GLENDALE COMMUNITY COLLEGE
Introduction to Education
EDU 221
Course Syllabus-Fall 2003

Instructor: Dr. Johnette J. Williams                          MWF 8:00-8:5am
Office: 9:00-9:50am
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Selected Readings (TBD)

DESCRIPTION OF THE COURSE: Introduction to Education is an overview or survey
of education and educational institutions in our society. The course examines current issues, trends,
educational reforms, roles and responsibilities of teachers and other educators, and the nature of
the teaching profession. As an academic course, the student will examine the historical, philosophical,
political and economic (governance and financing), social and cultural foundations, and legal issues
surrounding American public education. In this course, students will gain an understanding of the role
and responsibilities of the teacher by participating in a minimum of 30 hours of field
experience. The field experience is a requirement and will be completed in a public elementary
or secondary school, however alternative schools such as charter schools, magnet schools, religious and
special schools may be acceptable.

COURSE OBJECTIVES: The primary objectives of the course are: (1) to understand the
implications of choosing teaching as a profession; (2) to gain some personal insight into what
goes on in a classroom; (3) develop a realistic awareness of the responsibilities and skills
necessary for teaching; and (4) to develop a basic understanding of the foundations of education
and their application to teaching. The field experiences as well as other course requirements
will emphasize the practical realities of the nature of the work of the teacher and the study of
education as a discipline or course of study. The foundations component of the course will introduce the
student to the body of knowledge upon which this course is based. The field experience is a requirement
and the course cannot be completed without this requirement.

OFFICE HOURS: Office hours be announced in class and will be posted on the door of
the instructor’s office.

CLASS POLICIES:

A. Class Attendance and Class Participation

Students are expected to model the behavior of professional educators in all activities associated
with Education 221. Students are expected to attend all class meetings and are responsible for
managing all classroom assignments including the vocabulary associated with the course, although not
directly assigned. The textbook is required and all assigned readings should be read prior to class.
All students should be prepared to participate in discussions. While all major tests will be
announced, there may be unannounced quizzes on days that reading assignments are due.
Please note that undergraduate students are generally expected to spend 1-2 hours of class
preparation for each hour spent in class. This means that you should be spending a minimum of
5-6 hours of study per week on each 3 credit class in which you are enrolled.
B. Handouts (Distribution of materials), Group work, Projects

Because it is impossible to reconstruct class discussions and lectures, each student should plan to “buddy” with another student in order to receive any notes, materials, handouts, assignments and information related to the class. If you miss a class meeting, please see your buddy, as the instructor will bring handouts to only one class meeting.

Each student will be given ONE copy of the Course Syllabus and the Course Assignment Sheet. The Course Assignment Sheet includes the due dates of major Projects, as well as other important dates. Please note that additional assignments may be made as the semester progresses. The due date is the absolute deadline for submitting your work. However, please note: Your projects will be welcomed prior to the date due, but will not be accepted beyond the date due. Please note there are NO exceptions! It is the students’ responsibility to read the Course Assignment Sheet carefully and to be aware of important dates, and to be responsive to any changes in dates, as related to daily or weekly assignments, as it is not unusual for classes to move faster or more slowly than anticipated.

Please note: The Course Assignment Sheet is to be used simply as a guide, and does not relieve you of your responsibility of preparedness as to oral presentations and team/group participation. If you have an emergency that will prevent your meeting the deadline please let the instructor know in order to determine the impact of not meeting the deadline.

Each student will be assigned to a team/group work, please be prepared to present your materials at least one class meetings prior to the date scheduled. This will keep the class moving in the likelihood of an emergency. There will be no acceptable excuses for absences when you are scheduled to make your presentations. Please do not wait until the last minute to prepare your assignments. All team members are responsible for the assigned chapter, regardless of the portion of the presentation to you have selected or have been assigned, that is, each group member should be prepared to lead a discussion of the entire chapter or topic. All class members should have read the materials and should be prepared to participate. Each team/group member is the expert on this assignment. Group work does not preclude you from reading all class materials as scheduled (See “C” below for further information).

Because this is a teacher preparation/training class, class preparation and participation will be expected and required. This class is student-centered and driven; the instructor is the as facilitator and will keep the class on task.

In this class, should an emergency create the need for you to miss a class, appropriate documentation may be required, at the discretion of the instructor. Even though you may be excused from the class, the student remains responsible for all subject matter covered and assigned during the progress of the class.

As a reminder, during your Field Experience activity, attendance is required as scheduled with your host school. Should an emergency occur such that you are unable to appear at the school as scheduled, please notify the school immediately. You will need to arrange to makeup the hours missed. Your timesheet is a validation of your hours, therefore, this item must the completed accurately and turned in as required. Your instructor will monitor your attendance and observations.
As per college policy, an instructor may withdraw a student when the student's absences exceed the number of times the class meets per week. Since there is a relationship between attendance and participation, more than four (4) absences (excused or no) will lead to a reduction in your final letter grade, and may trigger an automatic withdrawal from the class by the instructor. I understand that many students must work in order to attend college. However, in order to be successful in both work and school, you must plan your schedule accordingly because it is impossible to be in two places at the same time.

