**Texarkana College**

**Syllabus:** Introduction to the Teaching Profession  
**Course Number:** EDUC 1301  
**Semester & Year:**

**Instructor Information**

Name: Melanie Allen  
 Office: “B” – Social Sciences  
 Telephone: (903) 823-3364  
 E-mail: Melanie.allen@texarkanacollege.edu  
 Office Hours:

**Textbook Information**

Required: Becoming a Teacher; Parkay; 11th Edition

A group of people looking at a computer

Description automatically generated

**Student Learning Outcomes for the Course**

Upon successful completion of this course, students will:

1. Identify current issues influencing the field of education and teacher professional

development.

2. Analyze the culture of schooling and classrooms from the perspectives of language,

gender, socioeconomic, ethnic, and disability-based academic diversity and equity.

3. Provide examples from classroom observations and course activities that demonstrate

understanding of educational pedagogy and professional responsibilities of teachers.

4. Evaluate personal motivations, educational philosophies, and factors related to educational

career decision making.

5. Recognize the various multiple intelligences/learning styles in order to be able to

implement instructional practices that meet the needs of all students.

This is a **HYBRID** course; meaning you will be responsible for mastering at least half of the course content independently, outside of class. It is imperative that you keep up with the assigned reading. Please also ensure that you have the proper technology to access Moodle and complete the online assignments each week. I will be communicating with you via your TC email as well as the “announcements” section on Moodle. Please check these daily!

**Student Assessment/Requirements**

You have the following possibilities for earning points:

|  |  |
| --- | --- |
| **Chapter Quizzes-10** | **300 points (30 each)** |
| **1 Final Exam** | **100 points** |
| **Current Events Assignment** | **150 points** |
| **Classroom Observation and reflections** | **200 points** |
| **Online Forum Posts and activities** | **100 points (total)** |
| **Teacher Interview** | **50 points** |
| **Participation** | **100 points** |

**-Assignments and due dates will be explained in detail as the course progresses.**

**Grading** **Scale:**

|  |  |
| --- | --- |
| **Grade** |  |
| **A** | 90-100 |
| **B** | 80-89 |
| **C** | 70-79 |
| **D** | 60-69 |
| **F** | 59-below |

**Class Schedule**

A detailed class schedule will be given out and reviewed during the first week of class. Students should be responsible for keeping up with the schedule and noting when exams will be given and assignments are due. IT IS THE STUDENT’S RESPONSIBILITY to find out what was missed on a day that he/she is absent. The schedule is subject to change at any time, and the student is responsible and accountable for noting any changes made. When returning from an absence, students will still be required to have all assignments completed and ready to hand in.

**Participation**

Each student in this course begins their Participation Grade with a 100%. This ongoing grade depends on classroom/online etiquette/behavior. Students in this course are expected to act in a respectful manner at all times! For each disrespectful occurrence – deemed so by the Professor – a minus 20 points will be deducted. Such occurrences might include, but are not limited to, arriving late, leaving early, texting or **using a cellphone** in any way during class, talking excessively, allowing a cellphone to ring or a text alert to sound, completing other assignments during class, sleeping, etc. Students are expected to address one another and their Professor respectfully both in person and online. Inappropriate or foul language will NOT be tolerated. This is grounds for removal from the course.

**Absentee Policy**

Texarkana College’s absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student’s responsibility to check the syllabus for each instructor’s tardy policy.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student’s absence from class. The institution is required to take attendance, and experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of “F” in the class. The instructor will submit the last date of attendance for students receiving a grade of “F” or “W”.

**Withdrawal from a course(s) may affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.**

Online/Hybrid Course Absences

Absence in an online course is defined as the lack of an active post or submission within the course, including discussion board posts, written assignments, and tests or failure to be present during scheduled meetings. This standard will be used to determine all absentee issues, including but not limited to 12th Day Census reports, last date of attendance, and involuntary withdrawal from a course due to absences.

**Excused Absences**A student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty\* or religious holy days when students follow the correct notification procedures.

**Maximum Allowable Absences**

Students in a course that meets once per week are allowed 2 absences. Students in this EDUC 1301 course will be allowed **TWO TOTAL ABSENCES** before being dropped. The professor is NOT required to contact or warn the student before he/she is dropped. Although a student does not owe the Professor an explanation for missing class, if the total number of allowed absences is exceeded it is recommended that the student KEEP IN CONTACT with the Professor and assess the situation together.

**Make-up Policy**

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student’s absence from class.

Policy for EDUC 1301: For every class day that a student is present but their assignment is not, there will be a minus 10 points deducted. If a student misses an exam, he/she has ONE WEEK from the originally scheduled test to make up the exam.

**Observation Hours**

Students enrolled in EDUC 1301 are required by the state of Texas to complete 16 hours of field experience (observation) in a classroom setting. It is the student’s responsibility to contact the institution in which they wish to visit, complete all paperwork required by that institution, and obtain signatures verifying that these hours are complete. Failure to complete the 16 hours of observation will result in failure of the course regardless of your current letter grade.

**NOTE: MOST CAMPUSES REQUIRE A BACKGROUND CHECK!** This can take up to 3 weeks, so please plan accordingly.

**NO INCOMPLETES WILL BE ISSUED DUE TO FAILURE TO COMPLETE THESE HOURS**

**Academic Dishonesty Policy**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, col­lusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F.”

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu/PDFFiles/CurrentStudents/studenthandbook.pdf.>

A student in this Education Course is NOT ALLOWED to use ANY PART of past assignments. This includes assignments from CDEC/TECA courses and especially if this course is being repeated. An attempt to do so will result in NO CREDIT for that assignment with NO opportunity to redo the assignment.

**Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blase at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

Basic Needs Security Statement

Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in this course or ability to remain in school, is urged to contact Tonja Blase, Director of Student Retention, at 903.823.3349 for support.  Furthermore, please notify the professor if you are comfortable in doing so.

**Computer Requirement Policy:**

Students are required to have a computer with Internet access for classes. The computer must be an actual computer – smart phones, iPads, Androids, Chromebooks, etc., are not acceptable substitutes because they lack software compatibility necessary to complete all assignments and tests. Financial costs for the necessary equipment and internet access are the responsibility of the student.

Students needing to purchase a computer may do so through the Texarkana College Bookstore. Systems purchased through the bookstore meet or exceed all requirements, are competitively priced, and may be purchased using financial aid funds. If the system is purchased through another source, it is the student’s responsibility to ensure the system meets all requirements.

Computer systems requirements:

* Webcam, microphone, and speakers or headphones
* Windows 10 or a recent version of Mac OS (minimum Sierra). Windows 10 S mode is not supported
* Hardware capable of running Microsoft Teams (free download) and supports multi-media playback
* Support for Chrome or Microsoft Edge – Note: Firefox, Safari, or other browsers may not work on all TC applications
* Able to run Microsoft Office which will be provided free to TC students
* Adobe Reader or another PDF viewer
* Antivirus software such as Windows Defender or another 3rd party anti-virus solution
* The Respondus Lockdown browser is used for taking tests; therefore, the system must be capable of running this software. Most newer systems that meet other specifications should work.

Students should regularly backup content to prevent loss of coursework due to hardware failure. Backup copies of documents and other coursework may be placed on OneDrive cloud storage. OneDrive is included free of charge for all TC students.

A list of Internet service providers can be found on the TC website at: <https://www.texarkanacollege.edu/coronavirus/>.