



CHIPOLA COLLEGE

COURSE SYLLABUS

Chipola's website: www.chipola.edu

COURSE TITLE:

Internship II

COURSE NUMBER:

EDG 4941

COURSE DESCRIPTION (with prerequisites):

EDG 4941 is an internship course designed for teacher education majors as a culminating field experience to their program of study. This is a 15-week, supervised teaching experience in a K-12 classroom. Students are not allowed to enroll in other courses while completing this internship. Current background check (fingerprinting) acceptable to the district in which the field experience takes place is required for this course. Students must complete this course with a grade of C or higher or retake the course. Prerequisites: EDG 4940 and passing scores on all Florida teacher certification exams. Corequisite: EDG 4936 Senior Seminar. 9 semester hours credit.

NAME(S) OF INSTRUCTORS:

Dr. Gina McAllister
mcallisterg@chipola.edu

EFFECTIVE ACADEMIC YEAR:

2023-2024

REQUIRED TEXTBOOKS AND INSTRUCTIONAL MATERIALS:

Time to Teach – Encouragement, Empowerment and Excellence in Every Classroom, ISBN: 2818440023040; Teach-To's 100 Behavior Lesson Plans and Essential Advice, ISBN: 2818440023057; Classroom Management Training Resource Manual, ISBN: 2818440023064

GRADING POLICY:

The standing of a student in each course is expressed by one of the following letters and corresponding grading system:

A – 90 – 100

B – 80 – 89

C – 70 – 79

D – 60 – 69

F – 59 or less

The Chipola Catalog provides policies and procedures regarding the grading system. A student's Grade Point Average is derived from the grading system/quality point scale.

ATTENDANCE AND WITHDRAWAL POLICIES:

Chipola College expects regular attendance of all students and for all instructors to record attendance daily. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness

or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in the Instructor First Day Handout whether or not an absence is excusable and what effect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.**

MAKE-UP POLICY:

Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

ACADEMIC HONOR CODE POLICY:

Students are expected to uphold the Academic Honor Code, which is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

STUDENTS WITH DISABILITIES POLICY:

Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola's goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

NOTICE OF EQUAL ACCESS/EQUAL OPPORTUNITY AND NONDISCRIMINATION:

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college in regards to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Wendy Phippen, Associate Vice President of Human Resources, Equity Officer and Title IX Coordinator, 3094 Indian Circle, Marianna, FL 32446, Building A, Room 183C, 850-718-2269, pippenw@chipola.edu.

LIBRARY AND ON-LINE REFERENCE MATERIALS:

The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. On-line catalogs, e-books, and electronic databases can be accessed through the Library Resources link within your course in Canvas or by using the *Search* icon on the Chipola Library website at www.chipola.edu/library. If you have questions about database usage, consult the "How to Use the Chipola Databases" on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are

posted each semester at the building entrance and on the Library website. See your Instructor First Day Handout for individual instructor recommendations and resources.

TECHNOLOGY RESOURCES:

The college's learning management system is **Canvas**. Classes become available on Canvas on the first day of the semester. It is the student's responsibility to log onto the Canvas system the first day of class to establish the first day of attendance and to check announcements. All official class communication must be through Canvas. For further information, contact your instructor or the Director of Learning Resources. The Canvas support hotline is available online in live chat and on the phone, toll-free, at 855-308-2812 for any issues utilizing Canvas. The **Technology Center**, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website.

FREE TUTORING RESOURCES:

The Academic Center for Excellence (**ACE**) Lab, located in Building L, offers free tutoring from 8 a.m. to 5 p.m. and is equipped with computer workstations. ACE lab hours are posted each semester at the room entrance and on the website. Additionally, Chipola College has contracted **Smarthinking**, a Pearson Company, for online tutoring services, accessible especially from 5 p.m. to 8 a.m. and weekends. Smarthinking can be accessed through Canvas.

