EDCI 4628 Apprentice Teaching Syllabus

Fall 2025 Section 1:

Thursday 6:00 - 7:20 PM, Curry Hall Room 323

Instructor Contact

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*By appointment and available virtually via Zoom as needed.*

This seminar course is in-person and meets Thursdays evening from 6 pm – 7:20 pm, which means you are expected to arrive in person for all classes except for virtual evenings, as announced such as our Grad Night and District night will be virtual.

# Welcome to UNT!

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. UNT’s full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

# What is your Teaching Philosophy?

As a teacher’s teacher, my teaching philosophy is rooted in constructivist pedagogy and inquiry where cognitive intensity abounds with active communication at the helm where everyone has a voice. In this course, no matter the platform or method of communication, I am eager to hear the details of your teaching experiences and grow with you.

During your last semester at UNT, you are essentially working as an education professional. My goal is to work alongside you to achieve success in teaching and reaching each one of your students. I view your last semester as a unique journey for each one of you that consists of taking personal risks, building confidence, growing personally and professionally, managing through struggles, celebrating successes, reveling in “aha’s”, and co-constructing knowledge together. Together, we hone our practices. I value feedback—timely and significant feedback from multiple sources - peers, instructor feedback, and your feedback.

*How does your teaching philosophy impact me and my learning?*

Proactive and active communication is paramount and highly valued. As the instructor, I expect you to be transparent and to keep us (your field supervisor and me) abreast of your circumstances and teaching experiences. You do this through weekly assignments that include a weekly reflection in CANVAS after each week is completed and through attendance in Thursday evening seminar sessions.

Sharing your journey each week provides a great benefit to all as we will discover the many variables that teachers manage, whether it is explicitly expected or not.

Proactive problem solving and finding multiple solutions ensures a successful and productive experience no matter the platforms or variabilities that exist.

## How Will We Communicate?

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 arrange to meet/call 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 send me a follow-up email. The semester can get pretty busy, and my inbox becomes rather full. A gentle nudge is appreciated. This writing stem could be helpful;

“Hello (insert recipient’s name), I am following up on the email I sent you on (insert date)…”

# Course Description

University Catalog Description

4628. Apprentice Teaching Seminar in Science, Math and Computer Science. 1 hour. Discussions include apprentice teaching experience. Contemporary critical issues in education. Preparation for the state certification exam. Must be taken in the same semester as EDCI 4608 and EDCI 4618. Must pass EDCI 4608 and EDCI 4618 to receive credit for the seminar. Must be able to pass a criminal background check. Prerequisite(s): TNTX 1100 and 1200; EDSE 3500, 4000 and 4500; concurrent enrollment in EDSE 4608 and 4618; satisfactory completion of the preliminary portfolio; and senior standing. Corequisite(s): Concurrent enrollment in EDSE 4608 and EDSE 4618 and senior standing.

Teach North Texas (TNT) Apprentice Teachers simultaneously take this seminar with the six- hour EDCI 4608/4618 courses. Course goals and activities are aligned with the State Board for Educator Certification’s Learner Centered Proficiencies, the standards for all new teachers in Texas. Discussion topics include the apprentice teaching experience, contemporary critical issues in education, and preparation for the state certification PPR exam. An Apprentice Teacher demonstrates meeting the state standards by preparing and submitting a Classroom Management Plan, weekly reflections, weekly skeletal lesson plans, and through seven (7) progressive observations—four formal observations from the field supervisor and three informal observations from TNT master teachers. Additional observations from master teachers may be required based on individual circumstances.

*SPECIAL NOTE:* If a failing grade is received in seminar, the course must be repeated with corresponding

field placement hours. Likewise, if a failing grade is received in field placement, the field placement must be

repeated with this course.

# Course Prerequisites or Other Restrictions

Seminar is the culminating course that works in tandem with the field placement experience no matter the delivery (e.g., face-to-face, remote, hybrid). EDCI 4500 and completion of all courses required for the major are prerequisites. Any outstanding courses must be approved by TNT prior to enrollment in EDCI 4628. Concurrent enrollment in EDCI 4608 and 4618 parallels this course.

