

COURSE CHANGE FORM

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

1. General Information.						
a. Submitted by the College of: <u>Education</u>		Today's Date: <u>09/05/2011</u>				
b. Department/Division: <u>Curriculum & Instruction</u>						
c. Is there a change in "ownership" of the course?					YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES, what college/department will offer the course instead? _____						
d. What type of change is being proposed? <input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor ¹ (place cursor here for minor change definition)						
e. Contact Person Name: <u>Susan Nelson Wood</u>		Email: <u>susan.wood@uky.edu</u>		Phone: <u>850-322-4087</u>		
f. Requested Effective Date: <input type="checkbox"/> Semester Following Approval OR <input checked="" type="checkbox"/> Specific Term ² : <u>F 2012</u>						
2. Designation and Description of Proposed Course.						
a. Current Prefix and Number: <u>EDC 349</u>		Proposed Prefix & Number: <u>EDC 549</u>				
b. Full Title: <u>Student Teaching in the Middle School</u>		Proposed Title: <u>Middle Level Student Teaching</u>				
c. Current Transcript Title (if full title is more than 40 characters): _____						
Proposed Transcript Title (if full title is more than 40 characters): _____						
d. Current Cross-listing: <input checked="" type="checkbox"/> N/A OR Currently ³ Cross-listed with (Prefix & Number): _____						
Proposed – <input type="checkbox"/> ADD ³ Cross-listing (Prefix & Number): _____						
Proposed – <input type="checkbox"/> REMOVE ^{3,4} Cross-listing (Prefix & Number): _____						
e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours ⁵ for each meeting pattern type.						
Current: _____ Lecture <u>480</u> Laboratory ⁵ _____ Recitation _____ Discussion _____ Indep. Study						
_____ Clinical _____ Colloquium _____ Practicum _____ Research _____ Residency						
_____ Seminar _____ Studio _____ Other – Please explain: _____						
Proposed: _____ Lecture <u>480</u> Laboratory _____ Recitation _____ Discussion _____ Indep. Study						
_____ Clinical _____ Colloquium _____ Practicum _____ Research _____ Residency						
_____ Seminar _____ Studio _____ Other – Please explain: _____						
f. Current Grading System: <input type="checkbox"/> Letter (A, B, C, etc.) <input checked="" type="checkbox"/> Pass/Fail						
Proposed Grading System: <input checked="" type="checkbox"/> Letter (A, B, C, etc.) <input checked="" type="checkbox"/> Pass/Fail						
g. Current number of credit hours: <u>3-12</u> Proposed number of credit hours: <u>3-15</u>						

Comment [OSC1]: Excerpt from SR 3.3.0.G.2 Definition. A request may be considered a minor change if it meets one of the following criteria:
a. change in number within the same hundred series*;
b. editorial change in the course title or description which does not imply change in content or emphasis;
c. a change in prerequisite(s) which does not imply change in content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s); d. a cross-listing of a course under conditions set forth in SR 3.3.0.E;
e. correction of typographical errors.

*...for the specific purposes of the minor exception rule, the 600-799 courses are the same "hundred series," as long as the other minor change requirements are complied with. [RC 1/15/09]

¹ See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will be sent to appropriate academic Council for normal processing and contact person is informed.
² Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
³ Signature of the chair of the cross-listing department is required on the Signature Routing Log.
⁴ Removing a cross-listing does not drop the other course – it merely unlinks the two courses.
⁵ Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

