SMED 320 –Classroom Interactions

Syllabus (Prototype)

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Office Hours: See schedule posted. Be aware that other obligations can change posted schedule.

Course Description:
Classroom Interactions is centered around a close examination of the interplay between teachers, students, and content, and how such interactions enable students to develop deep conceptual understanding. Students learn how content and pedagogy combine to make effective teaching.

This course prepares students to teach mathematics and science by providing opportunities to see how theories explored in Knowing and Learning play out in instructional settings. Students design and implement instructional activities informed by their own understanding of what it means to know and learn mathematics and science, and then evaluate the outcomes of those activities on the basis of student artifacts (i.e., what students say, do, or create).

An important focus of the course is on building students' awareness and understanding of equity issues and their effects on learning. Students are provided frameworks for thinking about equity issues in the classroom and larger school settings, and they learn strategies for teaching students of diverse backgrounds equitably. Additionally, the course introduces ways in which curriculum and technology are used in classroom settings to build relationships among teachers and students.

COURSE GOALS:
• To make prospective teachers aware of multiple models of teaching (including direct instruction, inquiry teaching and use of small groups); the advantages, disadvantages and uses of each; and what each model requires of teachers.
• To deepen students’ understanding of mathematics and science.
• To allow prospective teachers to explore ways of probing student understanding through authentic assessment and student artifacts and enhancing student understanding through lesson plans built around models of how people learn.
• To make prospective teachers aware of equity and diversity issues in classroom teaching and ways of ensuring that all students have an opportunity to learn.
• To make students aware of the proficiencies for certification.
• To develop students’ capacity to identify and evaluate best teaching practices as presented in research literature.

Kentucky Teacher Standards (KTS) Assessed: Below is the required “Critical Performance” assessment and the associated KTS. Instructions for completing the CP are available on the WKU E-PASS website.
Critical Performance 1: Management and Safety Plan – KTS 2, 3, & 9

**Prerequisites:** SMED 101, SMED 102, SMED 210, Completed admission to teacher education.

**Course Objectives and Outcomes:**

KTS 1: The teacher demonstrates applied content knowledge.
KTS 2: The teacher designs and plans instruction.
KTS 3: The teacher creates and maintains learning climate.
KTS 4: The teacher implements and manages instruction.
KTS 5: The teacher assesses and communicates learning results.
KTS 6: The teacher demonstrates the implementation of technology.
KTS 7: The teacher reflects and evaluates teaching and learning.

Course Grading: All assignments, activities and tests are assigned a point value. Your grade will be determined by the percentage of possible points earned using the scale below.

A = 93% - 100%  B = 85% - 92%  C = 77% -84%
D = 70% - 76%  F = Below 70%

A grade of incomplete will be given to any student who has not properly uploaded all critical performances to the WKU Electronic Portfolio System or completed and documented all observation time. Students cannot student teach with an incomplete grade in a teacher education course.

**Instructional Methods:** These will include, but not be limited to lecture, discussion, quizzes, group and individual activities and projects, peer teaching presentations, simulations, readings, field experiences, and other methods as determined by the instructor.

**Work Format:** The specific format for different assignments will be discussed in class. In general all original work submitted for grading must be word-processed in 12 point Times New Roman font. All work submitted must have a header with the Student’s Name and the Instructor’s Name, the name of the assignment, and the date on which the work is completed. Each page must be numbered sequentially in the footer in the format of “Page x of y.” Unacceptable work will receive a reduced grade or be rejected.

**Late Work:** Late assignments are accepted within one (1) hour of the end of class on the due date with a 10 pt. penalty. No work is accepted after that time without an accompanying, completed “Extenuating Circumstances Request Form” (see below). Makeup exams are not given except for participation in required university events (athletic matches, speech etc..). Participants in these events must submit a written request to schedule a makeup exam at least two class periods before the normal test date. For other policies and exceptions see Attendance and Participation Policy.

**Attendance and Participation Policy:** Class participation is an important part of this course and is worth 100 pts. These points are awarded on the basis of 10 pt. per day for 10 instructor selected days. These
points are awarded based on attendance and participation on the selected days. Additional days may be awarded at instructor discretion.

