TNTX 1200.001 Secondary Teacher Education Preparation 2: Inquiry-Based Lesson Design

Section 001: Tuesday/Thursday 9:30 AM – 10:50 AM, Curry 323

Instructor Information

Name: Mr. Anthony Hufford, M.Ed (he/him) Mathematics

Office Location: Curry 309E

Phone Number: 940.565.3128

Office Hours: Mondays 12:00 pm – 1:00pm, Wednesdays 9:00am – 10:00am
For outside office hours, set up an appointment.
Email: Anthony.Hufford@unt.edu

Science Support: Ms. Marcia Jacobs, M.Ed. (she/her) Science

Office Location: Curry 309F

Office Hours: TBD
Available for appointments, in-person or Zoom. For drop-ins, please give a heads-up!
Email: Marcia.Jacobs@unt.edu

Course Description, Structure, and Goals

Course Description

In TNTX 1200, students will get to explore the possibility of teaching as a career and become familiar with the middle school environment through observation and discussion of middle school culture and by teaching three lessons to a middle school class. Students build upon and practice inquiry-based teaching skills that were developed in TNTX 1100, and students become familiar with exemplary science and mathematics curricula for the middle school setting.

TNTX 1200 provides students the opportunity to work with TNT Master Teachers and receive assistance and feedback in preparing lesson plans, learning to use classroom equipment, organizing teaching materials, and practicing instruction.

Course Structure

Classes are held on campus, during an 80-minute class. Working with a partner, students will prepare and present three lessons for a 6th, 7th, or 8th grade science or mathematics class during the semester, depending upon your major. Whenever possible, students will be paired with a teaching partner that closely matches the subject (math or science) you want to teach for their classroom experience. While you are teaching, you will have a TNT Master Teacher observe your lesson presentations and provide feedback.

This course will provide students with:

1. an opportunity to explore teaching science, mathematics, or computer science as a career.
2. early field experiences, through observation and teaching.
3. an introduction to the theory and practice that is necessary to design and deliver effective instruction.

Topics may include routes to teacher certification in mathematics, computer sciences, or science teaching; various teaching methods designed to meet instructional goals; learner outcomes. Students develop and teach three inquiry-based lessons in the field in a middle school and participate in peer coaching. (See course structure section below regarding structure of field experience.)

For a more detailed outline of the course, go to the "Course Requirements and Calendar" portion of this syllabus.

Course Goals

By the end of this course, students will successfully be able to:

- Use content knowledge to plan and teach three middle school lessons
- Use exemplary sources of inquiry-based science and mathematics lessons
- Experience teaching adolescents to understand their unique attributes and implement teaching strategies that are effective in the middle school environment
- Design and teach three inquiry-based lesson plans using safe practices and the 5E model
- Design and teach a lesson that incorporates the use of technology
- Use probing questions to elicit feedback on students' acquisition of knowledge
- Use formative assessment to evaluate student learning, to provide instructive feedback to middle school students, and as a basis for revising a lesson plan
- Provide instructive feedback to peers
- Reflect on teaching experiences to revise lesson plans
- Evaluate commitment to pursue teaching as a career path

Required Materials

No textbook is required for this course. Internet access is required. A laptop with a working camera and microphone and a USB thumb drive are strongly recommended for use during teach presentations.

If circumstances change, you will be informed of other technical needs to access course content. Information on how to be successful in a digital learning environment can be found at Learn Anywhere (https://online.unt.edu/learn).

How to Succeed in this Course

Visit with me during Office Hours

Office hours offer you an opportunity to ask for clarification or find support with understanding class material. Meet with me! I encourage you to connect with me throughout the semester. Additional office hours, in-person and virtual, will be offered throughout the semester. Your success is my goal.

You are encouraged to drop by during any of my scheduled office hours. If you need time outside of those hours, please just reach out with when you are available to set up an appointment.

Communicate (Course)

You are not alone in this course; I'm here to navigate you to success. Please communicate ALL your concerns or questions to me. It helps me make better decisions on how to support your learning journey. "I can't help what I don't know about."

