic Honesty: Teacher candidates complete original assignments and/or give credit to individuals if using resources to prepare assignments. The teacher candidate understands that original material not created by the teacher candidate is the intellectual property of another (plagiarism) and may not be published in any format or third-party site without written permission from the owner (collusion).
• Self-plagiarism is reusing your own specific wording and ideas from work that you have previously submitted.
• Collusion is a form of cheating which occurs when a submission restricted to individual effort is shared with another individual through direct contact or third-party resources allowing another individual to use and submit the copied work as their own.

Appearance: Teacher candidates must be appropriately dressed for the required setting. When engaging with students, whether in person or in virtual formats, candidates dress according to the campus dress code.

Assigned Responsibilities: While in field placements, teacher candidates must follow the lead of the mentor teacher to carry out all responsibilities with enthusiasm while demonstrating initiative. Candidates are encouraged to focus on their own personal experience rather than the experiences of other teacher candidates.

Attendance: Teacher candidates must follow all policies and procedures as outlined in this syllabus. REGULAR ATTENDANCE IS MANDATORY. Absences must be made up hour-for-hour for field experiences.

Interpersonal Communication: Teacher candidates must demonstrate collaborative efforts with mentor teachers, other teacher candidates, and instructors/professors. Candidates are expected to respond professionally to peers, mentors, the site coordinator, and others on the campus. The candidate will maintain professional communication about individuals and groups associated with SFASU and partnering facilities on all social and print media published and/or shared with others.
• When you email any representative from the Education Studies department, remember that you are emailing a professional. Look at what you have typed before you send the email. Remember to begin the email with an appropriate salutation and to end by signing your name. Make sure that the email includes a specific question and/or provides clear information. Make sure to proofread for typos prior to sending. You should expect a response within 48 hours of sending your email. If you do not receive an
answer in 48 hours (during the week), please re-send the email. The weekend is not a time when emails are checked regularly and instructors may not check email outside of normal working hours. If you email Friday night, you may not receive a response until Monday. Check your email daily so you do not miss course information and announcements.

**Professionalism and Commitment:** Teacher candidates are expected to employ effective teaching strategies. Candidates must demonstrate a commitment to the teaching profession by being punctual, attending ALL lab and university classes, attending all stated meetings, exhibiting enthusiasm and initiative, and maintaining confidentiality at all times (inside and outside of school).

**Professional Demeanor:** Teacher candidates must maintain a high level of professionalism, including a professional demeanor which includes presenting oneself in a professional manner, refraining from activities that may interfere with your professionalism the next day, maintaining a drug free and alcohol-free body, practicing appropriate language, and maintaining confidentiality at all times, including the use of social media. Teacher candidates are expected to communicate professionally in verbal and written communication (including electronic communication) when communicating with students, peers, mentor teachers, and site supervisors. Electronic devices, including cell phones, are not allowed in any mentors’ classrooms without prior approval from the site supervisor.

**Punctuality:** Teacher candidates should arrive to class and field experience locations ten (10) minutes prior to the report time. To be “on time” is to be late. Teacher candidates are expected to remain in class setting requirements for the expected time. Candidates may be required to document. Punctuality expectations also apply to virtual observations.

**CONSEQUENCES OF UNPROFESSIONALISM**

A combination of any three behaviors that display a lack of professionalism will result in a 10-point reduction in your overall course grade. The candidate will also be referred to the Program Review Panel, which may result in failure.

- **1st Professionalism Behavior Concern** – Email from course instructor
- **2nd Professionalism Behavior Concern** – Meeting with course instructor
- **3rd Professional Behavior Concern** – Referral to Program Review Panel

Examples of behaviors that signify lack of professionalism include but are not limited to the following: inappropriate dress, tardiness, unexcused absences, late assignments, academic dishonesty, and ongoing submission of incorrect assignments. Note, a combination of three behaviors can come from one professionalism component (i.e., being absent 3 times).