Occasionally, extenuating circumstances cause absences. These situations can cause a student to miss a deadline or exam. Extenuating circumstances include such things as participation in required university events, serious illness, death in the family or automobile accidents on class days. A form is available to request an exception to the usual policies on missed work, participation and missed exams. This form must be completed and given to the instructor before the absence (1 class meeting early in most cases, 2 for school events) unless the nature of the absence made this impossible. See the form for more details.

Field Work: This class requires each student to complete field observations and clinical experiences during normal school hours. The locations and times will be announced in class. Some observation time and teaching time is scheduled into this class. Some observations will be on your own time. You will be responsible for your own transportation. Makeup hours must be earned on your own time with the prior approval of both the course instructor and the cooperating school or organization. As per state law, you must have a criminal background check, a TB test, and a physical before you enter any schools. These three items must be on file in the Teacher Certification Office (Tate Page Hall, room 408). It is your responsibility to make sure you have all these items on file. (Please see below for more information regarding admission to Teacher Education)

Cheating and Academic Dishonesty: Cheating and academic dishonesty are unacceptable. If detected any student work involved will be assigned a grade of “F” which can result in failing the course. Student work may be checked using plagiarism detection software. Any use of a cell phone or other electronic device during tests and quizzes without the prior permission of the instructor will be considered cheating.

Plagiarism: Plagiarism is representing work taken from another source or student as your own. See the WKU undergraduate catalog for more information on what defines plagiarism. Plagiarized work will be assigned a grade of “F” which can result in failing the course.

E-Mail: E-mail is an extremely convenient way for teacher and student to communicate. I usually check my e-mail daily and will respond if possible. If you e-mail me after 5 pm I may not see the message until the next day. I will use WKU e-mail addresses when communicating with students.

When you e-mail me please use the subject line to state your name, course and subject of your e-mail. Remember the limitations of e-mail. Questions requiring more than a sentence or two (such as “What was covered in class today?” or “How do I make a quadrant?”) are beyond the scope of e-mail. The same would be true of most special requests. In those cases please schedule an office appointment or make a phone call.

Cell Phones: Turn off all cell phones, pagers and electronic devices during class. In exceptional circumstances I will allow a student to set a cell phone to silent/vibrate and sit near the door. Speak with me should such a situation occur. Any use of a cell phone or other electronic device during tests, quizzes and other evaluations without the express permission of the instructor will be considered cheating.

Special Needs Accommodation: In compliance with university policy, students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must
contact the Office for Student Disability Services in DUC A-200 of the Student Success Center in Downing University Center. Please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.

<table>
<thead>
<tr>
<th>Extenuating Circumstance Absence Appeal</th>
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<tbody>
<tr>
<td>Dr. Vicki Metzgar</td>
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<table>
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<tr>
<th>Name: (Please print)</th>
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<tr>
<td>Contact Information:</td>
<td>____________________________________________________</td>
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<tr>
<td>Date(s) of Absence:</td>
<td>____________________________________________________</td>
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Nature of Extenuating Circumstance (Check one):

- Serious Illness ______
- Family Emergency _____
- Other _______

Explain the extenuating circumstance causing your absence and why it should be considered excused. Include in your explanation when you first knew you would be absent and when you first notified the instructor. If this request is being made AFTER an absence, explain why the request could not be made in advance. Attach supporting information (Doctors note, etc.) to the back of this form. Use additional pages if needed.

Be sure to include what specific request you are making for the absence (excuse, a participation penalty, extending the due date of an assignment, schedule a makeup, etc...). Include your proposed dates for finishing work.
WKU Policies require all students seeking certification to be officially admitted to Teacher Education. WKU’s Office of Teacher Education is located on the 4th floor of Tate Page Hall. You will find documents attached below that explain the requirements for Teacher Certification in Kentucky. Questions regarding admission to Teacher Education should be directed to this office.

