

James Clemens High School

11306 County Line Road
Madison, AL 35756



Phone: 256-216-5313

Extension: <Double click to INSERT>

Email: <USERNAME>@madisoncity.k12.al.us

Course Syllabus

EDUCATION & TRAINING INTERNSHIP - EDUCATION PATHWAY

Ms. H Courtney

Dear Parent/Guardian,

I look forward to having a great year! I feel fortunate to have your student in my class this semester. Please feel free to contact me with any questions or concerns about the progress of your student or any aspect of instruction. Please take a moment to sit down with your student and read the attached syllabus. Then use the google form to sign digitally, it is located in your student's Schoology course. Feel free to contact me with any questions!

Thank you,
Ms. H Courtney

My child and I have read and discussed the classroom syllabus.

Student Name (Print) _____ Date _____

Student Signature _____ Date _____

Parent/Guardian Name (Print) _____ Date _____

Parent/Guardian Signature _____ Date _____

Email Address(es) _____

Phone number(s) _____

Cell

Home

Work



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Ms. H Courtney

Course Description:

Prerequisites: Teaching 2, Teaching 1, Education & Training

This course is designed for students interested in pursuing an internship experience in an educational field.

Students who have completed Teaching 2 are eligible to enroll in the Education and Training Internship. The culminating project for this course is an electronic portfolio that addresses the 17 standards for the course... The portfolio is graded by three different teachers with portfolio experience and averaged requiring an 85% or higher. The portfolio is submitted to the Madison City E-Portfolio database. Students enrolled in this course are encouraged to join Family, Career, and Community Leaders of America (FCCLA) which is a nationally recognized organization that promotes leadership focused on the family, their career, and their community.

CRI Available for this course: Praxis II available for grades 2-6, 5-9, and 7-12. This testing would require study sessions and possibly the purchase of extra materials. Please see me during office hours if this is of interest to you

Course Objectives:

1. Determine procedures for starting and ending the school year.
2. How will you prepare and distribute materials, set up equipment for instructional purposes, and do clerical matters?
3. Will you tutor students individually or in small groups? Why?
4. Develop units of instruction, including the preparation of lesson plans.
5. Demonstrate teaching, including the use of equipment, technology, and supplies used in the instructional program.
6. Evaluate classroom management procedures and the learning climate.
7. Formulate ways to meet the needs of a diverse student population.
8. Demonstrate integration of curriculum and instruction to meet students' developmental needs and interests.
9. Describe desirable teacher characteristics, including exhibiting poise, self-confidence, initiative, and enthusiasm while teaching.
10. Develop an internship portfolio. Include resume, cover letter, references.
11. Analyze roles of professional support staff to determine responsibilities of each.
12. Assess the roles of administrators in meeting organizational goals and creating a positive school and system climate.
13. Describe the importance of communicating high expectations and encouraging active student learning in the classroom.
14. Demonstrate techniques for collaborative relationships with students and their families.
15. Recognize warning signs of child abuse and neglect, including procedures for reporting and prevention strategies
16. Demonstrate teamwork skills in community and workplace settings.
17. Analyze the field of education for career options, entrepreneurial opportunities, and required credentials.

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Classroom Rules and Expectations:

- **Good attendance is required for an adequate learning experience.**
- **Be in your seat and ready to work when the bell sounds.**
- **Bring all required materials to class each day.**
- **Show respect to all persons (as well as their property) in class.**
- **Students who are tardy to class will be assigned to detention**
- **Cell phones or other devices will be allowed to be used in the classroom at teacher discretion.**
- **No food or drink in the classroom. Water in bottles allowed.**

Accommodations: Requests for accommodations for this course or any school event are welcomed by students and parents.

Concerning Laptop Utilization: Student laptops should not be hard-wired to the network or have print capabilities. 2. Use of discs, flash drives, jump drives, or other USB devices will not be allowed on Madison City computers. 3. Neither the teacher, nor the school is responsible for broken, stolen, or lost laptops. 4. Laptops and other electronic devices will be used at the individual discretion of the teacher.

Turnitin Notice: The majority of writing assignments in this course will be submitted to Turnitin via the Schoology learning platform. The primary focus of this software is to help students become better writers and scholars. Turnitin generates a report on the originality of student writing by comparing it with a database of periodicals, books, online content, student papers, and other published work. This program will help students discern when they are using sources fairly, citing properly, and paraphrasing effectively - skills essential to all academic work.

Students will have the opportunity to review their Turnitin originality report and will have the opportunity to make revisions before submitting their work for grading. Once their work is submitted, teachers have the opportunity to view the student's originality report and grade accordingly.

Grading Policy:

Test grades will account for 70% of the 9-weeks grade, with the remaining 30% being determined by quiz/daily grades. The grading scale is as follows: A (90-100%), B (80-89), C (70-79), D (65-69), and F (below 65). Grades will be a reflection of mastery of the standards. Make sure all absences are excused as classwork can be made up and graded for excused absences only. The final exam counts for 20% of the final grade. All missing assignments will be entered as a zero in the grade book until late work has been graded.

Make-Up Work Policy:

See the student handbook section for details. Late work may be subject to penalty points at the teacher's discretion.

Course Materials:

Three-ring binder, paper, folder, pencil, and pen (blue or black only).

Texts/Required Readings:

Teaching by Sharleen L. Kato, 2010

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Ms. H Courtney

18 - WEEK PLAN*	
WEEK 1	Create a classroom budget utilizing funds allocated for use in the classroom.
WEEK 2	Explain legal aspects of teaching. Examples: teaching certification, tenure, accountability, liability for negligence
WEEK 3	Demonstrate motivational techniques used to enhance student achievement at various grade levels.
WEEK 4	Determine characteristics of a positive learning environment.
WEEK 5	Assess the interest and needs of students to determine instructional goals, objectives, and teaching strategies.
WEEK 6	Evaluate instructional resources and materials based on rigor and relevance of content, grade level, reading level, and needs of students. Examples: technological tools and equipment
WEEK 7	Describe learning and developmental theories relative to individual student characteristics.
WEEK 8	Determine teaching strategies needed to meet instructional goals and to address educational initiatives.
WEEK 9	Create learning activities designed to meet instructional goals and to address educational initiatives.
WEEK 10) Compare grading practices used to assess student achievement.
WEEK 11) Identify stakeholders that partner to enhance the instructional program.

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WEEK 12) Describe community resources and services that may enhance the instructional program.
WEEK 13) Describe assessment theories used in evaluating students.
WEEK 14) Describe levels in which curriculum is developed for classroom instructions. Examples: state, local, program, course, unit, daily
WEEK 15) Analyze curriculum development for factors that impact the process.
WEEK 16) Describe steps in curriculum development. Examples: conducting research, planning of instruction, presenting lessons, evaluating instruction, revising instructional plans
WEEK 17) Develop scope and sequence charts, course outlines, unit plans, and lesson plans.
WEEK 18) Practice teaching a lesson plan.

*** This syllabus serves as a guide for both the teacher and student; however, during the term it may become necessary to make additions, deletions or substitutions.**