Southwest Minnesota State University

School of Education

Teacher Preparation Program



**The Vision:**

## Inclusive communities of practice investigating learning and teaching.

**The Mission:**

The mission of the Professional Education programs at SMSU is to create inclusive communities of practice where each learner is an active participant in the investigation of learning, teaching, and leadership processes. Teachers and learners will engage in educational theory, research, inquiry, critical reflection, and application in pursuit of excellence in a culturally responsive education.

**Course Number: Course Name**

**Semester ~ Credits  
Professor/Instructor**

Inclusive Communities of Practice Investigating Learning and Teaching Southwest Minnesota State University  
School of Education

Teacher Preparation Program

|  |  |
| --- | --- |
| *Instructor:* | *Class Days:* |
| *Office:* | *Class Hours:* |
| *Telephone:* | *Meeting Room:* |
| *E-Mail Address:* | *Office Hours:* |

**COURSE DESCRIPTION**:

## REQUIRED TEXTS/READINGS/RESOURCES:

Livetext—portfolio platform

EMAE liability coverage—All candidates must have documented EMAE (or comparable) liability coverage before completing clinical experiences. Any hours completed before liability coverage is obtained will not be counted.

**COURSE WEBSITE:** Visit the [SMSU homepage](https://www.smsu.edu/) click on menu, and select D2L Brightspace. Sign on with your StarID and password, and select course. The Minnesota State D2L Brightspace Online Help Desk is available via [Technology Services](https://www.smsu.edu/informationtechnologyservices/index.html) also located under menu on the SMSU homepage or via the [Minnstate IT Service Desk portal](https://servicedesk.minnstate.edu/TDClient/30/Portal/Home/).

**COURSE STANDARDS AND WEB ADDRESSES:**

Minnesota Standards of Effective Practice (SEP): <http://www.revisor.leg.state.mn.us/arule/8710/2000.html>   
InTASC Standards: <https://ccsso.org/sites/default/files/2017-12/2013_INTASC_Learning_Progressions_for_Teachers.pdf> | <https://ccsso.org/resource-library/intasc-model-core-teaching-standards-and-learning-progressions-teachers-10>   
Standards for Content Areas (CS): [http://www.revisor.leg.state.mn.us/arule/8710](http://www.revisor.leg.state.mn.us/arule/8710%20)Teachers of Elementary Education (CS): <https://www.revisor.mn.gov/rules/8710.3200/>

Teachers of Early Childhood Education (CS): <https://www.revisor.mn.gov/rules/8710.3000/>

Teachers of Reading (CS): <http://www.revisor.leg.state.mn.us/arule/8710/4725.html>   
ADJUST ACCORDING TO SPECIFIC LICENSURE COURSE AND CONTENT STANDARDS

SMSU’s Conceptual Framework (CF) - Communities of Practice Investigating Learning and Teaching: <https://www.smsu.edu/academics/schools/education/education-department-accreditation.html>

SMSU’s Dispositions (DS): <https://www.smsu.edu/academics/schools/education/education-department-accreditation.html>

Technology Standards – ISTE – students, educators, education leaders (TS): <https://www.iste.org/iste-standards>

## COURSE OBJECTIVES/OUTCOMES – STANDARDS – ASSESSMENT:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Objectives/Outcomes** | **SEP** | **CS** | **CF** | **DS** | **TS** | **Assessment** |
|  |  |  |  |  |  | *Press return in this box to add another row.* |

\*Bold standards with asterisks indicates primary or secondary assessment for PELSB standards.

|  |  |  |
| --- | --- | --- |
| **ASSESSMENT METHODS:** |  | **Points** |
| 1. Attendance / Class Participation / Involvement in class discussions | ~xx | |
| **Total Points** | **~xx** | |
|  |  | |

\*Please note that the points are approximations and may be adjusted to fit the needs of the course and student learning as the term progresses.