Simply leaving a voice message that you will not be in class does not create an excused absence. Excused absences must be acknowledged prior to the absence. If you must be absent on the day of a scheduled test, you must inform the instructor prior to the test. There are no accommodations for missed tests unless you make the required arrangements. In this case, the test may not be the same test as taken by your classmates and a minimum of 10 points may be deducted.

Please note, the instructor will not withdraw a student or sign a withdrawal slip after the last date to withdraw with a letter grade of "W." After this date, if a student is failing the class, a grade of "Y" will be assigned when the withdrawal occurs. Therefore, it is necessary and is your responsibility to be aware of such dates. These dates are listed in the Student Handbook.

C. General Class Policies

An attendance sign-in sheet will be available and is to signed during each class period. Please don't forget to sign in. Excessive tardiness is monitored and will lead to an absence. If you must leave early, please inform the instructor prior to the beginning of class. Related to leaving early, in order to be considered in attendance you must remain in class for at least a minimum time period (see below). Permission for leaving early will be granted one time only. After this time, you must decide whether or not you will attend class or create an absence. Please note the following information related to leaving class early:

- 30 minutes of a class meeting 50 minutes per period (3 days per week)
- 60 minutes of a class meeting 75 minutes per period (twice per week)
- 120 minutes of a class meeting one evening per week

As related to group work, more specifically, each student will be expected to participate in planning, organizing and presenting the group's work. This is to be a collaborative and team effort. A team member that is absent on the day of the presentation will receive a failing grade for this portion of the class. No excuses will be accepted. More importantly, while each student will be graded on his or her part of the presentation, the group will be assigned a grade. The average of both grades will become your individual grade, therefore, the development of a cohesive and effective team will be critical to your individual success or failure.

Please note that a demonstration of unpreparedness will affect your grade as well as the grades of your team members. The instructor will monitor closely the preparation of each group members, upon notification from group members, that some group members are not participating and are not showing up for scheduled planning meetings. Instructor will observe and will note students reading directly from the textbook while presenting materials. This demonstrates a lack of preparedness.
Each team member must be familiar with the work of his/her group, so that in case of an emergency (documentation required), the group presentation will move forward without delay. There will be no acceptance of, “this was not my part.” Remember: Failure to attend class when you are scheduled to make any type of presentation will result in a failing grade, for this assignment. This means: this work cannot be made-up! Since the point value of this is project is significant, failure to complete this assignment will affect your final grade.

It is against college policy to use pagers and cellular phones in classrooms. Please turn off these devices prior to entering the classroom.

Only students enrolled in this class should be present. The college policy does not permit persons to leisurely sit in on classes. This policy includes children.

Students must abide by the policies outlined in The Student Handbook. It important to become familiar with these policies and standards of conduct. Failure to do your own work and/or to pass off as your own work the work of another (plagiarism) will result in a grade of zero for assignments. This includes having students do your assignments, or using another’s research papers. Please note that materials that are quoted from another book, article or web site, must be documented as such. They are not to be treated as if you directly examined the resources. Any materials that are used in a written or oral report and were gathered from the Internet should be appropriately cited and copies of the materials printed and attached to the assignment. Failure to do will result in a decreased grade.

The instructor must approve research report topics, as well as any book titles for book reports. All books and topics must be related to education as approached from aspects of this particular class. The instructor will make periodic inquiries as to the status of reports and projects that you are working on for this class. This includes randomly monitoring, reviewing and requesting to see copies of the reference sources as well as all drafts of the work accomplished. By doing this, assistance will be provided and the progress of your work noted. This helps the instructor to become familiar with your writing style.

All written assignments are to be presented in proper written format, must be typewritten, double spaced, and paper clipped or stapled. Do not attempt to hand in assignments that do not meet this criteria. Each paper should have a cover sheet. The cover sheet should include the title of report, your name, class and section, as well as the instructor's name. You are expected to cite any supporting references on a separate References Used and/or Work Cited page. Please talk to the instructor about your work and citation practices because it may be necessary to include both a reference page and a work cited page. Plagiarism is not tolerated. This violates the law and the college policy. There are no exceptions to the requirement of no handwritten reports because each student enrolled at the college has access to the Instructional Palette. Please contact the High Tech Center regarding your account.

Assignments are due as scheduled, and must be turned in at the beginning of the class on the date due. However, assignments completed early are always encouraged and are welcomed.