How can I reach you outside of class? UNT email is the most efficient medium of communication, when we're not face-to-face. You may also message me through Canvas. Canvas forwards all messages to our UNT emails; however, your comments on Canvas will NOT be forwarded. If you have time-sensitive information, please email me. Also, though email is the most efficient, I prefer that we make arrangements to meet whenever possible.

How long does it take you to respond to my emails? You can expect to receive a response to your emails (during the weekdays) within 24 hours. Emails sent over the weekends (i.e. Friday afternoon to Sunday) can expect a response as early as Sunday evening or Monday morning. If your email requires a response and you don't receive one within 48 hours, please don't be afraid to send me a follow-up email. The semester can get pretty busy, and my inbox becomes rather full. A gentle nudge is appreciated. You may use this writing stem:

"Hello (insert recipient's name), I am following up on the email I sent you on (insert date)…"

Use your ADA Accommodations

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation.

Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website (http://www.unt.edu/oda). You may also contact ODA by phone at (940) 565-4323.

To begin your registration process, connect with the Office of Disability Access (https://studentaffairs.unt.edu/office-disability-access).

Where can I find the UNT policies and procedures for success? You can access these policies in Navigate (Navigate.unt.edu), in Canvas under the Help menu, and on the Student Support Services & Policies page (https://clear.unt.edu/student-support-services-policies).

Supporting Your Success and Creating an Inclusive Learning Environment

I value the many perspectives students bring to our campus. Please work with me to create a classroom culture of open communication, mutual respect, and inclusion. It is my goal to create a small learning community of pre-service mathematics teachers through this course, where discussions happen, ideas are exchanged, and peer-to-peer support is given.

All discussions should be respectful and civil. Although disagreements and debates are expected and encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please stop by my office and let me know. We are all learning together.

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation so we will work as a class to collaborate in ways that encourage inclusivity.

What type of support can I expect from the instructor? As your instructor, I am dedicated to your learning and growth throughout this semester. My responsibilities include, but are not limited to:

- Modeling effective teaching practices and high-yielding instructional strategies that will help you prepare your own lessons.
- Establishing a safe and equitable learning environment and culture for students to express their ideas, concerns, questions, victories, pitfalls, etc. with confidence.
- Facilitating student learning through engaging and meaningful activities, lessons, and discussions.
- Using coaching as a tool for increasing student growth and learning
- Providing opportunities for students to improve their teaching, social, and problem-solving skills.
- Providing honest and constructive feedback on students' lesson plans, teaches, practice teaches, collaboration experiences, etc.

Assessing Your Work

Grading for our course will be based the following numeric grading scale and weighted categories:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = Below 60%

Grading Categories	Percentage of Final Grade
Lesson Planning • 1 in-house lesson implementation • 3 Inquiry-Based Lesson Plans	*30%*
Final Exam - Thursday, December 11th from 8:00 – 10:00 am in Curry 323 • Post-Assessment • Special Assignment	*20%*
Field Experience – Required Observations & Reflections • 3 Observations Forms & Reflections • 1 Field Experience Log	*15%*
Daily Assignments & Quizzes • Syllabus Quiz • 5E Quiz • Mentor Interview Questions • Class Reflections • Interactive Notebook Check	*15%*
Field Experience – Teach Reflections • 3 teach & practice teach reflection assignments	*10%*
Professionalism • Attendance • Content Support Meetings • Self/Peer Evaluations • Practice Teach Forms • Teach Feedback forms	*10%*

Scenarios Prompting Unsuccessful Course Completion

Unless a student withdraws from the course adhering to UNT deadlines, the following will result in course failure:

- Not completing required district background check by the deadline
- Missing an arranged teaching date
- Not <u>successfully</u> completing *all* teaches
- Missing more than the allowed class sessions

Do you accept late work? Yes. Your assignments are due on or before the assignment due date as published in Canvas. After that date, if your assignment is turned in within a week of the published due date, you may receive a maximum of 70%. After one week, no credit will be given.

How long does it take for me to receive feedback? You can expect feedback and grades to be returned within 7 days from the due date. When this is not possible, an announcement will be sent to the class. Feedback will be given in written and oral forms.

Is there any extra credit? No, there is no extra credit available for this course. Each assignment is designed with the success of the student in mind.

