Department of Teaching and Learning

Course Information

<table>
<thead>
<tr>
<th>Secondary Practicum II</th>
<th>CIS 602</th>
<th>3 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2014</td>
<td>Tuesday and Thursday mornings: Teacher start time through three periods (check the teacher start time at your assigned school for the exact schedule) + 5 full days for a minimum of 110 hours/semester</td>
<td></td>
</tr>
</tbody>
</table>

Instructor

<table>
<thead>
<tr>
<th>Name</th>
<th>Lois Paretti, Ed. M. Coordinator of Field Experiences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Location</td>
<td>368 A</td>
</tr>
<tr>
<td>Office Phone</td>
<td>702.895.3095</td>
</tr>
<tr>
<td>Office Hours</td>
<td>Monday: 9:30-11:30 1:00-2:00 Tuesday: 9:30-11:30 or by appointment</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:Lois.Paretti@unlv.edu">Lois.Paretti@unlv.edu</a></td>
</tr>
</tbody>
</table>

Course Description

Secondary School based Practicum I where students apply content acquired in methods courses to field-based experiences.

InTASC Standards Addressed

<table>
<thead>
<tr>
<th>InTASC Standard</th>
<th>Performance</th>
<th>Knowledge</th>
<th>Dispositions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard #1: Learner Development</td>
<td>a,b,c</td>
<td>d,e,f,g</td>
<td>h,i,j,k</td>
</tr>
<tr>
<td>Standard #2: Learning Differences</td>
<td>a,b,c,d,e,f</td>
<td>g,h,j,k</td>
<td>l,m,n,o</td>
</tr>
<tr>
<td>Standard #3: Learning Environments</td>
<td>a,b,c,d,e,f,g,h</td>
<td>i,j,k,l,m</td>
<td>n,o,p,q,r</td>
</tr>
<tr>
<td>Standard #4: Content Knowledge</td>
<td>c,d,e,f,g,h,i</td>
<td>j,k,l,n</td>
<td>o,p,q,r</td>
</tr>
<tr>
<td>Standard #5: Application of Content</td>
<td>c,d,f,g,h,i</td>
<td>j,k,l,m,o</td>
<td>q,r,s</td>
</tr>
<tr>
<td>Standard #6: Assessment</td>
<td>b,c,d,e,f,g,i</td>
<td>j,k,n,o</td>
<td>q,r,s,t,u,v</td>
</tr>
<tr>
<td>Standard #7: Planning for Instruction</td>
<td>a,b,c,d,e,f</td>
<td>g,h,i,j,k,l,m</td>
<td>n,o,p,q</td>
</tr>
<tr>
<td>Standard #8: Instructional Strategies</td>
<td>a,b,c,d,e,f,g,h,i</td>
<td>j,k,l,m,n,o</td>
<td>p,q,r,s</td>
</tr>
</tbody>
</table>
Results: INTASC 1,2,3,4,5,6,7,8,9,and 10

Prospective secondary teachers in this course will address the following criteria for compliance. This will be accomplished through the coordination of coursework and field experiences. Accordingly, prospective teachers will be able to:

- Understand and describe personal beliefs that influence the ways teachers organize and manage classrooms for diverse learners

- Study selected literature on teacher roles, classroom environments, planning, organization, and management of instruction, managing behavior, and meeting learning needs of diverse students and assessing children's learning in schools

- Applying knowledge of the teaching/learning process in organizing for teaching

- Demonstrate an understanding of the relationships among environment, curriculum, instruction, organization, and management in the secondary classroom

- Understand and demonstrate classroom management strategies that create an effective classroom and support behavioral growth in their students

- Understand and utilize the UNLV Department of Curriculum and Instruction Lesson Planning Template and meet the standards of the department rubric

- Develop lesson plans that align with the CCSD Standards and those of the State of Nevada

- Develop and demonstrate classroom management strategies that allow for whole group, small group, cooperative group, paired/shared grouping patterns that support a variety of learning opportunities for students