**TEXAS EDUCATORS’ CODE OF ETHICS**

In addition to the Professionalism expectations provided above, all teacher candidates are expected to adhere to the Texas Educators’ Code of Ethics. Any violation of the Texas Educators’ Code of Ethics will be reviewed by a Program Review Panel and may result in failure of the course and/or dismissal from the program.

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.
Additional information can be found in the Texas Administrative Code, Chapter 247: Educators’ Code of Ethics via the website below. [https://tea.texas.gov/index2.aspx?id=2147501244](https://tea.texas.gov/index2.aspx?id=2147501244)

**QCLASSROOM REQUIREMENTS**

This course requires that you submit designated assignments to Q Classroom.

- Fill out the Placement Verification Information
- Fill out Weekly Field Observation Time Log
- Submit ELAR Lesson Plan (PDF file)
- Submit Social Studies Lesson Plan (PDF file)

Failure to upload the required documents into Q Classroom will result in NO credit being received for those assignments.

**ATTENDANCE AND PARTICIPATION REQUIREMENTS**

At the beginning of the semester, candidates must complete an assignment that signifies their reading of the course syllabus and participation in the class. For reporting purposes, a student who does not attend class and/or shows participation will be dropped from financial aid for the course. Regular attendance and participation may affect your final grade in the course. Instructor AND mentor teacher must be notified of each absence prior to or immediately upon the occurrence of the absence. Any missed observation time must be made up minute for minute. Absences must be excused with proper documentation. Excessive absences, unexcused absences, and excessive tardies will result in loss of points on the teacher candidate’s professionalism grade and/or assignment grades that pertain to the day(s) and/or time(s) missed.

**CERTIFICATION/LICENSING REQUIREMENTS**

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/.

1. Provide one of the following primary ID documents: passport, driver’s license, state or providence ID card, a national ID card, or military ID card to take the TExES exams (additional information available at www.texas.ets.org/registrationBulletin/ <http://www.texas.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.

2. Successfully complete a state-mandated 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.

SECTION V: COURSE TIMELINE

There is a tentative, detailed course calendar included in D2L. Please refer to individual site instructors for changes to the course outline and calendar. Please remember that while Field Experience I follows a uniform course calendar, special circumstances arise requiring occasional adjustments.

VI: ADDITIONAL RESOURCES TO SUPPORT LEARNING

READING

REQUIRED READING: There is not a required textbook for this course. However, you are required to read and engage with the contents in the course Brightspace/D2L modules.

COURSE REFERENCES


Q CLASSROOM STATEMENT

At the beginning of the semester, any course that requires observations and/or assignments completed in the field must verify the placement of each candidate. You are required to complete the Placement Verification documentation that is reported to TEA to ensure a placement appropriate to your degree area has been secured for the course where you are completing those field requirements. Failure to complete this requirement and/or providing a placement not appropriate to your degree area may prohibit you from continuing with course requirements and meeting the expectations to complete the course. Please review the course timeline for the date to complete this requirement.

SECTION VII: COURSE EVALUATIONS

Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses taken within the PCOE. 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 PCOE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

In the Perkins 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.
SECTION VIII: OTHER RELEVANT COURSE INFORMATION

