

*COE Motto: Excellence, Innovation and Leadership in a Learner-Centered Community.*

College of Education

*Department of (Insert your Department)*

Course and Course Number/Section: (Example: ECED XXXX.XX)

Course Title:

Current Semester/Year: Spring 2023

| **Instructor**: First Name Last Name [normal text] | **Office**: (Building and room number) |
| --- | --- |
| **Phone**: (area code) (telephone number) | **Email**: (Your email address) |
| **Office Hours**: (Days and time) |  |
| **Class Days/Times**: (Days and time) | **Class Location**: (Building and room number) |
| **Suite Secretary:** |  |

### Catalog Description

### Objectives of the Course

### Required Text

### Course Expectations

### Instructor Feedback

### Course Evaluation

### Course Evaluation Link

[Evaluation Link](https://apps.uhcl.edu/OnlineEvals)

It is strongly encouraged that students complete course evaluations for the purpose of continuous course improvement.

### Course Assignments

### Class Schedule

### Standards

### Syllabus Disclaimer

Recommended: Instructors should include this disclaimer:

The instructor reserves the right to change the syllabus at any time.

### Late Work

Each syllabus must clearly address the late work policy.

### Grade Scale

Each syllabus must provide a grading scale.

### Attendance Policy

Each syllabus must clearly address the attendance policy.

### Office Hours

Faculty members should make themselves available to students outside of class hours for academic consultation. Faculty may choose to be available through office hours or alternative engagement opportunities for at least ONE hour per week for each three hours of credit hours taught. Each syllabus must clearly state your office hours designating which ones are held in your faculty office.

### Pedagogy and Professional Responsibilities (PPR) Standards

The Pedagogy and Professional Responsibilities **(PPR)** Standards **and Texas Teacher** Standards **must be included in all EC-6 and PK-3 syllabi for the following courses.**

**THIS IS A TEA REQUIREMENT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ECED**  *\*include PPR & Texas Teacher* | **EDUC**  *\*include PPR & Texas Teacher* | **INST**  *\*include PPR & Texas Teacher* | **LLLS**  *\*include PPR & Texas Teacher* | **SILC**  *\*include PPR & Texas Teacher* | **SPED**  *\*include PPR & Texas Teacher* | **TCED**  *\*include PPR & Texas Teacher* |
| 1303, 1311,1354  4100, 4302, 4303, 4304, 4305, 4307, 4311, 4314, 4320, 4322, 4326, 4332, 4328, 4341, 4342, 4343, 4344, 4378, 4978 | 4310 | 3313 | 4311, 4344, 4345 | 4315 | 2301, 4300 | 1301, 4100, 4303, 4321, 4322, 4323, 4378, 4978 |

**\*\*STANDARDS MUST BE CORRELATED TO COURSE ASSIGNMENTS OR COURSE OBJECTIVES.**

### Pedagogy and Professional Responsibilities (PPR) and Content Area Standards

All teachers must meet the standards that address Pedagogy and Professional Responsibilities (PPR) and Content Area Standards. Go to the Texas Education Agency website at [TEA Approved Educator Standards](http://tea.texas.gov/Texas_Educators/Preparation_and_Continuing_Education/Approved_Educator_Standards/); scroll down to “Standards for All Teachers”, and click on the “Pedagogy and Professional Responsibilities (EC-Grade 12)” link. At the same TEA site, the following standards are listed: Elementary Certificate Standards, Middle School Certificate Standards, Secondary Certificate Standards, or All-level Certificate Standards.

### Pre-K Guidelines

**All EC-6** and **PK-3** syllabi must include the[Pre-K Guidelines](http://tea.texas.gov/index2.aspx?id=2147495508&menu_id=2147483718)link. **THIS IS A TEA REQUIREMENT**

### TEA Approved Educator Standards (Initial & Advanced Certification)

Go to the Texas Education Agency Website to locate the [TEA Approved Educator Standards](http://tea.texas.gov/Texas_Educators/Preparation_and_Continuing_Education/Approved_Educator_Standards/)

### Field-Based Experience

Field-Based Experience Statement **needed** for any course that requires field-based experience.

