

Plainview Campus

1. **SCHOOL OF EDUCATION**

**2.University Mission:** Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success and service to God and humankind.

**3.Course Number and Title: EDUC 2301 Principles and Practices Fall 1 2020**

**4.Class meets:** Online Virtual Campus

**5.Professor:** Mrs. Trisha Giacomazzi

**6.Office Phone:** Phone: (806) 291-1048-Office (806) 680-2044-Cell

Email: [giacomazzit@wbu.edu](mailto:giacomazzit@wbu.edu)

**7.Office Hours:** M/W: 10:55 am-12:00 am & 1:00pm-2:30pm; Tue/Thur: 10:45-12:00 & 1:00 -2:30 pm in Van Howeling Building room 201 \*\*Appointments can be scheduled as needed, but student must contact professor\*\*

**8. Course Meeting Time & Location: August 17- October 10 WBU online Virtual Campus**

**9. Catalog Description**: Survey course of the teaching-learning process, and factors impacting teaching and learning with emphasis on assisting the student in deciding future grade level and content levels to teach. Field experience: **8 hours. If you do not complete an essay for each field experience hour documenting your interaction with students, then you will NOT pass this course!**

**10. Prerequisites:** None

**11. Required Resource Materials:** Borich, Gary D. (2017), *Effective Teaching Methods, Research-based Practices*, Pearson, 9th ed.

Your textbook is in **electronic form** and is available in Blackboard in the course – **NOW!** The cost of the text will be added to your student account balance. It is significantly less than a printed version.

**With this electronic textbook, you are able to start reading right at the first day of class**. Note: instructors can access analytics to see your reading progress through the book. Other actions include:

* highlighting
* making notes and sharing notes
* flashcards and bookmarks
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* Short Video for [How to Use the eTextbook](https://www.youtube.com/watch?v=6PTIm2xWiKk) and all features

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* Click on the Textbook link in your course
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**VA Chapter 31 students who need a receipt** for book purchase for the government:

* Open this responsive form and fill it out. (except verification line)
* Sign the form attached below (electronic or "print and sign")
* Click on the name of your campus
* Attach your completed and signed form to the generated email.
* Add your name and contact info in the body of the email.
* Hit send!
* If you choose to, you can mail form to your campus.

**Campus VA connections**

|  |  |  |
| --- | --- | --- |
| [Albuquerque](mailto:maria.rosales@wbu.edu.?subject=VC%20book%20receipt) | [Altus](mailto:jerry.faught@wbu.edu) | [Amarillo](mailto:burtonk@wbu.edu;tudmanj@wbu.edu;landonc@wbu.edu?subject=VA%20book%20receipt) |
| [Anchorage](mailto:wisdomc@wbu.edu?subject=VA%20book%20receipt) | [Clovis](mailto:nelsond@wbu.edu?subject=VA%20book%20receipt) | [Fairbanks](mailto:durbinb@wbu.edu?subject=VA%20book%20receipt) |
| [Hawaii](mailto:rachael.palompo@wbu.edu?subject=VA%20book%20receipt) | [Lubbock](mailto:burtonk@wbu.edu?subject=VA%20book%20receipt) | [WBUonline](mailto:burtonk@wbu.edu?subject=VA%20book%20receipt) |
| [Phoenix](mailto:andrew.marquez@wbu.edu;%20pribbenoj@wbu.edu;%20downingk@wbu.edu?subject=VA%20book%20receipt) | [Plainview](mailto:burtonk@wbu.edu?subject=VA%20book%20receipt) | [San Antonio](mailto:ta@wbu.edu?subject=VA%20book%20receipt) |
| [Sierra Vista](mailto:lopezb@wbu.edu;claudia.hannum@wbu.edu?subject=VA%20book%20receipt) | [Tucson](mailto:nathan.stephens@wayland.wbu.edu;hernandeza@wbu.edu?subject=VA%20book%20receipt) | [Wichita Falls](mailto:dunlapw@wbu.edu?subject=VC%20book%20receipt) |

Questions? email [textbooks@wbu.edu](file:///C:\Users\cindym\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\3JK88KH1\textbooks@wbu.edu)