Course Requirements and Calendar

In this course, students must be able to:
- have a **2-3 hour** block of time available during school hours to teach three lessons to middle school students during the semester,
- travel off-campus **at least 6 times** during the semester to observe and teach lessons at an area district's middle school.

If assistance is needed to meet these requirements, please see the instructor immediately. Help is available upon request.

Field Experience

"Field experience" is defined as an opportunity for pre-service teachers to apply knowledge gained in the classroom with supervised practice in a Pre/K-12 classroom setting.

Students of this course, i.e. pre-service teachers, can expect to do the following (this is an overview):

1. ***Complete a background check***. You will not be allowed on your assigned campus until yours has cleared. (See "Background Check" policy.)
   - For security reasons, all schools require that you sign in at the front office of the school each day that you visit. Be sure to wear your visitor badge that identifies you as a Teach North Texas (TNT) student.

2. With or without teaching partner(s), ***prepare (and teach)*** <u>**THREE**</u> **hands-on science/mathematics/ computer science lessons** in a middle school classroom.
   - Decide exactly how you and your partner(s) will share the teaching responsibilities and divide the lesson.
   - Arrive at least ***20 minutes*** before your scheduled teaching time.
   - Ensure that all materials are collected and classroom space is clean after the lesson.
   - Learn and use the names of your students.
   - Be open and receptive to verbal and written feedback provided by the observing Master Teacher (or adjunct faculty member) and your mentor.

3. Perform a minimum of <u>**ONE**</u> "***practice teach***" <u>**PER TEACH**</u> in the presence of a Master Teacher Fellow (MTF) or Master Teacher to demonstrate field readiness.
   - A "practice teach" is similar a dress rehearsal of a theatre production; the lesson is taught (with materials) as it would be in a real classroom to real students.
   - Verbal and written feedback provided by the observer must be applied to the lesson.
   - Feedback from the practice teach will be used by the instructor to give approval for teaching in the field. Only the instructor can provide approval, which will be provided in person or sent via email.
   - Practicing prior to the practice teach is required and very beneficial. <u>Note:</u> *The instructor can and will require you to complete as many practice teaches as needed before giving approval.* The expectation is that you complete a successful practice teach the first time.

4. ***Observe*** mentor teacher's classroom at least <u>**THREE**</u> times during the semester.
   - An observation is required to receive approval to teach.
   - Evidence of the observation will be submitted as an observation form and reflection.

5. ***Send your final lesson plan*** as an e-mail attachment to your mentor teacher before you teach the lesson.

6. ***Reflect on each observation and teach*** by answering reflection questions.
   - There is a different reflection guide for each of the six reflections. Each forum lists the questions that you should address in each of the six reflections.

7. ***Complete self/peer evaluation*** after each teach.
   IMPORTANT:
   o Report **immediately** to the instructor and/or appropriate team members any problems you have, including the need for additional supplies.

   o If a lesson needs to be rescheduled, you must inform your instructor via email in **advance**. **You may not reschedule a teaching date without the permission of a Master Teacher.** Doing so will result in the loss of significant professionalism points.

   o **If an emergency arises and you have to miss your scheduled teaching day, notify your partner, your mentor teacher and your instructor as soon as you know. Your partner should teach the lesson alone if necessary.**

Call our office phone numbers or email your instructors ASAP! Also, call the TNT office at 940-565-2265 to notify the office staff. Keep calling the TNT office until you get a real person.

Background Check Policy

Along with Teach North Texas, our school district partners establish deadlines for completion of background checks that permit teacher education candidates to conduct observations and teaching events in public schools**. For this reason, each student must provide evidence of a completed background check by Wednesday, September 10th, 2025.**

Students who do not successfully complete the background check will be unable to complete mandatory course requirements and will receive a grade of "F" in the course unless the student drops or withdraws from the course according to UNT deadlines. Students that drop or withdraw from classes may become ineligible for financial aid.