- Develop skills for assessment of learning and decision making that a data-driven classroom teacher needs in order to successfully educate students

- Develop a “toolbox” of teaching strategies in various content and management areas

- Recognize the diversity of learners that they will be expected to teach and develop and demonstrate strategies to meet their needs
Required Books and Materials:


Supplemental Texts And/Or Materials

The following are available on the Advising and Field Placement Center website (http://education.unlv.edu/ofe/tl/):

- Absence Form
- Collaborative Assessment Log
- Community Service Log
- Field Experience Handbook
- Performance Evaluation Form
- Performance Evaluation Criteria
- Professional Dispositions Form
- Professional Dispositions Rubric
- Secondary Lesson Planning Rubric
- Secondary Lesson Planning Template
- Time Record

Purpose of this course

*CIS 602 is the initial placement in a 21st Century School and is a two-semester placement. CIS 602 is aligned with department courses. For this reason, the assignments for this course are generated from the course syllabi and should be reviewed by the teacher candidate and their pre-service mentor for CIS 602 in order to meet the requirements of the individual courses. Site Facilitators may also assign work based on the needs of students at their site* (Effective 1/10).

Assessment Criteria

- Dispositions Evaluation: 15%
- Evaluation of instruction (Performance Evaluation Form): 30%
- Lesson Planning/Assessment/Results: 25%
- Lemov Strategies Assignment: 10%
- E-portfolio: 10%
- Service: 10%
Performance Assessment

1. **Dispositions Evaluation:**
   To be completed by 2/27 by the Pre-Service Mentor Teacher (PSMT) and submitted online after reviewing with teacher candidate.

2. **Evaluation of Instruction:**
   Instruction will be evaluated by the Pre-service mentor teacher at midterm (3/13) and at the end of the semester (5/8) by submitting the Performance Evaluation online.

   In addition, the PSMT will complete the (ungraded) Collaborative Assessment Log (CAL). Formative assessment should be provided on a bi-weekly basis after the third week of school as the student and the PSMT meet to assess progress and set goals. The teacher candidate is required to provide this form to the Pre-Service Mentor Teacher. It can be downloaded from the OFE website. **A copy of each CAL is to be given to the Site Facilitator upon completion.**

3. **Lesson Planning:**
   Teacher candidates are required to use the Secondary Lesson Planning Template. All lessons throughout the semester must be approved the week in advance of the lesson being taught. Teacher candidates are reminded to complete the reflection portion of the template after each teaching experience.

   Teacher candidates are required to teach a minimum of 5 lessons which they plan within the CCSD curriculum and concurrent with their experiences in their coursework. The lesson plan template is to be used and the rubric is the standard for assessment. At least one of the lessons must incorporate the use of technology.

   In addition, candidates are required to identify the Lemov strategies used and specify Bloom questions for every lesson.

   Detailed assessment is to include the following:

   1) **Formative:**
      a) Use of work product
         i) Item analysis/Attach sample product
         ii) Student analysis
         iii) Next steps/lesson plan
         iv) Results of next steps
         v) Reflection about your teaching approach and implications for future practice
      b) Use of Formative Assessment strategies other than work product
         i) Identify the strategy and describe
         ii) Student analysis
         iii) Next steps/lesson plan
         iv) Results of next steps
         v) Reflection about your teaching approach and implications for future practice

   2) **Summative:**
      a) describe and attach results including an item analysis and reflection
4. Lemov Strategies Assignment

Clinical students need to bridge the gap between the theory of creating instruction based solely on the transmission of standards and objectives to implementation in a way that provides students with rigor and success. If we truly believe that all children can learn, then we must believe that we can teach them effectively. This text was selected because it is unique in its practicality and the volume of effective, proven pedagogical strategies that are effective in all grades and subjects. This assignment is designed to provide each clinical student with daily experience and reflection on these techniques.