**12. Optional Materials:** None

**13. Student Learning Outcomes (Correlated to State Competencies):**

1. Students will discuss and identify the contributing behaviors for effective teaching including ethical & legal issues.
2. Students will discuss the major developmental models and how they explain children’s learning processes.
3. Students will identify factors that establish a learning climate and promote student engagement including the purpose of schooling, diversity, social issues and problems, and curriculum.
4. Students will demonstrate the ability to develop goals, objectives, lessons and unit plans that integrates a teacher’s reflective process and philosophy of teaching.
5. Students will identify the levels of questions and describe when to use the various questioning strategies in a lesson presentation.
6. Students will develop an understanding of direct instruction, indirect instruction, constructivist learning and cooperative learning.
7. Students will identify various strategies for assessing student learning.
8. Students will discuss employment, teacher expectations and professional and ethical responsibilities.

**Means for Assessing Student Outcomes/Competencies:**

1. Exams (outcomes A, B, C, D, E, F, G, H)
2. Textbook Reading Analysis (outcomes B, C, D, E, G)
3. Research and Presentation (outcomes A, C, D, E, F, H)
4. Discussion Participation (outcomes A, B, C, D, E, F, G, H)
5. Develop Lesson Plans & Teach (A, B, C, D, E, G)

**Certification Preparation Alignment:** Pedagogy & Professional Responsibilities (PPR)

**DOMAIN 1:** DESIGNING INSTRUCTION AND ASSESSMENT TO PROMOTE STUDENT LEARNING

Competency 001: The teacher understands human development processes and applies this knowledge to plan instruction and ongoing assessment that motivate students and are responsive to their developmental characteristics and needs.

* 1. Understands the lifelong impact of the experiences on individual development and on society.
  2. Knows the typical stages of cognitive, social, physical, and emotional development of students.
  3. Recognizes the wide range of individual developmental differences that characterizes students and the implications of this developmental variation for instructional planning.
  4. Recognizes factors affecting the physical growth and health of students (e.g., nutrition, sleep, prenatal exposure to drugs, abuse) and knows that students’ physical growth and health impact their development in other domains (e.g., cognitive, social, emotional).
  5. Recognizes factors affecting the social and emotional development of students (e.g., lack of affection and attention, limited opportunity for verbal interactions, changes in family structure) and knows that students’ social and emotional development impacts their development in other domains.
  6. Knows the stages of play development (i.e., from solitary to cooperative) and the important role of play in young children’s learning and development.
  7. Demonstrates knowledge of developmental changes in children’s thinking (i.e., from primarily concrete thinking to systematically).
  8. Analyzes how developmental characteristics of student’s impact learning and performance.

1.11 Understand how development is any one domain (i.e., cognitive, social, physical, emotional) impacts development in other domains.

1.12 Recognizes signs of developmental delays or impairments in students.

***Standard I. Domain I. Competencies 001-004 Domain III. Competencies 007-010 The teacher designs instruction appropriate for all students that reflects an understanding of relevant content and is based on continuous and appropriate assessment.***

1.1k the intellectual, social, physical, and emotional developmental characteristics of students in different age groups;

1.5k cultural and socioeconomic differences and the significance of these differences for instructional planning; and

1.11k current research on best pedagogical practices.

1.18k the use of resources beyond the campus to help students meet academic and nonacademic needs.

1.1s plan lessons that reflect an understanding of students’ developmental characteristics and needs;

1.5s acknowledge and respect cultural and socioeconomic differences among students when planning instruction.

2.4k the importance of communicating enthusiasm for learning; and

2.5k the necessity of communicating teacher expectations for student learning

2.7k how to organize student groups to facilitate cooperation and productivity;

2.11k non-instructional duties (e.g., taking attendance) and procedures for performing these duties effectively;

2.1s interact with students in ways that reflect support and show respect for all students;

2.2s use strategies to ensure that interactions among students are polite, respectful, and cooperative; and

2.3s use strategies to ensure that the classroom environment and interactions among individuals and groups within the classroom, promote active engagement in learning.