Requirements For Admission To Student Teaching

1. **FORMAL ADMISSION TO TEACHER EDUCATION ONE SEMESTER PRIOR TO APPLICATION (TA File Complete)**

2. **COMPLETION OF PREREQUISITES**
   a. All professional education courses and all elementary and middle grade specialty area courses must be complete with a grade of “C” or higher.
   b. At least one full semester of courses completed at Western Kentucky University. (Graduate students who are completing certification requirements must have the equivalent of one summer session - 6 semester hours.)
   c. At least three-fourths of the major area or area of concentration must be completed. (Middle grades must have all courses completed in the requested subject area for student teaching.) If student teaching is allowed in the minor, all of the minor must be completed prior to student teaching.

3. **GRADE POINT AVERAGE**
   a. Overall - 2.5
   b. Specialization - 2.5
      1. If secondary - 2.5 in the area in which you student teach
      2. If middle grades - 2.5 in both specialty areas, even though student teaching in only one
   c. Professional Education - 2.5
   d. Disposition Averages of 3 or higher in all areas and Critical Performance Averages of 2.5 or higher in all areas.

4. **SENIOR STANDING** - completion of at least 90 semester hours

5. **VALID AND CURRENT* MEDICAL EXAMINATION, including tuberculin test.** State of KY and Federal criminal records checks to be done in assigned school districts after your student teaching placement has been made. *Not older than one year from the end of the semester you plan to student teach.

6. **MORAL, SOCIAL, AND ETHICAL BEHAVIOR** must be acceptable in the school community and the community at large.

7. **CERTAIN COURSEWORK MAY NOT BE TAKEN DURING STUDENT TEACHING without written permission from the Director of Teacher Services.** If you are planning to take a course during student teaching, you must email the student teaching office, lil.davis@wku.edu, to ensure that it does not conflict with state or university regulations.
Student Checklist for Teacher Education Admissions

(This is a personal checklist to record each admission step you complete)

____ Attend Teacher Education Admissions Orientation (This will be done as part of SMED 320 class.)

____ File an application for admission to teacher education (TA1)

File a statement indicating no convictions or pending charges on a felony or sexual misconduct misdemeanor.

Sign and file a statement verifying an understanding of such information as the current employment conditions, demands of the teaching field, wide range of skills essential to the teaching field, amount and nature of required class work, necessity of becoming involved in clinical experiences, increasing complexity of the teaching profession, cut-off scores on required tests, and academic attainment required for admission.

Sign and file a statement indicating receipt of a printed copy of the: (1) requirements for admission to teacher education and student teaching, (2) components related to program course requirements, (3) program matriculation standards, and (4) current PRAXIS test requirements.

The candidate must submit a competed physical, TB screening and thumb print criminal background check. Neither can be over one year old at time of submitting.

____ Submit an appropriate photograph for the teacher admissions file.

Achieve and maintain the required minimum overall GPA of 2.5 for admission to teacher education (In order to student teach the candidate must have a 2.5 GPA or better in professional education, any identified certification area(s), as well as overall).

____ File a statement indicating a commitment to uphold The Professional Code of Ethics for Kentucky School Personnel and received notification of the Code of Conduct Review.

Demonstrate proficiency in the use of oral language by attaining a grade if “C” or higher in an approved general education speech course for education majors (or equivalent courses COMM 145, 161, 181) or by attaining an overall GPA of at least 2.5 (4.0 scale) on an undergraduate degree from an accredited institution.

Demonstrate writing proficiency by attaining a 2.5 GPA in English 100 and English 300 or equivalent courses with neither grade being lower that a “C”. A grade of “C” or higher must be earned in all professional education classes. (If the candidate does not meet this requirement, she/he must contact the Office of Teacher Admission for advisement).