Texas House Bill 1508 requires Educator Preparation Programs to notify all applicants and enrollees that a felony conviction may make you ineligible for certification upon program completion. The law requires that this information be provided without regard to whether the person has been convicted of a criminal offense. You may review current TEA criminal background checks guidelines, and also, you have the right to request a criminal history evaluation letter from TEA, at https://tea.texas.gov/Texas_Educators/Investigations. It is possible that some school districts will not permit individuals with misdemeanor or felony convictions to complete fieldwork on their campuses. The University of North Texas shall not be held liable should you be ineligible for certification because of a criminal offense.

Student Field Experience Policy

All lesson plans must be approved by the course instructor before scheduling a practice teach. Before a lesson is presented to K-12 students, it must also pass the practice teach. Students who are unable to gain instructor

approval for the lesson or fail the practice teach will be required to cancel and then reschedule their teaching event using the electronic system for scheduling the field experience. Finally, students who receive evaluations below the proficient level will meet with the Co-Directors to determine how to proceed in the course.

Tentative Course Calendar

This calendar is tentative and subject to change based on the needs of students.

Week	Topics
1	Course Orientation/Syllabus, Pre-Assessment, Demo Lesson
2	Inquiry & 5E
3	Standards, student misconceptions, STAAR
4	Teach 1 Topic Planning, Questioning, Learner Accountability, Purposeful Movement
5	Cooperative Structures, Clear Directions, Questioning
6	Teach 1 Rough Draft Peer Review, In-Class pre-Practice Teach
7	Productive Struggle, Growth Mindset, Classroom Interventions
8	Teach 1 Debrief, Teach 2 Topic Planning, Formative Assessment
9	Teach 2 Rough Draft Peer Review, In-Class pre-Practice Teach
10	Effective Feedback, Types of Feedback, Teach 3 Topic Planning
11	Engineering Engaging Student Conversations, Challenges of Inquiry-Based Teaching
12	Teach 2 Debrief, Teach 3 Rough Draft Peer Review, In-Class pre-Practice Teach
13	Assessment, Data Driven Reflection & Next Steps
14	Final Project Launch, Turning a Traditional Lesson into 5E
Fall Break	
15	Teach 3 Debrief, Collaborative Project Work
16	Final Project Due & Exam

When is the Final Exam? The final exam is **Thursday, December 11th from 8:00 – 10:00 am in Curry 323**. Your attendance is mandatory.

Where do I submit my assignments? The majority of your assignments will be submitted in Canvas. For transparency and organization reasons, assignments submitted through email will not be accepted for grading. All Canvas assignments are due at 11:59 pm the day of the assignment (one minute prior to midnight).

Are there rubrics available for my assignments? Yes! Grading rubrics can be found on the course Canvas website along with the assignment. I strongly encourage you to use the grading rubrics to guide you to successfully completing your assignments.

How will I know if class is asynchronous or cancelled? You will be sent a Canvas and/or email notifying you of an asynchronous or cancelled class. In that message, details of asynchronous assignments will also be provided.

If there is a campus closing that will impact our class, you will be notified by Eagle Alert Emergency Notifications and Procedures Policy (PDF) (https://policy.unt.edu/sites/default/files/06.049_Standard%20Syllabus%20Policy%20Statements_supplement.pdf).

What is the policy for the use of AI (artificial intelligence) in my coursework? The use of generative AI in this class, *unless specified in the instructions of an assignment*, will be considered a form of plagiarism, and will be assigned the same penalties.

Is Academic Integrity expected in this course? Yes, absolutely! The requirements of this course allow you to demonstrate your own understanding, growth, and mastery. It is expected that the tangible products of this course are truly yours in ownership.

Every student in my class can improve by doing their own work and trying their hardest with access to appropriate resources. For example, students who use other people's work without citations will be violating UNT's Academic Integrity Policy. Please read and follow this important set of guidelines for your academic success (https://policy.unt.edu/policy/06-003).

Academic dishonesty breaches the mutual trust necessary in an academic environment and undermines all scholarship. Our standard for academic integrity is a preponderance of evidence, a standard of review in the student appeal process that evaluates whether allegations are more likely to be true than not true. Consequences may include but not limited to; no credit for an assignment, lower course grade, course failure, etc. Violations will be filed with the Academic Integrity Office.