Materials:
- Small (3x5 or 4x6) Binder
- File cards

Process:
1. Read the entire text as an overview to the acquisition of the 49 strategies.
2. Choose the strategies that you want to learn/master during this semester. At least one strategy must be utilized during each of the lessons that are taught. The Site Facilitator will check and review the student’s progress and check that the strategies are documented in the lesson plan. An additional 10 strategies are required.
3. Start a “card” for each strategy. As you use it, note its effectiveness or challenges and the date.

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Effectiveness Rating</th>
<th>Date Implemented/Reflection/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Opt Out</td>
<td>+</td>
<td>(2/5/11) Asked student A if the drawing was ‘one’ or ‘two’ point perspective. His response was incorrect, so I asked Student B who responded correctly and then had him explain ‘why.’ Then, came back to student A, asking him the same question on a different one-point example. This time, his answer was correct and he was able to give me the reason why: one vanishing point. Next step: use the same technique on different content and, to involve more of the class, get several other students to respond before returning to the original responder.</td>
</tr>
<tr>
<td>Stretch It</td>
<td>+</td>
<td>It worked because the ELL students were able to expand their thinking and gain confidence in their ideas (2/5/12)</td>
</tr>
<tr>
<td>Stretch It</td>
<td>-</td>
<td>My questions did not stimulate the students enough; I need to be better prepared next time. The kids seemed</td>
</tr>
</tbody>
</table>

Examples:
confused about what I was asking.

**Right is Right**
Only allowing correct responses to be accepted

| - |

This was challenging; I didn’t have enough information myself to ask a better follow-up question. (3/14/12)

Next step: Prepare a list of correct ideas to feel confident in addressing student responses

**Precise Praise**
Providing specific praise to students exhibiting good work habits such as following the directions, working quietly; ideally, working to provide this to every student during a session

| + |

(3/17/11) AP students enjoy receiving praise for completing each step of challenging work; it kept of momentum and provided a confidence boost.

Next step: use a chart or other tracker to help identify which students were provided specific praise so that all students can be contacted.

*NOTE: You will need to create definitions in YOUR OWN WORDS – please, do not copy from the student examples above.

4. Discuss your strategy use throughout the semester as you learn from/with others.
5. Take this binder into the classroom with you as you begin your career along and continue to develop and refine your pedagogical skills. Expect 3 years to proficiency and 5 to mastery. Be patient. Champion teachers can do these things. Be one!

**Rubric: Lemov Assignment**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Not Acceptable (1)</th>
<th>Acceptable (2)</th>
<th>Target (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structure</td>
<td>Cards loose and disorganized and the # of strategies less than the minimum required</td>
<td>Cards in binder; required number of strategies present</td>
<td>Cards in binder, organized and neatly maintained; required number of strategies present; detailed documentation</td>
</tr>
<tr>
<td>Content</td>
<td>Entries are infrequent and do not display clear understanding of each strategy</td>
<td>Entries are regular and demonstrate an understanding of the strategies</td>
<td>Entries are regular, demonstrate an understanding of the strategies and reflect success/challenges and next steps</td>
</tr>
</tbody>
</table>

The Site Facilitator will periodically review the Lemov assignment and grade it according to the rubric during the final visit (at a date to be determined).

5. **E-Portfolio**
   a. During Practicum 2, candidates will begin to establish goals for the electronic portfolio based, in part, on the artifacts already stored. Establish a Google website using a professional address. Do not use “cutie pie 11” or anything remotely similar. SueBrown@google.com is an example.
b. Continue to archive artifacts from the field and coursework for use during the final stage of this project.

c. Create the identifying information for the e-portfolio and an organizational structure as described on the 21c portfolio website:
   https://sites.google.com/site/unlvsecondaryeportfolio/introduction/web-resources

Grading Scale:
10 points = Satisfactory completion
0 points = Any components not completed

6. Service
   o During the two-semester assignment to a campus, each UNLV student is to contribute to the school by earning a total of 10 service points, 5 during the Practicum 2 semester and 5 during the internship semester. Each point represents one hour of service.
   o Points can be accumulated by a cohort developed project, tutoring, research for a teacher, creating teaching materials, volunteering at school events, committee membership, etc.
   o Teacher candidates are required to keep a log of their efforts (Service Log) and submit it to the Site Facilitator at the end of the semester (the specific date is to be determined by the SF).