2.4s communicate to all students the importance of instructional content and the expectation of high-quality work; and

2.5s ensure that instructional goals and objectives, activities, classroom interactions, assessments, and other elements of the classroom environment convey high expectations for student achievement.

2.21s respect students’ rights and dignity.

3.1k the importance of clear, accurate communication in the teaching and learning process;

3.9k strategies and techniques for using instructional groupings to promote student learning;

3.10k different types of motivation, factors affecting student motivation, and effective motivational strategies in varied learning contexts; and

3.12k characteristics of effective feedback for students;

3.15k the significance of teacher flexibility and responsiveness in the teaching/ learning process; and

3.16k situations in which teacher flexibility can enhance student learning.

4.1k the importance of families’ involvement in their children’s education; and

4.13k legal requirements for educators (e.g., those related to special education, students’ and families’ rights, student discipline, equity, child abuse);

4.14k ethical guidelines for educators in Texas (e.g., in relation to confidentiality, interactions with students and others in the school community);

4.15k policies and procedures in compliance with Code of Ethics and Standards Practices for Texas Educators as adopted by the State Board for Educator Certification;

4.16k procedures and requirements for maintaining accurate student records;

4.18k the structure of the education system in Texas, including relationships between campus, local, and state components.

4.3s communicate with families on a regular basis to share information about students’ progress and respond appropriately to families’ concerns; and

***Standard II. The teacher creates a classroom environment of respect and rapport that fosters a positive climate for learning, equity, and excellence.***

2.4k the importance of communicating enthusiasm for learning; and

2.11k non-instructional duties (e.g., taking attendance) and procedures for performing these duties effectively;

2.12K the classroom roles of paraprofessionals, volunteers, and other professionals, including substitute teachers, in accordance with district policies and procedures.

2.1s interact with students in ways that reflect support and show respect for all students;

2.2s use strategies to ensure that interactions among students are polite, respectful, and cooperative; and

2.21s respect students’ rights and dignity.

***Standard III. The teacher promotes student learning by providing responsive instruction that makes use of effective communication techniques, instructional strategies that actively engage students in the learning process, and timely, hig-quality feedback.***

3.1k the importance of clear, accurate communication in the teaching and learning process;

3.15k the significance of teacher flexibility and responsiveness in the teaching/ learning process; and

3.16k situations in which teacher flexibility can enhance student learning.

3.14s encourage students’ self-motivation and active engagement in learning.

***Standard IV. The teacher fulfills professional roles and responsibilities and adheres to legal and ethical requirements of the profession.***

4.1k the importance of families’ involvement in their children’s education; and

4.15k policies and procedures in compliance with Code of Ethics and Standards Practices for Texas Educators as adopted by the State Board for Educator Certification;

4.18k the structure of the education system in Texas, including relationships between campus, local, and state components.

**Learning Units:** Learning Unit folders have been set up on Blackboard that correlates with each week of the course. These units contain your reading assignments, weekly assignments, weekly quizzes, lecture notes and other valuable information for that week. Once these units are closed, they will not be re-opened for you. In other words, pay attention to due dates!

**Assignment Submission:** The Assignment Submission menu item contains the links to use when submitting assignments in Blackboard. To submit your work, click on the link that corresponds to the assignment that you are submitting. When submitting an assignment, please save the document as a **word** file before submitting the document. Remember, if I can’t open it, I can’t grade it. All work must be submitted by the deadline posted, it will be up to the instructor to accept work that is late. If accepted deductions for a late submission will be calculated into the grade. Under NO CIRCUMSTANCES will the instructor accept the entire semester’s work during the last week or during the last day of the course; the student should make arrangements prior to the end of the course with the instructor.

**14. Attendance Requirements:** Students enrolled should make every effort to attend and participate fully in the class. You will earn 1 point for every day you attend, come prepared to discuss the weekly readings, and actively participate in discussions. In order to make up incomplete work, the student must explain the reason for the deficiency to the instructor, who will then determine whether the omitted work may be made up. When a student shows a lack of participation considered by the instructor to be excessive, the instructor will so advise the student. Any student who misses **25 percent or more** of the class **will receive a grade of F** in the course.

