

Applied Technology Center
2399 West Main Street
Rock Hill, SC 29732
803.981.1100

Teaching Fundamentals I Course Syllabus

Course Description:

Introduction to Teaching Level 1 is designed to prepare students for employment and/or postsecondary opportunities in the education field. The program provides instruction in the teaching profession, communication skills, human growth and development, planning and instructional strategies, and school-societal relationships. Technology is integrated throughout the course work. Participation in student organizations Future Educators Association (FEA).

Other Course Information:

Meeting Date and Time: Monday through Friday
1st Block: 8:30am- 10:00am
2nd Block: 10:15am- 11:35am

Instructor Information:

Mrs. Leigh Freeman
Email: lfreeman@rhmail.org
Phone: (803)981-1495
Room: C-403
Schedule: 1st Block Teaching Fundamentals I
2nd Block Teaching Fundamentals I
3rd Block Teaching Fundamentals II
4th Block Planning

Text and Other Required Materials:

Teaching by Sharleen L. Kato

Each student will need:

- 3-ring binder (preferably 1 inch)
- Notebook paper
- Writing utensil
- Dividers (set of 5)
- Flash drive
- Professional attire and shoes for visiting schools

Instructional Procedures:

Arriving to Class:

Please sign in on the clipboard by the door. Place book bags, purses, and other belongings neatly under your desk and have all required materials accessible. Take your seat and follow instructions on the promethean board until class begins. Any assignment due are to be put in the turn in space provided for your block by the beginning of class.

Bathroom:

Use the restroom before or after class. If instruction is being given, please wait until a more appropriate time to go to the restroom. If it cannot wait, quietly get up, sign out and take the restroom pass.

Office or Guidance:

If instruction is being given, please wait until a more appropriate time to ask to go to the office. If you need to go to guidance or the office, I will email the person you need to see and set up an appointment for you.

Leaving Class:

The class is not dismissed until the instructor dismisses you. All materials used must be returned to their proper spaces and the class environment must be clean and neat. Do not start packing up until instructed to do so.

Expectations for Student Preparation, Performance, and Participation

I expect all students to be professional in their preparation, performance and participation. Class preparation and participation are encouraged in each student to enhance their best performance.

Expectations:

- Be respectful of yourself, others and your environment
- Be on time and prepared for class each day
- Demonstrate professionalism in and out of ATC
- Manage time and tasks efficiently

If you do not choose to exceed these expectations, the following actions will take place in this order:

- Warning
- Parent/guardian contacted
- Removed from class setting
- Loss of privileges
- Office referral

Attendance and Tardiness:

You are expected to attend each class on time and prepared. You will be expected to abide by the ATC attendance/ tardy policy. You are allowed 6 absences (excused or unexcused) per semester. You must bring a written excuse within three days of an absence. If a student has excessive tardies (6 or more), they will be written a referral to administration.

Please understand, even if an excuse is brought in from a parent or doctor, it is still counted as an absence and will count against your 6 days.

Students must be present 2/3 of the class to be counted present. If you need to leave early, bring a note and sign out in the attendance office.

Grading System:

ATC uses the following grading system:

A	93-100
B	85-92
C	77-84
D	70-76
F	0-69

Assignment Categories and Percentages:

Project Grades	30%
Extended Learning Experiences/Lab	40%
Daily Assignment Grades	<u>30%</u>
	=100%

Missed or late work: Students are expected to turn work in on time. If you are absent, please get missed assignments as soon as you return. You have 3 days to make up missed work without penalization. If work is turned in late, it is 10 points for each week it is late. If you do not turn in an assignment you will receive a zero for the grade.

Extended Learning Experiences: Students will participate in various activities working with children in the classroom in and out of ATC. Please refer to the handout on the expectations for these experiences. This is not optional. If a student does not return their permission form or is not prepared to go (not properly dressed, forgets, doesn't communicate absence with Mrs. Freeman, etc.) to the assigned ELE, they will receive a 0 for the assignment.

Opportunities for Extra Help and Assistance:

I am always available and open to any needs you may have. I will be available before school for extra help if scheduled.