Grading Policy
Effective Fall 2009, the Pre-Service Mentor Teachers at the Partnership Schools will make grade recommendations to the UNLV instructor of record. The UNLV evaluation form, lesson plan and rubric are the standards for evaluation. In addition, students must model professional behavior, a positive open response to mentor-student feedback and work to meet all classroom/school expectations. **If a student is performing at an unsatisfactory level in** the judgment of the Pre-Service Mentor Teacher, **he/she must contact the Coordinator of Field Experiences.** The UNLV staff will then work directly in the classroom and with the Pre-Service Mentor Teacher to support the growth of the intern and work towards their success. If a Pre-Service Mentor Teacher is unsure of how to evaluate an intern, and requests support, it will be provided. A grade evaluation worksheet is attached to this syllabus. It is expected that the grade recommendation from the PSMT will match the ongoing feedback/goal setting reflected in the Collaborative Assessment Log.

**Effective Fall 2011, any student who does not earn a grade of “B” or better will not proceed to Internship and will repeat the CIS 602 field experience. A grade of “B-“ will not be acceptable.**
Grade Scale:

- 94-100  A
- 90-93   A-
- 87-89   B+
- 84-86   B
- 80-83   B-

A grade of less than B requires that a student repeat this course.

Late papers/assignments will not be accepted

**Attendance:**

1. Student Attendance: The standard of performance is that students will be present on campus at their expected time. Their commitment to the program is a minimum of 90 hours over 15 weeks. (Practicum 2) and full time for internship. Practicum 2 students are also required to commit five full days to their campus. This can be arranged by staying all day on a Tuesday or Thursday or coming for full days on another day. (Effective Fall 2011).

2. If an absence occurs the student must do the following:
   - a. Contact the PSMT on his/her cell phone by 6:00 AM
   - b. Call or email the Site Facilitator on his/her cell phone by 6:00 AM
   - c. Fill out an absence form to be signed by the PSMT and SF and turned in to Mrs. Paretti indicating the reason for the absence and when the time is to be made up.
   - d. If all of the steps outlined above are not taken, the intern will be penalized a days absence without leave and his/her grade lowered ½ (i.e. A becomes A-)
   - e. Student tardiness is not tolerated. If an intern fails to arrive until the students are in class, the day is considered an absence and requires that it be made up. An attendance form needs to be filled out as in an absence.

3. PSMT’s are not permitted to approve absences from campus, early departures or late arrivals. They are to be approved only by Site Facilitators.

**Dress Code:** UNLV interns are expected to dress in compliance with the CCSD expectations which are posted on their website.
# PRACTICUM 2 CALENDAR-SPRING 2014