ELECTRONIC DEVICE USAGE STATEMENT:

Classrooms should be free of all unnecessary distractions from the task of learning. Therefore, as a general rule, students should silence and avoid use of all electronic devices (laptops, phones, tablets, etc.) not being used for coursework. Consult first-day handouts for any specific policies related to the use of electronic devices in the classroom, as they may vary depending upon the nature of the course or the guidelines of the instructor. Faculty reserve the right to regulate the use of electronic devices and their accessories in class.

DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:

- E – 1 Designs and plans effective instructional lessons.
- E – 2 Maintains a student-centered learning environment that is safe, organized, equitable, flexible, inclusive and collaborative.
- E – 3 Delivers and facilitates effective instruction.
- E – 4 Analyzes and applies data from multiple assessments to diagnose learning needs and inform instruction.
- E – 5 Designs purposeful professional goals for continuous improvement to strengthen instructional effectiveness and impact student learning
- E – 6 Practices professional responsibility and ethical conduct and fulfills expected obligations to students, the public, and the education profession.

Linking Course-level Student Learning Outcomes with Discipline-Specific Competencies, Assessment Methods, and Artifacts

COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR The student will	DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES	ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES (see Notes below)
<ul style="list-style-type: none"> • Demonstrate professional and ethical conduct. • Demonstrate knowledge of core concepts, including the subject area and professional education competencies. • Deliver well-planned lessons that engage students. • Use technology in planning, teaching and evaluating students • Use a variety of instructional strategies and materials to actively engage students • Implement a variety of assessment and feedback strategies • Maintain a student-centered learning environment using effective classroom management strategies • Self-evaluate for continuous professional development 	<p>E-6</p> <p>E-3</p> <p>E-1, E-3</p> <p>E-2</p> <p>E-1, E-3</p> <p>E-4</p> <p>E-2, E-3</p> <p>E-5, E-6</p>	<p>Dispositions Assessment</p> <p>Observation Evaluations</p> <p>Observation Evaluations</p> <p>Observation Evaluations</p> <p>Observation Evaluations</p> <p>Observation Evaluations</p> <p>Observation Evaluations</p> <p>W</p>

Notes: Assessment Codes

BO - Behavioral Observation	EX - Dept Exam	Port - Portfolio	SD - Skills Demonstration
Cap Proj - Capstone Course	Exp - Experiments	Prac - Practicum	SE - Natl or State Standardized
CF - Cumulative Final	F - Final Exam	Pre/ Post - Pre-/Post-Tests	Sk - Ck Skills Check-Off
Clin - Clinicals	H - Homework	Proj - Projects	SP - Skills Performance
CP - Case Plan	Intern - Internship	PS - Problem Solving	T - Tests
CS - Case Study	J - Jury	Q - Quizzes	UT - Unit Tests
DB - Discussion Board	JP - Judged Perf/Exh	R - Recital	W - Writing Assignments
DE - Documented Essays	Obs - Teacher Observ	RP - Research Papers	
E - Essays	OT - Objective Tests	RPT - Report/Presentation	

MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:

Internship is the primary method of instruction. Students are expected to be attentive, participate with their assigned cooperating teachers, and are encouraged to ask questions. Lectures are used to deliver instruction for students to gain instruction to be used in their internship placements. The lectures will come primarily from the textbook in formats that may include power point presentations, white board illustrations, videos, and web-based technologies. Internship activities are designed to correlate with the lecture material to aid in student understanding. Field Experience assignments conducted in the internship, are required. Tasks, that vary in content from semester to semester, are also utilized to expand student knowledge, demonstration, and understanding of the course material.

1. Office appointments will be made to discuss progress, as needed. 2. Tutoring will be available through the Academic Center of Excellence (ACE Lab). 3. On occasion exponential learning will be made available by visiting available agencies to augment the learning process

ASSIGNMENT AND/OR COURSE OUTLINE

Students will be assigned two grades for this course. The cooperating teacher and the college supervisor will each assign one grade based on the following criteria as measured by the summative formal observations, FEAPs evaluations, and dispositions assessment: Instructional Design and Lesson Planning, Learning Environment, Instructional Delivery and Facilitation, Assessment, Professional Responsibility and Ethical Conduct.

See Internship Handbook for additional information.

See your Instructor First Day Handout for individual instructor assignment schedule.