# Required/Recommended Materials

These textbooks are required for seminar.

Wong, H.K., Wong, R.T., Jondahl, S.F., & Ferguson, O.F. (2014). *The classroom management book*. Mountain View, CA: Harry K. Wong Publications.

Kagan Spencer, Miguel Kagan & Laurie Kagan (2015).  *59 Kagan Structures.* San Celemente, CA: Kagan Cooperative Learning.

**Required texts for MATH and COMPUTER SCIENCE candidates**

Keeley, P. Tobey, C.R. (2011) *Mathematics formative assessment: 75 practical tips for linking assessment, instruction and learning.* Thousand Oaks, CA: Corwin Press.

**Required texts for SCIENCE candidates:**

Keeley, P. (2011). *Science formative assessment: 75 practical tips for linking assessment, instruction, and learning.* Thousand Oaks, CA: Corwin Press.

Books are typically available to check-out from TNT at the beginning of the semester.

Technology requirements for courses with digital materials:

This course has digital components.  To fully participate in this class, students will need internet access to reference content on the Canvas Learning Management System, Canvas, and UNT email.  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://clear.unt.edu/online-communication-tips) (https://online.unt.edu/learn).

Course Calendar

**Tentative Course Calendar**

|  |  |
| --- | --- |
| Week 0 | Mandatory COE Orientation 9 am – 1 pm  Mandatory TNT Orientation 2 pm – 3:30 pm  First days on campus with assigned mentor: Start date will vary by campus |
| Week 1 | In-person Class Thursday 6-7:20 pm  Topic: Classroom Interactions/Beginning of School and Traditional to 5E Lessons |
| Week 2 | In-person Class Thursday 6-7:20 pm  Topic: T-TESS and Classroom Interactions/Procedures |
| ~~Week 3~~ | No Class Thursday  Work on Resume & Cover Letter |
| ~~Week 4~~ | No Class Thursday  Meet with Jennifer Johnston (Resume & Cover Letter) |
| Week 5 | In-person Class Thursday 6-7:20 pm  Topic: Classroom Interactions/Making Connections  Have you applied for graduation? |
| Week 6 | In-person Class Thursday 6-7:20 pm  Topic: Classroom Interactions/Making Connections |
| ~~Week 7~~ | No Class Thursday  Topic: Teaching Philosophy |
| Week 8 | In-person Class Thursday 6-7:20 pm  Topic: Peer Review of Teaching Philosophy |
| Week 9 | In-person Class Thursday 6-7:20 pm  Topic: Seeking a job skills |
| Week 10 | In-person Class Thursday 6-7:20 pm  Topic: Classroom Interactions/Logical Consequences |
| Week 11 | Virtual Class Thursday 6-7:20  Grad Night |
| Week 12 | In-person Class Thursday 6-7:20 pm  Topic: Classroom Interactions/Management |
| Week 13 | No Class Thursday but  Mandatory Attendance **TUESDAY at Career Fair** |
| Week 14 | In-person Class Thursday 6-7:20 pm  Topic: UTeach & Certification |
| UNT Thanksgiving Break | Follow your Campus Thanksgiving Break – *not* UNT’s Thanksgiving Break.  Do not schedule an informal observation during UNT’s Spring Break |
| Week 15 | No Class Thursday |
| Graduation! | **Sunday**, May 11, 12 pm |

What are Some of the Major Assignments for my Clinical Teaching Experience and this Course?

Your Clinical Teaching Experience through the College of Education and this EDCI 4628 are bound together. In other words, you must **pass *both*** to continue to Teacher Certification. If you fail one, you will retake *both.*

**WATERMARK SUBMISSIONS**

See the current COE Clinical Teaching Handbook for the most updated specific dates for assignments, time log, observations and other tasks to be documented through Watermark then evaluated by your UNT Field Supervisor.