**ACTIVITIES/INSTRUCTIONAL METHODS:**

**Instructional Methods, Activities, and Philosophy:**

1. **Attendance, text discussion/notes, and online projects/participation-- (~100-150 pts)**

~~Teacher candidates are expected to fully attend classes with engaged, appropriate participation for points consideration. Positive, teacher dispositions are expected, which display cultural competency. If a candidate is absent from on campus class, s/he is expected to communicate with lit circle colleagues as to course updates as well as check D2L and reference the course schedule.~~

~~Any D2L discussions must be posted within the assigned window. Also, discussants may use the attachment feature for their dialogues, but anything to be graded within the discussion forums should be typed or copy/pasted into the posts; attachments will not be considered outside of peer review tasks. Any online discussions require a minimum of one originally authored post (worth up to 6 points) and two peer responses (worth 2 points/each).~~ ADAPT AS APPROPRIATE….

**GRADING SCALES: (Percent of total points)**

**\*Graduate Scale**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 89-92.4% = B+ | 79-82.5% = C+ | 69-72.5% = D+ |
| 96-100% = A | 86-88.4% = B | 76-78.5% = C | 66-68.5% = D |
| 93-95.5% = A- | 83-85.4% = B- | 73-75.5% = C- | 63-65.5% = D- |
|  |  |  | Below 63% = F |

**\*Undergraduate Scale**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 87-89% = B+ | 77-79% = C+ | 67-69% = D+ |
| 94-100% = A | 84-86% = B | 74-76% = C | 64-66% = D |
| 90-93% = A- | 80-83% = B- | 70-73% = C- | 60-63% = D- |
|  |  |  | Below 60% = F |

***COURSE POLICIES:***

**COLLABORATION & COMMUNICATION -** All teacher candidates are expected to use professional and ethical interactions to support a positive learning environment with open, honest, and supportive communication. Part of the collaboration process is an emphasis on professional communication. Avoid using contractions and “you” in your formal, professional writing, including papers, D2L postings, and emails. When sending an e-mail to your instructor, please use your professional writing skills: proper English, punctuation, and check spelling.

**ACADEMIC HONESTY** – As stated in the SMSU Student Handbook, any form of academic dishonesty, including, but not limited to, cheating, and plagiarism, is prohibited. Students are required to comply with the SMSU academic honesty policy: <https://www.smsu.edu/resources/webspaces/nca/policies/A-032.pdf> 

**DISABILITIES** – Students who have a disability-related need for reasonable accommodations to fully participate in course activities or meet course requirements must register with the Disability Services office to verify their eligibility for appropriate accommodations and to coordinate the provision of those services.  Contact Disability Services, BA 239 or BA 246, Phone: 507-537-6492.

**COUNSELING SERVICES -**SMSU Counseling & Testing Services has licensed mental health professionals available to help students. Services are free and confidential. Contact 507-537-7150, [counseling.testing@smsu.edu](mailto:counseling.testing@smsu.edu), or stop by BA 156. More information is available at  [http://www.smsu.edu/campuslife/counselingtestingservices/index.html](https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.smsu.edu%2Fcampuslife%2Fcounselingtestingservices%2Findex.html&data=02%7C01%7CSara.Fier%40smsu.edu%7C11a9ab81692b4f48ae4308d72a64061c%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637024481408384183&sdata=0FkWeQSqi9mNqps5e1Qs4cCrhW5nbCTNhk5TIL3CfOM%3D&reserved=0)

**EARLY ALERTS AND ACADEMIC SUCCESS SUPPORT -**As your professor, I am personally committed to supporting YOUR academic success in this course.  For that reason, if you demonstrate any academic performance or behavioral problems which may impede your success, I will personally discuss and attempt to resolve the issue with you. I may also refer your case using Early Alert, which is an online student success program designed to identify and react to student retention challenges.  The Early Alert system will allow me to send you various performance updates, concerns, and referrals. Students who have been identified with an early alert by a faculty or staff member will be notified by the Office of Student Success or a member of the Early Alert Intervention Team to discuss a plan of action. If you receive an Early Alert notice for this course, please come see me or seek assistance and support from your advisor or other resource staff member on campus. My goal is to make your learning experience in this course as meaningful and successful as possible.