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation for Practicum 2 Teacher candidates</td>
<td>1/21</td>
</tr>
<tr>
<td>EDSC 313 and CIS 602: 8:30-10:00am</td>
<td></td>
</tr>
<tr>
<td>EDEL 313: 10:00 -11:30 am</td>
<td></td>
</tr>
<tr>
<td>Practicum 2 Teacher candidates report to assigned school site</td>
<td>1/23</td>
</tr>
<tr>
<td>Practicum 2 Teacher candidates establish schedule for morning and full days of attendance (1 ½ days per week) during the semester; submit to the Site Facilitator and PSMT for approval</td>
<td>1/23</td>
</tr>
<tr>
<td>First of five whole class lessons to be taught during the semester; small group work can begin at any time. More than 5 lessons can be taught but 5 are required. All lessons require that plans be submitted to the PSMT the week before being taught for approval.</td>
<td>2/6</td>
</tr>
<tr>
<td>First CAL due</td>
<td>2/13 and bi-weekly after this date</td>
</tr>
<tr>
<td>Staff Development Day</td>
<td>2/14</td>
</tr>
<tr>
<td>President's Day</td>
<td>2/17</td>
</tr>
<tr>
<td>Dispositions evaluation by PSMT due</td>
<td>2/27</td>
</tr>
<tr>
<td>Mid-term Performance Evaluation by PSMT due</td>
<td>3/13</td>
</tr>
<tr>
<td>UNLV Spring Break</td>
<td>3/17-3/21</td>
</tr>
<tr>
<td>CCSD Spring Break</td>
<td>4/14-4/18</td>
</tr>
<tr>
<td>Time Record, Service Log, Lemov Binder, and E-portfolio requirements due to Site Facilitator</td>
<td>By 5/8 (date to be arranged by Site Facilitator)</td>
</tr>
<tr>
<td>Last day in field</td>
<td>5/8</td>
</tr>
<tr>
<td>Final Performance Evaluation by PSMT</td>
<td></td>
</tr>
<tr>
<td>Grade recommendation due to Site Facilitator</td>
<td></td>
</tr>
<tr>
<td>Grades submitted by SF to Mrs. Paretti</td>
<td>5/16</td>
</tr>
</tbody>
</table>
UNLV/College of Education Policies

Academic Misconduct – Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV’s function as an educational institution. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the Student Academic Misconduct Policy (approved December 9, 2005) located at: http://studentconduct.unlv.edu/misconduct/policy.html.

Copyright – The University requires all members of the University Community to familiarize themselves and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at: http://provost.unlv.edu/copyright/statements.html.

Disability Resource Center (DRC) – The Disability Resource Center (DRC) determines accommodations that are “reasonable” in promoting the equal access of a student reporting a disability to the general UNLV learning experience. In so doing, the DRC also balances instructor and departmental interests in maintaining curricular standards so as to best achieve a fair evaluation standard amongst students being assisted. In order for the DRC to be effective it must be considered in the dialog between the faculty and the student who is requesting accommodations. For this reason faculty should only provide students course adjustment after having received an “Academic Accommodation Plan.” If faculty members have any questions regarding the DRC, they should call a DRC counselor. UNLV complies with the provisions set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The DRC is located in the Student Services Complex (SSC-A), Room 143, phone (702) 895-0866, fax (702) 895-0651. For additional information, please visit: http://drc.unlv.edu/.

Religious Holidays Policy – Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor no later than the end of the first two weeks of classes, February 1, 2013, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. This policy shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship on the instructor or the university that could not reasonably been avoided. For additional information, please visit: http://catalog.unlv.edu/content.php?catoid=4&navoid=164.

Incomplete Grades - The grade of I – Incomplete – can be granted when a student has satisfactorily completed all course work up to the withdrawal date of that semester/session but for reason(s) beyond the student’s control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. A student who receives an I is responsible for making up whatever work was lacking at the end of the semester. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the I grade.
Tutoring – The Academic Success Center (ASC) provides tutoring and academic assistance for all UNLV students taking UNLV courses. Students are encouraged to stop by the ASC to learn more about subjects offered, tutoring times and other academic resources. The ASC is located across from the Student Services Complex (SSC). Students may learn more about tutoring services by calling (702) 895-3177 or visiting the tutoring web site at: http://academicsuccess.unlv.edu/tutoring/.

UNLV Writing Center – One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-3-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance. Appointments may be made in person or by calling 895-3908. The student’s Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: http://writingcenter.unlv.edu/

Rebelmail – By policy, faculty and staff should e-mail students’ Rebelmail accounts only. Rebelmail is UNLV’s official e-mail system for students. It is one of the primary ways students receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students’ e-mail prefixes are listed on class rosters. The suffix is always @unlv.nevada.edu.

Final Examinations – The University requires that final exams given at the end of a course occur at the time and on the day specified in the final exam schedule. See the schedule at: http://www.unlv.edu/registrar/calendars