## OBSERVATIONS

You are responsible for scheduling a total of **8 observations** during student teaching. Schedule these observations at least 3 weeks in advance of the deadlines found in the current COE Clinical Teaching Handbook).

|  |
| --- |
| **Science Only:** The expectation is that you will make every effort to have at least ONE of your 8 observed teaches be a laboratory-based lesson. |

**3 Informal Observations** with your TNT Content Master Teachers will complete the three (3) informal observations, which is the official Watermark 15-minute observation. However, the Master Teachers will stay for the full period like it has been in your early field experience. The Master Teachers observing you in the informal observations will be certified in your content.

For all TNT Master Teacher observations, you will schedule your observations by going to [https://meetme.so/TNTobservations](https://online.unt.edu/learn)

Email your Skeletal Lesson Plan to your Content MT 3 days in advance of your 5E teach.

**1 Observation** with your instructor of record. Ms. Jacobs seeks to observe you when you are teaching a class on your own . The co-teaching component is not necessary for this observation.

Science Apprentice Teachers: One of the above observations needs to be a lab.

**4 Formal Observations** with our UNT Field Supervisor will observe you for the four (4) formal observations and the POP cycle.

Schedule 3 weeks in advance by email with your Field Supervisor.

Send your 5E Lesson Plan to your Field Supervisor 3 days in advance of your inquiry-based teach.

On your last observation, you must average *Proficient* in all 4 domains.

## Major TNT CANVAS SUBMISSIONS

* Students will reflect on teaching experiences and instructional practices through weekly reflections.
* Students will create weekly 5E skeletal lesson plans that are adapted from the curriculum on the assigned campus using measurable objectives and high yield instructional strategies in collaboration with their mentor.
* Students will develop their personal teaching philosophy.
* Students will create a professional resume that features Teach North Texas field experiences prominently and use it for interviews during TNT’s District Night and the COE Education Career Fair held in conjunction with TWU. Due by email to emailed directly to program advisor, Jennifer Johnston ([jennifer.johnston@unt.edu](https://www.mypronouns.org/sharing)) *AND* in the Canvas as an assignment.

## How will My Work/Attendance/Participation Be Assessed?

Grading for our course will be based the following numeric grading scale based on the total points including assignments such as weekly reflections, weekly skeletal lesson plans, attendance, participation, teaching philosophy, resume, cover letter and the classroom management plan.

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = Below 60%

**This semester you are essentially working as a teaching professional in an internship so meeting deadlines is an expectation!**

**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 *and* you email me that you’ve uploaded the late work, 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?** Typically, you can expect feedback and grades to be returned within 7 days from the due date.

**Is academic integrity expected in this course?** Yes, absolutely! 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. 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.

Please read and follow this important set of [guidelines for your academic success](https://policy.unt.edu/policy/06-003) (<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.

What if I miss class?

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. This course is designed and organized to be highly collaborative and experiential. Therefore, your attendance and participation are essential to your learning. It is not possible to be enriched by discussions and collaborations if you are not present or prepared for class. Attendance, punctuality and appropriate participation are expected and assessed in this course.

Illness-related absences may require a doctor’s note.

The only *excused* absence is if you are required to be at a school function. This means your mentor is required to attend and is requiring you to attend. Written documentation is required. There are no other excused absences.

Each and every absence will result in loss of attendance points. You will fail this course after one absence (either excused or unexcused). Two tardies (arriving more than 10 minutes after the start of class) is the equivalent of one class.

Email your instructor prior to an absence.

Scenarios Prompting Unsuccessful Course Completion

Unless a student withdraws from the course in accordance with UNT deadlines, the following actions will result in failure of the course:

* Missing more than 1 class sessions without prior email to instructor
* Not meeting deadlines for seminar assignments. See TNT Late Work Policy.
* Not successfully completing ***all*** field placement requirements as designated by COE and your field supervisor.
* Not passing your background check.

**Background Check Policy**   
  
Students who do not successfully complete the background check before the first day of class, 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.

Change Policy

During the semester, changes in the syllabus and due dates may be necessary. When major changes are made, a revised syllabus will be distributed in Canvas. If due dates change, the calendar in the syllabus and the deadlines for individual assignments in Canvas will be updated.

