



common syllabus for ED 324L – Clinical VI: Fall Experience

0 Semester Credits

Instructor:

Office:

Email/Phone:

Office hours:

Required

Textbooks: None

Required

Products:

Access to TK20. Beginning Fall 2015 every teacher education major is required to have access to TK20. You can gain access TK20 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 (course catalog): 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.

Course Rationale and Information:

Clinical VI is intended to allow you to observe and participate in the crucial work teachers engage in prior to the beginning of the school year as well as how teachers set procedures in place in the very first days of school. You are required to submit documentation of hours and a reflective paper as well as complete a self-evaluation using the Mid-level Clinical VI form in the Tk20 system.

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 and the classroom teacher you are scheduled to visit.

Program Outcomes:

- II. Communication and collaboration: Collaborates and communicates with others to build a positive learning climate
- IV. Student learning: Manages the learning environment to ensure learner growth
- V. Reflection: Reflects on learner needs to select and pursue professional learning

VI. Responsibility: Conducts his/her self in an ethical manner

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 in Clinical I and Clinical III 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: 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:

- a. 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.
- b. Discuss the idea of culturally appropriate and respectful communication. What is it and why does it matter?
- c. 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?
- d. 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?
- e. 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.

2. Hours log

3. Self-assessment on Mid-level Clinical V rubric

TK20 submissions - Cooperating teacher or principal:

1. Verification of hours

2. Assessment of teacher candidate on Mid-level clinical VI rubric

TK20 submissions - Faculty or University Supervisors:

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

Cooperating Teacher or Principal Expectations

Clinical VI is intended to develop teacher candidates the opportunity to observe and participate in the activities teachers engage in prior to the beginning of school. The teacher candidate should assist the teacher with beginning of the year set up, appropriate in-service meetings, and also should observe for the first full two days of school.

As the cooperating teacher or principal supervising this experience you will need to login to TK20 and verify the teacher candidate's hours and complete a brief assessment on that student's performance during this clinical time.

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 and turn it into the instructor for your clinical course. You are also required to submit a schedule to complete the clinical hours (this schedule must be agreed upon by your cooperating teacher) spread out over the semester as much as possible. In addition, make sure that you have a copy of the requirements for the reflective journal (if required) and a copy of the self-assessment form you will complete at the end of the experience.

Professional Attire and Attitude

All of the clinical experiences are professional experiences. You are expected to dress appropriately, be on time, demonstrate your interest and enthusiasm in the teaching profession, and generally represent yourself and our program well. More specifically, you must follow school and teacher policies regarding no food and drink in the classroom and you must not have your phone or tablet out. We understand that many of you take notes on these devices, but they can easily be mis-interpreted by other teachers, administrators, and parents. If you experience difficulties with these expectations you will need to meet with your advisor and clinical course instructor to develop a plan for improvement.

Students with Disabilities

In coordination with Disability Support Services, reasonable accommodations will be provided for qualified students with disabilities (LD, Orthopedic, Hearing, Visual, Speech, Psychological, ADD/ADHD, Health-related issues, and other). Please meet with me during the first week of class to make arrangements. Accommodations and alternative format print materials (large print, audio, disk, or Braille) are available through Disability Support Services, located in the lower level of Lura Manor. Please call (701) 858-3371 or email evelyn.klimpel@minotstateu.edu for more information.

Sexual Harassment/Violence

If you experience any form of violence or sexual harassment. Please don't hesitate to contact: <http://www.minotstateu.edu/keepusafe/>

Academic Honesty

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.