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h. Currently, is this course repeatable for additional credit?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<i>Proposed to be repeatable for additional credit?</i>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<i>If YES: Maximum number of credit hours:</i> <u>15</u>		
<i>If YES: Will this course allow multiple registrations during the same semester?</i>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
i. Current Course Description for Bulletin:	<u>This course is designed to give the student experience teaching within a middle school setting. Weekly seminars will be held to discuss issues relevant to the student teacher's experience. Offered on a pass-fail basis only. Lecture, 1 hour; laboratory, 30 hours per week.</u>	
<i>Proposed Course Description for Bulletin:</i>	<u>This course provides candidates with the opportunity to participate in a full-time, supervised internship in middle grade classrooms. The student teaching experience occurs in a 5-9 school setting. Offered on a pass-fail basis only. Repeated for up to 15 hours. Prereq: Must meet published college requirements for student teaching.</u>	
j. Current Prerequisites, if any:	<u>Must meet published college requirements for student teaching.</u>	
<i>Proposed Prerequisites, if any:</i>	<u>Must meet published college requirements for student teaching.</u>	
k. Current Distance Learning (DL) Status:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Already approved for DL* <input type="checkbox"/> Please Add ⁶ <input type="checkbox"/> Please Drop	
*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box <input type="checkbox"/>) that the proposed changes do not affect DL delivery.		
l. Current Supplementary Teaching Component, if any:	<input type="checkbox"/> Community-Based Experience <input checked="" type="checkbox"/> Service Learning <input type="checkbox"/> Both	
<i>Proposed Supplementary Teaching Component:</i>	<input type="checkbox"/> Community-Based Experience <input checked="" type="checkbox"/> Service Learning <input type="checkbox"/> Both	
3. Currently, is this course taught off campus?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<i>Proposed to be taught off campus?</i>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
4. Are significant changes in content/teaching objectives of the course being proposed?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES, explain and offer brief rationale: _____		
5. Course Relationship to Program(s).		
a. Are there other depts and/or pgms that could be affected by the proposed change?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES, identify the depts. and/or pgms: _____		
b. Will modifying this course result in a new requirement⁷ for ANY program?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES ⁷ , list the program(s) here: _____		
6. Information to be Placed on Syllabus.		
a.	<input checked="" type="checkbox"/> Check box if <u>changed to</u> 400G or 500.	If <u>changed to</u> 400G- or 500-level course you must send in a syllabus and <i>you must include the differentiation</i> between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)

⁶ You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.

⁷ In order to change a program, a program change form must also be submitted.

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Signature Routing Log

General Information:

Course Prefix and Number: EDC 549

Proposal Contact Person Name: Susan Wood Phone: 850-322-4087 Email: susan.wood@uky.edu

INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
MSTE Program Faculty	9/8/2011	Susan Wood / 850-322-4087 / susan.wood@uky.edu	
Curriculum & Instruction	10/7/2011	Parker Fawson / 859-257-0767 / parker.fawson@uky.edu	
		/ /	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁸
Undergraduate Council			
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

⁸ Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

UNIVERSITY OF KENTUCKY COLLEGE OF EDUCATION

EDC 549: Middle Level Student Teaching

SYLLABUS

“Research and Reflection for Learning and Leading”

Course Description:

This course provides candidates with the opportunity to participate in a full-time, supervised internship in middle grade classrooms. The student teaching experience occurs in a 5-9 school setting.

Offered on a pass-fail basis at the undergraduate level. Students taking the course for graduate credit will receive letter grades.

Repeated for up to 15 hours.

Prerequisite:

Must meet published college requirements for student teaching.

Course Delivery:

This course meets all day, everyday in a middle grades setting and is designed as a full immersion apprenticeship.

Instructor: Dr. Susan Nelson Wood

Email susan.wood@uky.edu

Website <http://education.uky.edu/EDC/content/undergraduate-middle-school-education-overview>

Skype srnwood

Facebook <http://facebook.com/Dr.SusanWood>

Twitter @bookishtoo

Blackboard	http://elearning.uky.edu
Office Location	309 Dickey Hall Curriculum and Instruction College of Education University of Kentucky Lexington, KY 40506-0017
Phone	(859) 257-2394
Physical Office Hours	By appointment
Virtual Office Hours	By appointment
Technological Requirements	Computer with internet access or access to UK computer facilities. Access to digital video recording devices (digital camera, digital video recorder, laptop webcams)
For Technological assistance	Contact TASC at http://www.uky.edu/TASC or call 859.257.8272 Contact Information Technology Customer Service Center http://www.uky.edu/UKIT or 859.257.1300
Technical Complaints	Contact the College of Education Instructional Technology Center at 859.257.7967 or contact Information Technology Customer Service Center http://www.uky.edu/UKIT or 859.257.1300
Preferred method for contacting instructor	Email
Anticipated Response Time	2 days

UK College of Education Professional Themes:

