LTEC 4740 / 6701 Instructional Internship Syllabus

Information for LTEC Web-based Courses

Course Information

Course Description/Course Philosophy :

Upon successful completion of this course the participant will be able to demonstrate effective methods of instruction used in secondary and postsecondary vocational and applied technology education classrooms as well as in business and industrial training environments. Successful completion of this objective shall be determined according to the Course Evaluation Guidelines.

Course Objectives:

After completing this course, the learner should be able to:

- Demonstrate skills which are necessary in facilitating group discussions, activities and interactions.
- Describe appropriate strategies for conducting small group discussions.
- Describe appropriate questioning techniques.
- Conduct a controversial topic discussion.
- Observe instructors and identify outstanding delivery techniques.
- Respond to case studies involving instructional and training challenges.

Course Evaluation Scale

A = 90 - 100% B = 80 - 89% C = 70 - 79% D = 60 - 69% F = 59% or below

Submit all work as specified by the instructor. You must take into consideration: postal mail time and electronic communication difficulties. The student is responsible for all course deadlines. Student must keep a copy of all assignments. All assignments must be turned in by the "due date".

Probationary Certification

If this is your first semester teaching in CTE you MUST apply for your Probationary Certification at http://tea.texas.gov. If you fail to apply within 10 days following the start of the semester, you will be dropped from the UNT certification program. Your district will need to place you on an Emergency permit or pay you as a long-term substitute. This is TEA policy.

Once you have applied for your Probationary Certification, your first teaching evaluation by your administrator must be dated AFTER you have secured your Probationary Certification.

Instructions for Certification:

- Go to http://tea.texas.gov.
- Click on the box that reads "TEAL Login" at the top right of the screen.
- If you have not already done so, you will need to create new TEA account by clicking "Request

New User Account". You will receive an e-mail with your user name and password.

- Once you have created a TEA account and have logged in, you will click on the Applications tab on the left hand side of the screen, and then choose the Probationary Certificate Texas Program tab.

Software and Hardware Required:

In addition to the software and hardware requirements listed by Blackboard additional requirements are:

- Word processing program (e.g., Microsoft Word®)
- Presentation program (e.g., Microsoft PowerPoint®)
- Spreadsheet program (e.g., Microsoft Excel®)
- External email service outside of Blackboard (e.g., EagleConnect®, Gmail®, Yahoo®)

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

Communication Parameters:

Students should contact the instructor via messages in Blackboard. Instructors will attempt to respond to student emails within five working days. Working days do not include weekends or holidays.
Students should not expect the communication parameters in a web- based class to significantly differ from the parameters in traditional campus-based classes.
Students are encouraged to develop communication networks with other class members via electronic communication vehicles such as Blackboard email, or discussion forum. Students should consider the communication parameters with regard to assignment due dates.

Please be aware that instructors will not be able to respond to “last minute” requests for assignment clarification, and students may encounter unforeseen problems with their Internet provider, software, or hardware.

Student Responsibilities for Distributed Learning Courses:

- Access course web page and initiate contact with instructor within the first week of the semester. In many cases, this will be BEFORE the first class meeting.
- Be able to work independently on course objectives, given the format for interaction with faculty and students will be non-traditional.
- Verify appropriate hardware and software as described in the course description.
- Provide instructor with access to a working email account (EagleConnect, Blackboard or private provider.
- Contact instructor or instructor's assistant within two days if any problems develop with regard to accessing the course.

- Adhere to communication parameters of course (i.e., email, discussion, chat).
- Complete UNT Student Tutorial prior to taking the first Blackboard course.
- Comply with appropriate electronic etiquette and abbreviations.
- Acquire all necessary software and books.
- Complete all course requirements by posted deadlines.

Students should maintain electronic copies in chronological order of ALL journal entries, bulletin board responses, lesson plans, and other assignments listed within the "Sequence of Tests, Papers, and Activities" section of this syllabus. It is the responsibility of the student to verify that all messages AND attachments are sent to the course instructor. See "Course Attendance and Participation" section for more information.

"All students should activate and regularly check their EagleConnect (e-mail) account. EagleConnect is used for official communication from the University to students. Many important announcements for the University and College are sent to students via EagleConnect. For information about EagleConnect, including how to activate an account and how to have EagleConnect forwarded to another e-mail address, visit http://eagleconnect.unt.edu/ .