Attendance and Participation

You are preparing for a profession in which your daily presence is imperative to the success of your students and your attendance in this class represents that commitment. Our course is designed and organized to be highly collaborative and experiential. Therefore, your attendance and participation are essential to your (and others') learning. It is not possible to be enriched by discussions and collaborations if you are not present or prepared for class.

What is the attendance policy? Your presence is welcomed and expected for every class session. Attendance is taken every day and makes up the majority of your Professionalism grade.

Life happens. If you cannot attend class **for any reason, including for the observance of a religious holy day**, please:

1. Contact me at Anthony.Hufford@unt.edu **before** class.
2. Use your resources to access all announcements, assignments and information presented or discussed in class, amid your absence. (Keep in mind that illness-related absences <u>may</u> require a doctor's note.)

Whether poor or late attendance, not attending for the <u>full</u> class time will adversely affect your grade for this course. Students missing <u>more than 10 minutes</u> of a class will be counted as absent. Below is the attendance policy.

- **3 absences = final grade in the course will be lowered by one full letter grade.**
- **4 absences = final grade in the course will be lowered by two full letter grades.**
- **5 absences = F in the course.**

<u>What about tardies?</u> Due to the short amount of class time, it is imperative that you come on time, ready to participate. Tardies will adversely affect your attendance grade. Please keep in mind that:

- **3 tardies = 1 absence. This means arriving to class late *and/or* leaving class early.**

<u>What is the participation policy?</u> Your participation in class is required. The content taught is best learned by doing and discussion. Participating in class enhances student learning and growth. A reduction in the Professionalism portion of the final grade occurs when you do not actively and responsibly participate in the course.

<u>How do I report an absence for my field experience coursework?</u> Follow these procedures if you cannot make a practice teaching or Mursion session, an observation of your Mentor Teacher, or a teaching event:

- Missing **<u>a practice teaching event or Mursion</u>** for any reason, you must:
  - ✓ Contact your partner via phone or email;
  - ✓ Contact Mr. Hufford at Anthony.Hufford@unt.edu
  - ✓ Contact the Master Teacher assigned to observe you and your partner; AND
  - ✓ Contact the TNT front desk at 940-565-2265 and leave a message.

- Missing **<u>an observation of your Mentor Teacher</u>** for any reason, you must:
  - ✓ Contact your teaching partner via phone or email;
  - ✓ Contact Mr. Hufford at Anthony.Hufford@unt.edu; AND
  - ✓ Contact your Mentor Teacher via email and call the school to leave the mentor teacher a message.

- Missing **<u>a teaching event at your Mentor Teacher's campus</u>** for any reason, you must:
  - ✓ Contact your partner via phone or email;
  - ✓ Contact your Mentor Teacher ASAP via email and call the school to leave the mentor teacher a message;
  - ✓ Contact Mr. Hufford at Anthony.Hufford@unt.edu and 940-565-3128 and leave a message.
  - ✓ Contact the assigned Master Teacher assigned to observe your teaching event; AND
  - ✓ Contact the TNT front desk at 940-565-2265 and leave a message.

Getting Help

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UNT Help Desk: https://aits.unt.edu/support/

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 330

Walk-In Availability: Mon-Fri: 8am-5pm

Telephone Availability:

- Mon-Thurs: 8am-9pm
- Fri: 8am-5pm
- Sat-Sun: 11am-3pm

For additional support, visit Canvas Technical Help (https://community.canvaslms.com/docs/DOC-10554-4212710328)

Student Support Services

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- UNT Psychiatric Services (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testing-services/index.html)

Other student support services offered by UNT include
- Registrar (https://registrar.unt.edu/registration)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Eagle Engagement Center (https://studentaffairs.unt.edu/center-for-belonging-and-engagement/index.html)
- UNT Food Pantry (https://studentaffairs.unt.edu/desresources/programs/food-pantry/index.html)

Academic Support Services
- Academic Success Center (https://success.unt.edu/asc)
- UNT Libraries (https://library.unt.edu/)

- Writing Lab (http://writingcenter.unt.edu/)
- MathLab (https://math.unt.edu/mathlab)

Syllabus Change Policy

This course syllabus is intended to be a guide and may be amended at any time.