Additional participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy. Student grade appeals should be addressed, in writing, to the campus dean.

1. Tardies: Roll will be taken at the beginning of class. If you arrive late, please make sure you see me at the end of class in order to adjust your attendance as present. If you do not do so then the absence will stand.
2. Absences: Please contact me via email: [giacomazzit@wbu.edu](mailto:giacomazzit@wbu.edu) or text: 806 680-2044 prior to your absence and let me know why you will be absent. If you are sick please see the University nurse, she can email me that you have been seen in her office and should let me know if she recommends you stay away from classes, otherwise the absence will not be excused.
3. Wayland Event Absences: If you participate in a sport or extracurricular activity through Wayland, then I will receive notification of your absence by either Paula Lusk or your department head. It will be your responsibility to make arrangements with me **BEFORE** the absence to complete and submit work that you will be missing during your absence. If you do not email me prior to the absence you will NOT be allowed to make up the work.

**15. Plagiarism and Academic Honesty:** University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e., music, media or the visual arts), as the product of one’s own thought, whether the other’s work is published or unpublished, or simply the work of a fellow student.

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

<http://catalog.wbu.edu/content.php?catoid=8&navoid=707>

1. Written reprimand.
2. Requirement to redo work in question.
3. Requirement to submit additional work.
4. Lowering of grade on work in question.
5. Assigning the grade of F to work in question.
6. Assigning the grade of F for course.
7. Recommendation for more severe punishment (see Student Handbook for further information).

The faculty member involved will file a record of the offense and the punishment imposed with the school dean, external campus executive director/dean, and the executive vice president/ provost. The executive vice president/provost will maintain records of all cases of academic dishonesty reported for not more than two years. Any student who has been penalized for academic dishonesty has the right to appeal the judgment or the penalty assessed. The appeals procedure will be the same as that specified for student grade appeals. (See Student Handbook for further information or, for external students, the external campus executive director/dean).

**16. Disability Statement:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

**Course Outline:**

I. The Effective Teacher

1. What is an Effective Teacher?
2. Key Behaviors Contributing to Effective Teaching
3. Helping Behaviors Related to Effective Teaching
4. The complexity of Teaching: Drawing on 30 Years of Professional Teaching Standards
5. Professional Teaching Standards
6. Your Transition to the Real World of Teaching

II. Understanding Your students

1. Not All Learners are Alike
2. The Effects of General Ability on Learning
3. The Effects of Specific Abilities on Learning
4. The Effects of Culture, Socioeconomic Status, and Language Proficiency on Learning
5. The Effects of Personality and Learning Style on Learning
6. The Effects of the Peer Group on Learning
7. The Effects of Home Life and Social Context on Learning
8. Your Role in Improving the Academic Success of All Learners
9. The Teacher and Cultural, Linguistic, and Socioeconomic Bias in the Classroom

III. Classroom Management I: Establishing the Learning Climate

1. Connecting with Students
2. Earning Trust and Becoming a Leader the Old-Fashioned Way
3. Stages of Group Development
4. Establishing an Effective Classroom Climate
5. Problem Areas in Classroom Management
6. Culturally Responsive Classroom Management
7. Planning Your First Day
8. Making Your Classroom and School a Professional Learning Community

IV. Classroom Management II: Promoting Student Engagement

1. The Humanist Tradition in Classroom Management
2. The Applied Behavior Analysis Tradition in Classroom Management
3. The Classroom Management Tradition
4. An Integrated Approach to Classroom Management
5. The Influence of Home and Family on Classroom Management
6. Establishing the Need for A Teacher-Family Conference
7. Some Teacher-Family Conference Topics: Be Prepared
8. Culturally Responsive Classroom Management

V. Goals, Standards, and Objectives

1. Goals, Standards, and Objectives
2. The Origin of Educational Standards
3. Frames of Understanding
4. Steps in Preparing Behavioral Objectives
5. The Cognitive, Affective, and Psychomotor Domains
6. The Rigor and Relevance Framework
7. Some Misunderstandings about Behavioral Objectives
8. The Cultural Roots of Objectives

