



BASIC COURSE INFORMATION

Course Prefix, Number, and Title: ED 324L Clinical I Classroom Observation

Credits: 0

Meeting Days and Times: 2 days with a cooperating teacher either helping set up the classroom OR attending in-service days AND the first 2 days of school arranged with the Teacher Advisement and Field Placement Office

Semester/Year: Fall 2019

Course Dates in Campus Connection: August 26, 2019 – December 20, 2019

Mode of Delivery: On campus

Location: Arranged in local schools

INSTRUCTOR INFORMATION

Name(s) of Faculty Member(s): Dr. Kathy Hintz

Office Location & Office Hours: Swain 218D/MWF 1-4 and by appointment

Contact Information: Kathy.hintz@minotstateu.edu

ADDITIONAL COURSE INFORMATION

Catalog Description: ED 324L. Fall Experience. 0 Hours.

This mid-level clinical experience provides students in teacher education with an extended experience in the fall semester observing and assisting with beginning of the year room design, organization, and classroom management policies and procedures.

Placement Policies: There are no placement policies for this course

Prerequisite/Co-requisite Courses: ED 324L should be taken in the fall with either a methods class (as determined by the department) or student teaching.

General Education Category (or Categories): This course does not address general education categories.

Required Course Materials:

Access to TK20.

Beginning Fall 2015 every teacher education major is required to have access to TK20. You can gain access by going to <https://minotstateu.tk20.com>. This is a one-time purchase, and if you're purchasing it or have purchased for another course at Minot State University either this semester or in the past, you only have to buy it one time. This one-time purchase will remain active for three years after you graduate from Minot State University.

Course Description

ED 324L Clinical VI is an extended experience in the fall semester observing and assisting with beginning of the year room design, organization, and classroom management policies and procedures. You will spend 4 school days total in this clinical. **You must have a set schedule in advance for these observation periods and you must stick to that established schedule. If illness or another major event causes you to be unable to attend on a particular day, it is your professional responsibility to notify your university instructor (for the first half of this experience) and your classroom teacher.** You are required to maintain a reflective journal for this experience and submit a final reflective paper, as well as a self-assessment form (Mid-Level Clinical VI), to the Tk20 system.

ED 324L Connections: Methods and student teaching are complementary courses to ED 324L Clinical VI. ED 324L provides teacher candidates with the opportunity to observe and participate in the process of getting ready for a new school year and setting up procedures for the school year. Methods and student teaching allow the teacher candidate to participate in those processes and make the connection between how classrooms are set up and how they function.

Teacher Education Student Learning Outcomes

3.1 The teacher candidate collaborates and communicates with others to build a positive learning climate marked by respect, rigor and responsibility.

Course Objectives:

1. Communicate and collaborate in positive ways with public school partners

ASSIGNMENTS AND GRADING INFORMATION

Grading Policy and Scale:

This course is an S/U graded course. In order to earn an "S," you must complete four days of observation, have those hours verified by your cooperating teacher, complete your self-

assessment in TK20, and complete your reflective paper following the guidelines presented in TK20.

TK20/MSU Assessment System

The first time you register for a clinical experience you will need to purchase an individual license for Tk20, our new online assessment system. You can do this by going to: <https://minotstateu.tk20.com> and clicking the “Click here to register your student account.” The link will take you to a payment page and will explain the process as you go. It can take a few days for the system to process payment and for you to be able to access your Tk20 account. All of the necessary forms for your clinical experiences, including practicum/methods and student teaching, will be in this system so it is important that you get registered! The system will send out your placement information for the clinical experiences you are registered for in a specific semester. So, for example, if you are registered for methods or student teaching this semester you will receive two placement notifications and two “binders” in Tk20. A binder is simply a place with tabs where you complete needed paperwork and evaluations.

TK20 submissions -- Teacher candidates:

1. Reflective paper
2. Hours log
3. Self-assessment on Mid-Level Clinical VI rubric

Final Reflective Paper

Please use the following description and questions to write your final reflective paper for ED 324L.

Please keep a journal of your experiences during this clinical so that when you write your reflective paper at the end you are able to remember the range of your experiences as well as specific examples. Once the experience is concluded, please write a 2-4 page paper that addresses the following areas:

1. Describe your efforts at communication and collaboration with your cooperating teacher and others in the school setting as well as what you learned about the importance of communication and collaboration throughout the experience.
2. Discuss the idea of culturally appropriate and respectful communication. What is it and why does it matter?
3. Describe the importance of classroom procedures, classroom arrangement, and classroom rules and the processes you observed to put those all in place. Why do these three things matter?
4. Describe what you currently perceive as your greatest needs in relation to future learning. What areas do you really need to focus on in your upcoming time at the university and in future clinical experiences? Why those areas?

5. Describe what you believe constitutes ethical behavior as a teacher. Use specific examples when possible to describe your decisions in relation to ethical issues and issues related to professionalism.