This course will address the four themes of the conceptual framework for the UK professional education unit: **research**, **reflection**, **learning**, and **leading**. Candidates will be given the opportunity to review, analyze, discuss, and apply **research** from diverse perspectives in education, including professional scholarship and practitioner inquiry, in order to reflect on their own practices as they work in a middle school classroom. **Reflection** will also be integrated into candidates' learning opportunities through the

teaching experiences and formal observations designed to help candidates utilize analytical and problem-solving skills that comprise critical professional reflection on one's own teaching. This course emphasizes the commitment of the professional education unit to ensure that its graduates move into their professional lives equipped for life-long *learning* as educators who will be active in *leading* colleagues in their schools, districts, and professional organizations. The ultimate goal in addressing these four themes is to produce teacher leaders who work together to improve student learning among diverse populations and improve education in Kentucky and beyond.

Course Learning Targets, Outcomes, and Assessments:

This course has been designed to provide candidates with opportunities to acquire skills, knowledge, conceptual understanding, classroom experience, and practice teaching in their preferred content area(s). These learning targets are aligned the standards that guide the Middle Level Education Program, especially the Kentucky Teacher Standards and the Association for Middle Level Education Standards, but also with Unbridled Learning expectations including: Kentucky Academic Core Standards, Assessment Literacy, College & Career Readiness, and Characteristics of Highly Effective Teaching and Learning (CHEMT).

Student Learning Outcomes:

After completing this course, the student will be able to:

1. Evidence mastery of all ten Kentucky Teacher Standards;
2. Demonstrate accomplished professional knowledge, skill, and disposition in a digital portfolio;
3. Successfully complete all program requirements.

Required Materials:

Description of Course Activities and Assignments

This course serves as the culmination of the Middle School Teacher Education Program (MSTEP). It provides candidates with the opportunity to develop, refine and demonstrate the competencies necessary for effective middle school teaching. Specific attention is given to ensuring mastery of all ten Kentucky's Teacher Standards. During the semester, candidates are placed full-time in a middle school setting and are required to observe, assist, manage, design, teach, monitor, accommodate, assess, and evaluate student learning.

Course Assignments

EDC 549 is a **pass/fail** course when taken at the undergraduate level. Candidates who take the course for graduate credit receive a letter grade. As the capstone experience in initial teacher certification, the course is the primary academic responsibility of program candidates during the time they are enrolled.

University supervisors and cooperating teachers will complete a minimum of four observations each during the student teaching experience (a minimum of two per placement). After each observation, candidates will participate in a debriefing.

Course Grading

For undergraduate credit:

Pass/Fail

In order to pass, both cooperating teachers and university supervisors must make a positive recommendation based on close teaching observations of demonstrated behaviors.

For graduate credit:

90 – 100% = A

80-89% = B

70-79% = C

60-69% = D

59-below = F

Grades for graduate students will be determined according to the submission of a final teacher work sample (see Teacher Worksample Rubric). Work samples must be submitted electronically by the end of the final week of the semester.

Standard 1: The teacher demonstrates applied content knowledge

Standard 2: The teacher designs and plans instructions

Standard 3: The teacher creates and maintains learning climate

Standard 4: Implements and manages instruction

Standard 5: Assesses and communicates learning results

Standard 6: Demonstrates implementation of technology

Standard 7: Reflects and evaluates teaching and learning

Standard 8: Collaborates with parents, colleagues, and others

Standard 9: Evaluates teaching and implements professional development

Standard 10: Provides leadership within school/community/profession

Final Exam Information

Date, time, location, other information - TBD

Mid-term Grade (for undergraduates)

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/Registrar/AcademicCalendar.htm>)

Course Policies:

Submission of Assignments:

Assignments will be submitted electronically and will be placed in the student's portfolio.

Attendance Policy

Excused Absences:

Students need to notify the university supervisor and cooperating teacher of absences prior to being absent when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

Verification of Absences:

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request "appropriate verification" when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

Academic Integrity:

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating

and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of *Student Rights and Responsibilities* (available online <http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Accommodations due to disability:

If you have a documented disability that requires academic accommodations, please

see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Tentative Course Schedule

Please note that it is your responsibility to keep track of and submit the required paperwork as you move through your student teaching experience. The *Field Guide for Professional Partners* provides the timelines, checklists, and forms you need to complete the paperwork successfully.