# UNT Policies

**Technology Requirements**

Minimum Technology Requirements

Each student will need:

* Computer with reliable access to Canvas + internet (please communicate with your instructor ASAP with any concerns)
* Microsoft Office Suite or similar Word processing software
* Google Drive account (this is free)
* [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

\***We will regularly use our devices in class for course activities. Please bring them with you!**

**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.

**UIT Help Desk**: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

**Email**: [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone**: 940-565-2324

**In Person**: Sage Hall, Room 130

**Walk-In Availability**: 8am-9pm

**Telephone Availability**:

* Sunday: noon-midnight
* Monday-Thursday: 8am-midnight
* Friday: 8am-8pm
* Saturday: 9am-5pm

**Laptop Checkout**: 8am-7pm

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

**UNT Policies**

This is an abbreviated list of UNT policies; a full list can be found on our Canvas page.

Class Recordings & Student Likenesses

All class meetings in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT’s [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to learn more.

Access to Information - Eagle Connect

Students’ access point for business and academic services at UNT is located at: [my.unt.edu](https://my.unt.edu/). All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>).

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](file:///C:/Users/jdl0126/AppData/Local/Temp/OneNote/16.0/NT/0/no-reply@iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (<http://spot.unt.edu/)> or email [spot@unt.edu](file:///C:/Users/jdl0126/AppData/Local/Temp/OneNote/16.0/NT/0/spot@unt.edu).

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](file:///C:/Users/jdl0126/AppData/Local/Temp/OneNote/16.0/NT/0/SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](file:///C:/Users/jdl0126/AppData/Local/Temp/OneNote/16.0/NT/0/oeo@unt.edu) or at (940) 565 2759.

**Academic Support & Student Services**

Student Support Services

*Mental Health*

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) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
* [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
* [UNT Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
* [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)
* [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>)

*Chosen Names*

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

* [UNT Records](https://registrar.unt.edu/transcripts-and-records/update-your-personal-information)
* [UNT ID Card](https://sfs.unt.edu/idcards)
* [UNT Email Address](https://sso.unt.edu/idp/profile/SAML2/Redirect/SSO;jsessionid=E4DCA43DF85E3B74B3E496CAB99D8FC6?execution=e1s1)
* [Legal Name](https://studentaffairs.unt.edu/student-legal-services)

*\*UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

*Pronouns*

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don’t assume someone’s name, we should also ask and not assume someone’s pronouns.

You can [add your pronouns to your Canvas account](https://community.canvaslms.com/docs/DOC-18406-42121184808) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

* [What are pronouns and why are they important?](https://www.mypronouns.org/what-and-why)
* [How do I use pronouns?](https://www.mypronouns.org/how)
* [How do I share my pronouns?](https://www.mypronouns.org/sharing)
* [How do I ask for another person’s pronouns?](https://www.mypronouns.org/asking)
* [How do I correct myself or others when the wrong pronoun is used?](https://www.mypronouns.org/mistakes)

*Additional Student Support Services*

* [Registrar](file:///C:/Users/jdl0126/AppData/Local/Temp/OneNote/16.0/NT/0/Registrar) (<https://registrar.unt.edu/registration>)
* [Financial Aid](https://financialaid.unt.edu/) (<https://financialaid.unt.edu/>)
* [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (<https://studentaffairs.unt.edu/student-legal-services>)
* [Career Center](https://studentaffairs.unt.edu/career-center) (<https://studentaffairs.unt.edu/career-center>)
* [Multicultural Center](https://edo.unt.edu/multicultural-center) (<https://edo.unt.edu/multicultural-center>)
* [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
* [Pride Alliance](https://edo.unt.edu/pridealliance) (<https://edo.unt.edu/pridealliance>)
* [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (<https://deanofstudents.unt.edu/resources/food-pantry>)

Academic Support Services

* [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (<https://clear.unt.edu/canvas/student-resources>)
* [Academic Success Center](https://success.unt.edu/asc) (<https://success.unt.edu/asc>)
* [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)
* [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.eu/>)