As a potential educator, it is the student's responsibility to remind him/ herself as to when assignments and presentations are due. On the date that presentations are due, students will be expected to enter the classroom prepared to present. You need not wait for the instructor to tell you to come forward.
D. The Field Experience/Classroom Observations (See also: Guidelines for Field Experiences)

The 30 hours required for completing the field experience are not included in the 40+ hours that you will spend in this class. Please plan your schedule so that you are able to meet this requirement. FAILURE TO COMPLETE THIS FIELD EXPERIENCE WILL RESULT IN A FAILING GRADE, regardless of grades on other class activities, assignments and tests. If you feel that you cannot meet this requirement, you may want to elect to take this course at some other time. Guidelines related to this requirements are provided to each student. Each student will keep a journal of observations and impressions of the classroom activities observed. The journal is a diary and should be written as such, and will include any reflections that you may have, but your observations should be focused on student behaviors. Please purchase a separate composition book for this activity. The journal will be submitted to the instructor for review. You do not have to complete the required 30 hours prior to submission. The journal will be submitted in primary form, that is, it should not be rewritten but should be dated, organized, and legible. A time sheet will be used to log and validate the 30 hours. This will be turned in at the end of the field experience, and will not be returned to the student. The journal will be returned, if submitted in a timely manner. Your work at the school in which you are completing your field experience will be monitored. Please take this activity seriously as it help you to determine if you really want to choose teaching as a career.

Each student will prepare and submit a 2 page typewritten report and will make a brief oral presentation to the class of this report. Specific guidelines for the field experience are included in Field Experience Guidelines, included as a part of this packet. A Time Sheet and a Letter of Introduction will be provided to each student. This letter introduces you to school that you select and briefly describes the field experience.

If you find that after beginning your field experience that you are not interested in continuing in the classroom to which you have been assigned, please do not simply stopping showing up at the school. Please discuss this issue with your GCC professor. We will help you.

E. Exams

All tests or examinations will be announced in advance. Therefore, there is no need to plan for make-up tests. If there is an emergency, please notify the instructor in advance of the test. Except in extreme situations will makeup tests be allowed, absence of penalty. A number of quizzes and tests are scheduled during the progress of the course as well as a final exam at the end of the semester. Questions will be drawn from reading assignments, lecture notes, classroom observations and class discussions, as this course work is not textbook bound. The instructor has the discretion to have unannounced quizzes as deemed necessary and to make any necessary changes to this syllabus, assignments and course evaluation and grading. Under no condition will quizzes be repeated. Only the first few minutes of the class will be devoted to this activity, therefore be on time.

F. Extra Credit

You may receive extra credit by attending a local school board meeting and writing a brief two page reflective report on your observation. Ten points will be granted. This project must be completed within the first 10 weeks of class. Please do not ask for extra credit after this period.
G. Students with Disabilities

Individuals who are in need of special accommodations should contact The Office of Disability Resources and Services located in the building just northwest of the Circle. The telephone number is 623.845.3804. They will be pleased to assist you in getting the accommodations that you require.

H. Course Evaluation

Many students fail to review the point value of each project. It is necessary that you do so. Please keep track of your points so that you will have an idea of how well you are doing. No letter grades are assigned to tests, projects and assignments. However, you may monitor your progress by keeping track of you numerical points as per the grading scale as shown below. Often the projects will need to be modified. In either case, 90-100 of total points possible will be an A*.

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance and Participation</td>
<td>20 points*</td>
</tr>
<tr>
<td>6 Tests @ 50 points each</td>
<td>300 points</td>
</tr>
<tr>
<td>Group Work/Individual</td>
<td>25 points</td>
</tr>
<tr>
<td>Articles Report</td>
<td>20 points</td>
</tr>
<tr>
<td>Oral Presentation</td>
<td>10 points</td>
</tr>
<tr>
<td>Philosophy of Education</td>
<td>5 points</td>
</tr>
<tr>
<td>Quizzes/Vocabulary</td>
<td>35 points</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20 points</td>
</tr>
<tr>
<td>Field Experience</td>
<td>90 points</td>
</tr>
<tr>
<td>Journal</td>
<td>(20)</td>
</tr>
<tr>
<td>Time Sheet</td>
<td>(30)</td>
</tr>
<tr>
<td>Summary</td>
<td>(30)</td>
</tr>
<tr>
<td>Oral Presentation</td>
<td>(10)</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>490+ points</strong></td>
</tr>
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H. Grading Scale

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
</tr>
</tbody>
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\[(490 \times 0.90 = 441; \text{ thus } 444+ = \text{ A})*\]

J. Field Experience

The Field Experience is required for the completion of this course regardless of points or grades on other class assignments. You will be expected to complete and submit the following:

- Time sheet/Log (validates completion of 30 hours) (must be signed by host teacher)
- Journal (documents classroom observations)
- Report/Presentation

The instructor reserves the right to make changes to the Course Syllabus as deemed necessary.

JJW 7/3/2003rev
There may need to be some adjustments to schedule to accommodate speakers.