MEDICAL EMERGENCIES

If you have a medical emergency that will prevent you from completing the course as scheduled, you MUST notify your instructor at the time of your medical problem. Requests for an INC or to drop the course must come at the time of the medical emergency and must be supported by a letter from your physician and must specifically state that your medical situation will NOT permit you to work at your computer in order to submit your assignments as scheduled. Requests for an INC or to DROP this course based on a medical emergency CAN NOT be granted after the medical emergency. Of course all requests must meet standard university policy.

Doctor's notes must be received during week 1 or 2 of the medical emergency. Those submitted at the end or once it is over will not be accepted.

Information for ALL LTEC Courses

Attendance and Participation

The instructor reserves the right to request of the Registrar that a student be dropped from the course (W or WF) due to unsatisfactory progress. All students are expected to fully participate in all class activities. Full participation includes web-based activities.

University Policy of Absence for Religious Holidays

In accordance with state law, students absent due to the observance of a religious holiday may take examinations or complete assignments scheduled for the day missed within a reasonable time after the absence if the student has notified the instructor of each class of the date of the absence within the first 15 days of the semester. Notification must be in writing, either personally delivered with receipt of the notification acknowledged and dated by the instructor, or by certified mail, return receipt requested.

Only holidays or holy days observed by a religion whose place of worship is exempt from property taxation under Section 11.20 of the Tax Code may be included. A student who is excused under this provision may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.
Professionalism

At all times, students are expected to conduct themselves in a professional manner. This includes being prepared for all class assignments, and being flexible to unforeseen changes in schedules and assignments.

Honesty and Integrity

The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism. The term "cheating" includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; and (3) the acquisition, without permission, of tests or academic material belonging to a faculty or staff member of the university. The term "plagiarism" includes, but is not limited to, the use of the published or unpublished work of another person, by paraphrase or direct quotation, without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. If a student engages in academic dishonesty related to this class, the student will receive a failing grade on the test or assignment and a failing grade in the course. In addition, the case will be referred to the Dean of Students for appropriate disciplinary action.

University Policy of Disability Accommodations

The University of North Texas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

Whenever a special accommodation or auxiliary aid is necessary in order to ensure access to and full participation by students with disabilities in University programs or services, the department or agency responsible for the program or service to which the individual requires access will work with the Office of Disability Accommodation and appropriate federal and state agencies to ensure that reasonable accommodations are made.

The student requiring special accommodation or auxiliary aids must make application for such assistance through the Office of Disability Accommodation. Proof of disability from a competent authority will be required, as well as information regarding specific limitations for which accommodation is requested.

The University assumes no responsibility for personal assistance necessary for independent living nor for specialized medical care. Students requiring personal attendants or mobility assistants must employ such persons at their own expense before completion of registration. Students requiring specialized medical care above and beyond that ordinarily offered through the Student Health Center should be

prepared to bear the expense of this care through a general hospital or a private physician/clinic of their choice.

Changes may be made as long as it does not compromise the quality of education. Cooperation of faculty, staff, and students is needed to help with physical access and to meet academic requirements. For example, giving extra time on tests or assignments, substituting courses, or adapting classroom presentations (like allowing tape recorders, note takers, or asking a professor to face the class when speaking to allow students to lip read) may be done.

Questions or concerns about discrimination on the basis of disability or about equal educational opportunities for persons with disabilities should be directed to Equal Opportunity Office, Room 210, Hurley Administration Building , 940.565.2737. Information concerning specific accommodations to provide equal opportunities is available through the Office of Disability Accommodation, Suite 321, 1155 Union Circle, 940.565.4323.

Bureau of Citizenship and Immigration Services Regulations for F1 Visa Holders

To read INS regulations for F-1 students taking online courses, please go to this website http://www.ice.gov/sevis/regs/8cfr214_2f.htm and select the link to

"8 CFR 214.2(f)" in the table next to "F-1." Paragraph (f)(6)(i)(G)

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course. If such an on-campus activity is required, it is the student's responsibility to do the following:

(2) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(3) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Advising Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.