____ Complete teacher admission testing requirements; one of the following completes the requirements: *

1. The Enhanced American College Test (ACTE) with a minimum composite score of 21
2. The Scholastic Aptitude Test (SAT) with a minimum score of 1500
3. The Pre-Professional Skills Test (PPST) with minimums of 173 in Mathematics, 173 in Reading, 172 in Writing.
4. The Graduate Records Exam (GRE) with a minimum score of 800 overall and writing
assessment of 3.5 or a 2,200 GAP score (undergraduate GPA X GRE for completed Baccalaureate Degree)

*Official documentation of test scores must be on file in the Office of Teacher Admissions to verify satisfactory completion of this requirement; Passing ACT scores posted by the registrar will be considered verification. Test scores not available on Top Net should be brought to TPH 408.

Obtain three positive faculty recommendations: Disposition toward teaching will be evaluated according to specific qualities or traits.

a. All teacher admissions candidates: The student must be recommended by his/her EDU 250 or MGE 275 professor and a Western Kentucky University faculty member from one of the following courses (LTCY320/421/444, ELED 345, SEC 351, 352, EXED 330, PSY 310).

b. Elementary Ed, MGE majors only: A faculty member outside the Department of Teacher Education must recommend the student.

c. Secondary, K-12, 5-12 majors only: The student must be recommended by a faculty member in his/her major subject who is not the student’s faculty advisor.

Candidate must be on ICAP or submit to the Office of Teacher Services a copy of their written degree program. Students must be enrolled in/admitted to a program that leads to certification for official approval by the Professional Education Committee. (All above requirements must be met prior to the teacher admission deadline dates of September 15 or February 15. The candidate’s admission must be committee approved prior to applying for student teaching. Application deadlines for student teaching are September 15 for spring student teaching and February 15 for fall student teaching.)

Some teacher education programs, as indicated in the “Program Matriculation Standards Related to Teacher Admission,” require completion of the teacher admission testing standard as a prerequisite for enrollment in certain courses. Further, all programs require official admission to teacher education by at least the beginning of the semester prior to student teaching if not as a prerequisite for enrollment in certain courses prior to the student teaching semester.

**IMPORTANT.** Please maintain regular contact with the Teacher Services Center. The office is located in Tate C. Page Hall 408/407.

<table>
<thead>
<tr>
<th>Teacher Admissions</th>
<th>Tammy McComb</th>
<th>745-6571</th>
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<tbody>
<tr>
<td>Student Teaching</td>
<td>Lillian Davis</td>
<td>745-4896</td>
</tr>
<tr>
<td>Minority Recruitment</td>
<td>Denise Hardesty</td>
<td>745-2996</td>
</tr>
<tr>
<td>Elementary/Middle Advisor</td>
<td>Deborah Sloss</td>
<td>745-6572</td>
</tr>
<tr>
<td></td>
<td>Denise Garner</td>
<td>745-3928</td>
</tr>
<tr>
<td>Secondary Advisor</td>
<td>Michelle Kahler</td>
<td>745-6249</td>
</tr>
<tr>
<td>Certification</td>
<td>Ellen Gott</td>
<td>745-2124</td>
</tr>
<tr>
<td></td>
<td>Cameron Carr-Calvert</td>
<td>745-4300</td>
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</table>
Section 1. Certified personnel in the Commonwealth:

(1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;

(2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;

(3) Shall strive to hold the responsibilities of the education profession, including the following obligations to students, to parents and to the educational profession:

(a) To Students:

1. Shall provide students with professional education services in a non-discriminatory manner and in consonance with accepted best practice known to the educator;
2. Shall respect the constitutional rights of all students;
3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
4. Shall not use professional relationships or authority with students for personal advantage;
5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
6. Shall not knowingly make false or malicious statements about students or colleagues;
7. Shall refrain from subjecting students to embarrassment or disparagement; and
8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing or grabbing; rape; threats of physical harm; and sexual assault.

(b) To Parents

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
2. Shall endeavor to understand community cultures and diverse home environments of students;
3. Shall not knowingly distort or misrepresent facts concerning educational issues;
4. Shall distinguish between personal views and the views of the employing educational agency;
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair
professional judgment, and shall not offer any of these to obtain special advantage.

(c) To the Education Profession:

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualification; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualification or those of other professionals.

Section 2. Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in KRS 161.120 and 704 KAR 20:585.