VI. Unit and Lesson Planning

1. Teacher as Decision Maker
2. Unit and Lesson Plans
3. Disciplinary and Interdisciplinary Unit Planning
4. Making Lesson Plans
5. Events of Instruction

VII. Technology Integration in Instruction

1. Why Teach with Technology
2. What Technologies Can I Use to Improve My Teaching Effectiveness
3. How Can I Integrate These Technologies Into My Instruction

VIII. Questioning Strategies

1. What is a Question?
2. What Are the Purposes of Questions?
3. What Are Convergent and Divergent Questions?
4. Who Are the Targets of Questions?
5. What Sequences of Questions Are Used?
6. What Levels of Questions Are Used?
7. What is a Probe?
8. How Should Wait Time Be Used?
9. What is Culturally Responsive Questioning?
10. What are common Problems in Using Questions?

IX. Teaching Strategies for Direct Instruction

1. Categories of Teaching and Learning
2. Introduction to Direct Instruction Strategies
3. Direct Instruction Strategies
4. Other Forms of Direct Instruction
5. Culturally Responsive Direct Instruction

X. Teaching Strategies for Indirect Instruction

1. The Cognitive Processes of Learning
2. Comparing Direct and Indirect Instruction
3. Content Organization
4. Conceptual Movement: Induction and Deduction
5. Using Examples and Non-examples
6. Using Questions
7. Learner Experience and Use of Student Ideas
8. Student Self-Evaluation
9. Use of Group Discussion
10. Culturally Responsive Indirect Instruction

XI. Self-Directed and Constructivist Learning

1. Self-Directed Learning
2. Metacognition
3. Teacher Mediation
4. Functional Errors
5. Reciprocal Teaching
6. The Social Dialogue of the Classroom
7. The Role of Inner Speech
8. Dialogues of Self-Directed learning
9. Teaching Cognitive Strategies for Lifelong Learning
10. Project-Based Learning Strategies
11. Culturally Responsive Self-Directed learning

XII. Cooperative Learning and the Collaborative Process

1. Outcomes of Cooperation
2. Components of a Cooperative Learning Activity
3. Establishing a Cooperative Task Structure in Your Classroom
4. Team-Oriented Cooperative Learning Activities
5. Culturally Cooperative Learning

XIII. Assessing Learners

1. Norm-Referenced and Criterion-Referenced Tests
2. The Test Blueprint
3. Objective Test Items
4. Essay Test Items
5. Validity and Reliability
6. Marks and Grading Systems
7. Standardized Tests
8. Performance Assessment
9. The Portfolio
10. Assessing the Academic Progress of Special Learners in the Regular Classroom

**17. Academic Course Requirements and Grading Criteria:** Students are expected to attend class and be prepared! Communicate promptly with the professor in case of an unavoidable delay or absence in order to keep pace with the requirements of the course. Maintaining professional communication with peers and the instructor online during discussions at all times.

1. **Chapter Quizzes**: At the completion of each chapter you will have a short quiz. (7 @ 25 pts = 175 pts. Total)
2. **Chapter Vocabulary**: (7 @ 10 pts. = 70 pts. Total)
3. **Lesson Plan Development:** Create 2 lesson plans using the approved model and present one of them to the class. (2 @ 40 pts.= 80 pts. total)
4. **Field Experience Reflection Papers:** (6 @ 100 pts. = 600 pts. total)

I will arrange 8 different dates and times throughout the Fall for you to attend a Field Experience at a designated school in Plainview. A schedule will be updated in Blackboard as well as directions to each site. While you are in a classroom for this observation you are **required** to interactive with the students. Sitting in the room and “watching” the teacher will not be accepted as interaction. A written reflective analysis paper will be written following the criteria in the assignment for each observation and then turned into the instructor. Please note: You must submit your reflective paper over the designated observation at the school I have arranged, otherwise you will NOT gain credit for this assignment.

(A Field-based Experience Documentation Form, documenting hours and describing the specific type(s) of interactive experiences during the minimum 6 hours, **MUST** be submitted at the end of the term in order to gain credit for the course.) If a student misses the **scheduled** field experience, they will be responsible for making this time up by contacting the school principal and scheduling a date/time to “make up” the time they missed. You must notify me of this make-up date/time.