**CODE OF CONDUCT - Each** individual has a right to learn in this class. This is an inclusive, safe space, where we engage in learning respectfully and collaboratively. Students are expected to comply with the SMSU Student Code of Conduct, available in the SMSU Student Handbook: <http://www.smsu.edu/administration/studenthandbook/> . The professor reserves the right to handle situations through appropriate university policies at any time deemed necessary.  
Please reference [A-053 Disruptive Classroom Management](https://catalog.smsu.edu/policies-procedures/disruptive-classroom-managment/) policy for the University policy.

**CAMPUS SAFETY**  
Reference the [University Public Safety](https://www.smsu.edu/campuslife/publicsafety/index.html) webpage for safety information. Emergencies are rare, but in the event of a life-threatening emergency, call 911. To report a non-life-threatening incident, safety hazard, or a suspicious activity, please contact campus security at 537-7252.

**STUDENT LEARNING OUTCOMES ASSESSMENTS** - Course materials and assignments may be used for the Liberal Education Program and/or the Education program student learning objectives. Student materials will only be used anonymously.

# EMAE/NEA LIABILITY COVERAGE - All students must have documented EMAE/NEA (or comparable) liability coverage before completing clinical experiences. Any hours completed before liability coverage is obtained will not count.

**LIVETEXT** - All candidates must have a Livetext portfolio for this course and must submit their portfolio with the assigned artifacts for review to the instructor before a grade for this class will be posted.

**ATTENDANCE AND PARTICIPATION POLICY –** Attendance and participation are important aspects of professionalism. You will need to have high, consistent attendance (including timely arrival and departure) in your role as a classroom teacher. Active participation is essential. Online discussions and papers completed by the due dates are expected in this course. Should class be canceled for any reason outside of what is listed in the course schedule, teacher candidates will be notified via SMSU email and should additionally reference the SMSU website.

**ASSIGNMENTS -** It is the responsibility of the teacher candidate to have a back-up copy of all work/assignments submitted for the class.

**APPEAL PROCESS -** The School of Education Teacher Preparation Program appeal process is available in the SMSU School of Education Candidate Handbook located on the [School of Education webpage](https://www.smsu.edu/academics/schools/education/index.html) under the Teacher Candidate Resources tab or upon request at the School of Education Office per MN Administrative Rules 8705.1010 Unit Standards subd. 4.C. Standard 18. Refer to the online Southwest Minnesota State University (SMSU) Student Handbook, SMSU School of Education Candidate Handbook, and the School of Education Website – Accreditation – School of Education Governance OR Teacher Candidate Resources for additional resources.

# PROFESSOR NOTES: ADAPT AS APPROPRIATE FOR YOUR COURSE

\*When communicating via technology, response time will be within 24-48 hours with the exception of weekends.

\*Learning Modules will run from Monday at noon until Sunday night at 11:59PM; all items must be posted and completed by that time to be considered on time. Items posted or submitted late will receive a reduced grade for up to two weeks, and after which time, a zero will be earned. The professor reserves the right to not grade anything submitted after the due date and time.

\*D2L discussions may be student-led; the professor will facilitate and redirect as needed. The initial post for each module should be completed by 11:59PM on Wednesday of the assigned module, and responses to *two or more* peer by the end of the module, which is established to be Sundays at 11:59PM. The original post should include relevant research and/or connection to the text as well as implications for teaching and learning. Peer responses should add to the discussion beyond the “I agree” level; critical, higher-level thinking is needed. Please contribute to peer discussion by noting research, asking questions, and/or providing challenges as well as highlighting assigned readings and/or outside research and experiences. See the discussion rubric for guidelines.

\*All graded items will need to be uploaded to D2L.

\*The grading assignment window is tentatively set for approximately 7-10 days from the submitted due date.

\*Professional attire is required for all/any presentations; sweats are not considered appropriate attire.

\*The professor reserves the right to make changes to the course syllabus and assessments.

\*This syllabus is the intellectual property of PROFESSSOR developed in collaboration the SMSU School of Education.

**REFERENCES**

The research and theoretical base that supports the development of knowledge, skills, and dispositions in the course and/or field experience include: