

LEEWARD COMMUNITY COLLEGE
Education Program
Course Syllabus SPRING 2015

ED 295B - PRACTICUM II: ALT. CERTIFICATION FOR CTE TEACHER LICENSURE (1 credit)

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Catalog Course Description:

The Alternative Certification for Career and Technical Education (CTE) teacher licensure program will prepare candidates who have content knowledge with the pedagogy necessary to become effective practitioners in CTE classrooms at the secondary level. A critical component of the program is the supervised practicum where knowledge of content and strategies for best teaching practice will be integrated and refined. Through mentoring and performance evaluations completed by program faculty, CTE teacher candidates will be well prepared to meet the standards for licensure and practice. Practicum II, the second semester of the practicum experience will provide formal supervision for the CTE candidate as they intern in their own CTE secondary school classroom. A program faculty evaluator will complete five formal observations.

Co-requisites:

None

Prerequisites:

Completion of ED 295 A with Grade of C or Better. Completion of required courses for Alternative Certification prior to or in conjunction with enrollment in ED295B

Recommended Preparations:

Please read this document in its entirety as well as the CTE Candidate Handbook and Cooperating Teacher handbook. You are responsible for all the information contained in the syllabus and these supporting documents.

In addition, you are required to check your hawaii.edu account periodically for course updates. All CTE information, handbooks, and forms are available on the <http://teachcte.leeward.hawaii.edu/>

Hawai'i Teacher Standards Board (HTSB)	ED 295B Course Learning Outcomes At the end of this course, you will be able to...	Course Assessments to Measure CLOs	Points
<u>Standards 1-8</u> Content Planning, Assessment, Instruction, and Accommodations for Diverse Learners in Powerful Learning Environments (50%)	1. Analyze and demonstrate effective teaching practices.	Complete 15 weeks in the Field (w/solo teaching 3 weeks) <u>5 Professional Practice Plans</u> Overall Rating "Meets Proficiency" or higher for Standards 1-8	500
<u>Standard 9</u> Professional Learning and Ethical Practice (40%)	2. Evaluate teaching and learning practices as a basis for making professional decisions and growth.	<u>Teaching Portfolio</u>	300
	3. Demonstrate the professional practice, behavior, and ethics of a teacher.	<u>Professionalism Grade:</u> Overall Rating "Meets Proficiency" or higher for Standard 9	100
<u>Standard 10</u> Collaboration (10%)	4. Communicate and collaborate with students, colleagues, school, and families to support learners.	<u>Collaboration Grade:</u> Overall Rating "Meets Proficiency" or higher for Standards 10	100
TOTAL POINTS			1000

Grade	Grade Scale	Proficiency Level Descriptors	Points
A	4 = Exceeds Proficiency	Candidate <u>always</u> does this as a teacher or scores 90% or above	900-1000
B, C	3 = Meets Proficiency	Candidate <u>mostly</u> does this as a teacher or scores between 89-70%	899-700
D	2 = Developing Proficiency	Candidate <u>sometimes</u> does this as a teacher or scores between 69-60%	699-600
F	1 = Below Proficiency	Candidate <u>rarely/never</u> does this as a teacher or scores 59% or below	599 or below
NA	Not Attempted	Candidate did not have the opportunity to do this or did not provide any evidence	Incomplete

ED 295B Course Schedule

Complete the following course modules and assignments by the due date indicated.

All Assignments submitted to Laulima Assignments

Introduction to the Practicum (1/12 – 1/18) 1. Submit CC/CT schedules, calendars, & contact info	Due 1/18/15 @ 11:55 pm
Module 1: Standards 1 & 3 (1/12- 2/8) 1. Submit Module 1: Professional Practice Plan	Due 2/8/15 @ 11:55 pm
Module 1: Evaluation & Reflection Week (2/9-2/15) 2. Meet with CT to debrief Module 1 3. Work on Teaching Portfolio for Module 1	
Module 2: Standards 7 & 6 (2/16 – 3/1) 1. Submit Module 2: Professional Practice Plan	Due 3/1/15 @ 11:55 pm
Module 2: Evaluation & Reflection Week (3/2-3/8) 2. Meet with CT to debrief Module 2 3. Work on Teaching Portfolio for Module 2	
Module 3: Standards 4,5,8 & 2 (3/9 – 3/29) 1. Submit Module 3: Professional Practice Plan	Due 3/29/15 @ 11:55 pm
Module 3: Evaluation & Reflection Week (3/30-4/5) 2. Meet with CT to debrief Module 3 3. Work on Teaching Portfolio for Module 3	
Module 4: Standards 6 continued (4/6 – 4/19) 1. Submit Module 4: Professional Practice Plan	Due 4/19/15 @ 11:55 pm
Module 4: Evaluation & Reflection Week (4/20-4/26) 2. Meet with CT to debrief Module 4 3. Work on Teaching Portfolio for Module 4	
Module 5: Standards 9 & 10 (4/27 – 5/3) 1. Submit Module 5: Professional Practice Plan 2. Submit Teaching Portfolio 3. Meet with CT to debrief Module 5 4. Complete Course Evaluation ECafe	Due 5/3/15 @ 11:55 pm
REQUIRED TO COMPLETE PROGRAM 5. Complete CTE Candidate Assessment Form for Standards 1-10 6. Complete CTE Candidate Exit Survey	

Course Policies:

Plan of Assistance Referral: On rare occasions, a CTE Candidate might encounter difficulties so serious that it is necessary to consider terminating the Candidate's participation in the program or practicum. The Plan of Assistance Referral procedure will be followed when termination of the Candidate's participation in the program or practicum is being considered.

A Plan of Assistance referral may be initiated by either the Course Instructor or College Supervisor or both. Once the referral is made, the POA is reviewed by the Program Coordinator who will then gather more information from all involved parties. A meeting with the CTE Candidate will be scheduled with the Program Coordinator, however, the referring instructor(s) may also be present. A plan that outlines specific timelines and the goals for improvement will be generated. If the required outcome is achieved within the timeline specified, the CTE Candidate will remain in the program or in the practicum placement.

If the CTE Candidate fails to demonstrate sufficient progress, a second Plan of Assistance will be generated. If sufficient progress is still not met after the second referral, then a third and final Plan of Assistance will be generated. At this point, the referral will go to a panel for consideration of program discontinuation. The panel will be comprised of the Course Instructor/College Supervisor, Cooperating Teacher, Program Coordinator, Program Counselor, and a representative from the CTE Field identified and chosen by Leeward CC (e.g., CTE Advisory Board member, director, complex resource person).

Upon the recommendation by the panel, the CTE Candidate's program or practicum participation may be terminated. If the recommendation by the panel is for the CTE Candidate to continue, then any subsequent POA's referrals will go to the panel again for consideration of program discontinuation.

Student with Disabilities Statement: Leeward Community College abides by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which stipulate that no student shall be denied the benefits of an education "solely by reason of a handicap." Students with documented disabilities who believe that they may need accommodations in this class are encouraged to contact the Coordinator of the KAKO'O 'IKE (KI) program as soon as possible to ensure that such accommodations are implemented in a timely fashion.

The KI office is located on the second floor of the Learning Commons building (to the right of the main Learning Commons entrance). Students may also contact the coordinator by phone at 455-0421.

Assessment for Student Work: With the goal of continuing to improve the quality of educational services offered to students, Leeward CC conducts assessments of student achievement of course, program, and institutional learning outcomes. Student work is used anonymously as the basis of these assessments, and the work you do in this course may be used in these assessment efforts.

Academic Honesty: Students are required to complete and submit their own work. Sharing files, duplicating disks, using another student's disk, copying, plagiarism, or other such acts will not be tolerated and are subject to penalties including a grade of "F" for the course. Refer to Academic

Dishonesty in the Student Conduct Code for additional information.

Support Services:

Peer Mentor Program: At Leeward CC we want every student to be successful. The Peer Mentor Program is an effort by the Education Program that seeks to support students when they first begin experiencing difficulty in an education course. If the instructor feels that you are having difficulty in the course (e.g., missing assignments), then s/he may refer you to the program. Once referred, you will receive an email sent to your hawaii.edu account, and a Peer Mentor will contact you to schedule an appointment and offer you different options for meeting (in-person, Skype, phone, email). While meeting with a Peer Mentor is optional, past data shows that three out of four students that do meet with a Peer Mentor at least once complete the course successfully.

Learning Resource Center: The Learning Resource Center (LRC) offers free support for a wide range of Leeward CC content courses. Content tutors are fellow students who are available by appointment to help with course concepts and study strategies. For several science subjects, drop-in help is provided in science study areas. The LRC also offers online and phone tutoring and holds specialized workshops and group review sessions for some subjects.

For more information or to make an appointment, stop by the LRC on the second floor of the Learning Commons, call 455-0412, or visit the LRC website at <http://emedial.leeward.hawaii.edu/lrc>.

The Writing Center: The Writing Center provides free writing support for Leeward CC students. The writing consultants are fellow students who are available--in person in the Writing Center, online via SKYPE, and by phone--to help with writing assignments for any Leeward CC class, scholarship essays, and college success skills (including time management, organization, note taking, and reading). They are available on both an appointment and drop-in basis.

For more information or to make an appointment, stop by the Writing Center located on the second floor of the Learning Commons; call 455-0409; or visit the Writing Center website at <http://www.leeward.hawaii.edu/writingcenter>.