1. **Midterm Exam** (100 pts.)-The midterm exam will cover readings & lectures from chapters 1-6 of the course. The midterm exam will be a multiple choice and short answer format.
2. **Final Exam** (100 pts.) -The final exam will cover reading & lectures from chapters 7-13 of the course. The final exam will be in a multiple choice and short answer format.
3. **Extra Credit opportunities:**
4. **Use the Writing Center:** Can obtain up to 5 points on **any** Field Experience essay. Plan ahead and schedule your appointment with the writing center early! Have Dr. Lynn or the person who helped you at the writing center email me with the time and day they assisted you on an assignment.
5. **COURSE EVALUATION** (10 pts)

**Total Possible Points= 1000** A = 895-1025 points

B = 795-894 points

C = 695-794 points

D = 695-694 points

F = 694 or below

**17.1** Grade Appeal Statement: “Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by suing the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation”.

**18.Course Schedule/Outline (Assignments and dates may change)**

**Content Folders**  **Assignments & Readings** **Dates**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | August 17-21 | Reading Assignment:  Review Syllabus  Chapter 1- The Effective Teacher  Chapter 2- Understanding Your Students | Vocabulary Ch. 1 & 2  Quiz #1 |
| 2 | August 24-28 | Reading Assignment:  Chapter 3- Classroom Management I  Chapter 4-Classroom Management II  Observation 1 | Vocabulary Ch. 3 & 4  Quiz #2  Observation Essay1 |
| 3 | August 31-Sept. 4 | Reading Assignment:  Chapter 5- Goals, Standards, and Objectives  Chapters 6-Unit & Lesson Planning  Observation 2 | Vocabulary Ch. 5 & 6  Quiz #3  Observation Essay 2  Lesson Plan #1 |
| 4 | Sept. 7-11 | Reading Assignment:  Chapter 7- Technology Integration in Instruction Chapter 8- Questioning Strategies  **Take Midterm Exam**-**Ch.** **1-6**  Observation 3 | Vocabulary Ch. 7 & 8  Quiz #4  Midterm Exam  Observation Essay 3 |
| 5 | Sept. 14-18 | Reading Assignment:  Chapter 9- Teaching Strategies for Direct Teaching  Chapter 10- Teaching Strategies for Indirect Teaching  Observation 4 | Vocabulary Ch. 9 & 10  Quiz #5  Observation 4 Essay |
| 6 | Sept. 21-25 | Reading Assignment: Reading Assignment:  Chapter 11- Self Directed & Constructivist Learning Chapter 12- Cooperative Learning and the Collaborative Process  Observation 5 | Vocabulary Ch. 11 & 12  Quiz #6  Observation #5 Essay  Lesson Plan #2  Course Evaluation |
| 7 | Sept. 28-Oct. 2 | Reading Assignment:  Chapter 13-Assessing Learners  Observation 6 | Vocabulary Ch. 13  Quiz #7  Observation #6 |
| 8 | Oct. 5-10 | Reading Assignment: Review Ch. 7-13 for Final | **Field Experience Documentation Form**  **Final Exam-**Ch. **7-13** |

**19. Important Dates for Course:**

* August 17-1st day of class
* October 10- Last day of class

**Communication:** I encourage each of you to contact me as soon as possible if you have questions or problems. Please email or text me with any questions or concerns. I will be checking my email at least once every 24 hours, so I will get back to you as soon as possible. I encourage each of you to interact with one another as well. Since this class is not conducted face-to-face, it is important to utilize each other as a resource within Blackboard. I will post announcements throughout the course on Blackboard, so please make sure you check this each week for updates.

**Student Email Accounts:** The University has set up a Wayland Baptist University.wbu.edu email account for each of you. If you have not already done so, **activate this email account ASAP**. This is the email address I will use to communicate with you. If I need to notify you of information during a time when Blackboard is down or for other various reasons, this is how I will contact you. You may go to [**http://email.wbu.edu**](http://email.wbu.edu) to set up your email account.