<table>
<thead>
<tr>
<th>REPEATING THIS COURSE POLICY</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you are repeating this course for a second time, then ALL of your work must be original to the repeated course. That means work from a previous semester of this course may <strong>not</strong> be resubmitted in the repeated course. Work of any kind submitted from a prior semester will receive a score of “0” with no redo available. Work of any kind submitted by another student who completed this course is grounds for academic dishonesty/plagiarism review.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NONDISCRIMINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>“No person shall, on the basis of race, color, religion sex, age, national origin, handicap, or veteran status, be subjected to discrimination or be excluded from participation in or be denied the benefits of employment or any educational program or activity operated by Stephen F. Austin State University.” (Reference: SFASU General Bulletin 2004-2005) (see Discrimination Complaints/Sexual Harassment E-46: <a href="http://www.sfasu.edu/humanservices/images/discrimination-complaints-sexual-harassment.pdf">http://www.sfasu.edu/humanservices/images/discrimination-complaints-sexual-harassment.pdf</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIELD OBSERVATION HOUR REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course requires observation and/or participation in a classroom. If you are a face-to-face candidate, you will be placed in a classroom by your instructor. If you are enrolled in the online Link-ED program, you provided the school information where you will complete your observations/participation when you completed the partnership agreement for the Link-ED application. If your placement has changed, a new partnership agreement is required. For this course you will complete a total of 60 observation hours across 16 weeks. You will complete an attendance form that must be signed by the classroom teacher at the end of the semester. Any absences must be made up hour for hour no later than the Friday before finals week.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIELD ATTENDANCE AND ENGAGEMENT REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course requires specific requirements when you engage in the PK-8 classroom and weekly class/lab. The course syllabus will provide specific requirements for engagement for this course. For attendance, it is the responsibility of the candidate to contact the mentor teacher and/or instructor when absent from a scheduled time. Your time attendance will be monitored using your time log and you may be required to submit periodically to d2L.</td>
</tr>
<tr>
<td>- Field Attendance Time Requirement: a minimum of 75 hours</td>
</tr>
<tr>
<td>- Weekly Class Time Requirement: a minimum of 6 hours per week</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EPP/CERTIFICATION TESTING DEADLINE REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>During ECED 3200 (EC6), you will have specific requirements for enrollment in the EPP and completion of your certification requirements. During this course, you must complete <strong>3 content area practice tests to 90% mastery or above, located in the 240 Tutoring test preparation software.</strong> You must complete the ELAR, Social Studies, Fine Arts, Health, and PE practice tests by the 10th week of the semester. Failure to do so may result in failure of this course and registration delays for Field II and Clinical Teaching.</td>
</tr>
</tbody>
</table>
STUDENT ETHICS AND OTHER POLICY INFORMATION (www.sfasu.edu/policies)

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/

STUDENT ACADEMIC DISHONESTY: 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;
- 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.
- 1st Time – Conference with course instructor and zero for assignment
- 2nd Time – Conference with course instructor and chair of the department (failure of course discussion)
- 3rd Time – Conference with the course instructor, chair of department, and dean of college

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

Upon the request from student to the instructor of record and at the discretion of the instructor of record with the approval of the academic unit head, a grade of WH may be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work by the deadline set by the instructor of record, not to exceed 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., Military Service Activation (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.

If a student has been found guilty of academic dishonesty, a grade of “WP” or “WH” may be changed to “WF” at the discretion of the faculty member. In the case of a grade change to “WF”, the course will not count towards the six course drop limit since the student is incurring an academic penalty.

### STUDENT CODE OF CONDUCT: Policy 10.4

Disorderly conduct including but not limited to: (a) disruption or interference of Students, faculty, administration, staff, the educational mission, or routine operations of the University. (b) Commercial solicitation on campus or with university resources without prior approval from university officials. (c) Failure to comply with a reasonable and lawful request or directive of University Officials. (d) Facilitation of Student misconduct including but not limited to assisting, conspiring, soliciting, or encouraging others to engage in conduct which violates the Student Code of Conduct.

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 Early Alert Program at SFA.

### STUDENT SUPPORT

SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

**On-campus Resources:**
- SFASU Counseling Services, [www.sfasu.edu/counselingservices](http://www.sfasu.edu/counselingservices), Health and Wellness Hub (corner of E. College and Raguet), 936-468-2401
- SFASU Human Services Counseling Clinic, [www.sfasu.edu/humanservices/139.asp](http://www.sfasu.edu/humanservices/139.asp), Human Services Room 202, 936-468-1041

**Crisis Resources:**
- Burke 24-hour crisis Line: 1-800-392-8343
- Suicide Prevention Lifeline: 1-800-273-TALK (8255)
- Crisis Text Line: Text HELLO to 741-741