TK20 submissions -- Cooperating Teachers:

1. Verification of hours
2. Assessment of teacher candidate on Mid-Level Clinical VI rubric
- 3.

TK20 submissions – Faculty or University Supervisors:

1. Mid-Level Clinical VI rubric (based on reflective paper)

Tentative Course Outline: This course is self-directed in relation to schedule

Dues Dates of Major Assignments: All materials for this clinical are due by September 15.

POLICIES

Multiple placements

For those of you registered in multiple clinical experiences, every effort will be made to place you at one site (school) for those experiences. We can do this only if we know all of the clinical experiences you are in for a specific semester so please make sure to put ALL placement requests on the Placement Request Form.

Forms

Please make sure that you complete the Student Request for Placement form.

Late and Missed Work Policy: All materials are due on September 15. If you will be unable to make this deadline you should contact me as soon as possible.

Attendance Policy: Attendance at your clinical placement is mandatory. You need to establish a schedule with the cooperating teacher and stick to that schedule. Days you miss you may reschedule with the cooperating teacher IF that new schedule works for the cooperating teacher.

University Sanctioned Events Policy:

Minot State University has a commitment to students who represent the University in official capacities. University-sanctioned activities include events that are required or encouraged by a class, program, club, or athletic team. When a student has a scheduled absence due to a university-sanctioned activity, it is the student's responsibility to communicate with the faculty member prior to his or her absence. It is your responsibility to reschedule any missed observation appointments with your cooperating teacher AND to provide the cooperating teacher with advance notice of those absences.

Academic Honesty Policy with Penalty for Violating the Policy:

The academic community operates on the basis of honesty and integrity. In addition, the profession of teaching requires the highest professional integrity. Occasionally, this trust is

violated when cheating occurs either inadvertently (by failing to give proper credit to the ideas of others) or purposefully when another person's work is copied word-for-word or in turning in another person's work as your own. Simply rearranging the words or connecting the source's phrases with your own words is still plagiarism. When plagiarism occurs, a failing grade will be given for the assignment and further action may be taken following the MSU guidelines regarding academic honesty. Copying material from sources either printed or electronic, or another student, whether from this semester or a previous one, is unacceptable. This includes information on the Internet. You need to give credit to all sources! *It is difficult to distinguish between the person who copied and the person who was copied; therefore, you are strongly advised not to share your coursework with ANYONE. Even if you don't copy another's work word for word, a sharing of ideas is also considered inappropriate. All assignments to be completed outside of class time are to be completed individually, with no collaboration, on your own, by yourself. There will be no exceptions to this policy unless it is discussed in class. Copying another person's work may have additional consequences, including a referral to Student Life and possible probation from Minot State University.*

Disability Statement:

In coordination with the Access Services, reasonable accommodations will be provided for qualified students with disabilities (LD, Orthopedic, Hearing, Visual, Speech, Psychological, ADD/ADHD, Health Related, TBI, PTSD and Other). Please meet with the instructor during the first week of class to make arrangements. Accommodations and alternative format print materials (large print, audio, disk or Braille) are available through the Access Services, in person, by phone 701-858-3371 or by e-mail at evelyn.klimpel@minotstateu.edu.

Non-discrimination Statement:

Minot State University subscribes to the principles and laws of the state of North Dakota and the federal government pertaining to civil rights and equal opportunity, including Title IX of the 1972 Education Amendments. Minot State University policy prohibits discrimination on the basis of race, gender, religion, age, color, creed, national or ethnic origin, marital status, sexual orientation, gender identity, or disability in the recruitment and admission of students and the employment of faculty, staff, and students, and in the operation of all college programs, activities, and services. Evidence of practices which are inconsistent with this policy should be reported using the Student Complaint and Anti-Discrimination Form located here: <https://form.jotform.com/72996849416981>.

For the complete non-discrimination statement, visit [here](#).

Title IX Statement:

MSU faculty members are "mandatory reporters," which means that once we are apprised of violence or harassment based on sex and gender, we are required to report the incident to the Title IX office on campus, regardless of whether the student wants this information reported or not. It may very well be that you would like the information reported, but you do not know whom to approach about this information, in which case our mandatory reporting requirements will be desirable to you. However, if you just wanted to talk about an incident but do not want it reported, neither you nor I have any choice in this matter, and once divulged, I must report it. This notice is to inform you of requirements under the Department of Education Office for Civil Rights.

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to accountability and support. If you or someone you know has been harassed on the basis of sex and gender or assaulted, you can find the appropriate resources on/off Minot State University's campus.

Contact Information:

Lisa Dooley | Title IX coordinator

Minot State University | Memorial 412

500 University Ave W | Minot, ND 58707

Ph: 701.858.3447 | lisa.dooley@NDUS.edu

[Title IX Resources](#)

[Reporting Forms](#)

IMPORTANT DATES

Assessment Day: Monday, September 23

Final Exam Date and Time: The binder for this class is due on September 15. There is no scheduled final exam.