# NOTE: 30 hours of field-based experience is required per TEA prior to clinical teaching.

1. For initial certification in the classroom teacher certification class, each EPP shall provide field-based experiences, as defined in §228.2 of this title (relating to Definitions), for a minimum of 30 clock-hours. The field-based experiences must be completed prior to assignment in an internship or clinical teaching. See [Texas Administrative Code website](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=7&ch=228&rl=35)

**Field-Based Experience Statement**

1. Refer to [District Specific Field Experience Instructions](https://www.uhcl.edu/education/centers-initiatives/center-professional-development-teachers/criminal-history-field-experience-information/) and/or [Field Experience General Information](https://www.uhcl.edu/education/centers-initiatives/center-professional-development-teachers/criminal-history-field-experience-information/) for district updates related to field-based experiences.
2. **Required Formal Approval of School District**

No candidate may begin any field-based experience prior to the formal approval by the school district.

1. **Required Criminal Background Check**

In accordance with Senate Bill 9, it is required that school districts, charter schools, or private schools conduct criminal background checks on all district employees, any person who is volunteering or completing any kind of field-based experience. Each person to whom this applies must provide the school district with driver’s license information and any other information necessary to conduct the criminal background check.

For assignments that require either class wide, group participation, or activities in which candidates are necessarily interacting with minor students, each candidate must complete the appropriate criminal background check form and submit it to the instructor by the stated due date on the syllabus. In most cases, this applies even if the candidate is an employee of the district.

For assignments that require candidates to visit schools (e.g., interviews, etc.), it is the responsibility of the candidate to provide the school district, charter school, or private school with any information necessary to conduct a criminal background check. The College of Education accepts no responsibility for candidates who do not follow established school district, charter school, or private school procedures or state legislation.

* 1. Courses that require field placement in registered childcare programs will have criminal background checks processed through Texas Family and Protective Services/Health and Human Services Commission.

1. **Failure to Complete Field-Based Experiences**

If a candidate is unable to complete all required field-based experiences (regardless of the reason, including failing to have a formally approved criminal background check), then the candidate will not receive credit for the course; i.e., the candidate must drop the course or will receive an F in the course.

1. **CANDIDATES ARE NOT PERMITTED TO MISS/OR LEAVE ONE COURSE TO ATTEND A FIELD-BASED EXPERIENCE FOR ANOTHER COURSE.**

### TExES Exams

Note: **At no time are candidates to miss or leave a course, including Field-Based Experience, to take a TExES Exam.**

Refer to[State Assessments](https://www.uhcl.edu/education/certification/state-assessments/)for practice test and TExES exam information.

### English Language Proficiency Standards (ELPS)

Required: Pursuant to Texas Education Agency policy and based on the fact that Texas has so many English language learners in the public-school classrooms, there is the expectation to be familiar with the English Language Proficiency Standards. Those standards will be assessed on the Pedagogy and Professional Responsibilities TExES (the PPR). After reading the [ELPS standards](https://tea.texas.gov/about-tea/laws-and-rules/texas-administrative-code/texas-administrative-code-title-19-part-2), please raise any questions in class.

### Dispositions Statement

Required: Each student abides by the College of Education Professional Disposition Statement, which defines the standard of behavior COE expects of candidates. At the end of the course and at other times, instructors assess students on compliance with the standards. These assessments are invaluable for professional development. The Disposition Statement can be found on the College of Education, [COE Student Resources](https://www.uhcl.edu/education/student-resources/) page.

UHCL only recommends for certification those persons who have demonstrated the necessary dispositions associated with the professional educator. Regardless of academic record, a student may be withdrawn from a UHCL program if judged to lack the required professional dispositions.

### Educator’s Code of Ethics

All public-school educators in Texas are required by the State Board for Educator Certification to follow the Texas Educator’s Code of Ethics. **All** certification candidates will sign an affidavit agreeing to adhere to the state’s code upon admission to their certification program. All certification candidates will also complete ethics training in one of their certification courses. Reference: [Texas Educator’s Code of Ethics](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=7&ch=247&rl=2). **THIS IS A TEA REQUIREMENT**

### Academic Honesty Policy

Required: The [Academic Honesty Policy](https://www.uhcl.edu/policies/documents/academic-affairs/academic-honesty-policy.pdf) (pdf) in the [Student Life Policies Handbook](https://www.uhcl.edu/dean-of-students/student-handbook), is the university community’s standard of honesty and is endorsed by all members of the UHCL academic community. It is an essential element of the University’s academic credibility. It states:

**I will be honest in all my academic activities and will not tolerate dishonesty.**

### Incomplete Grade Policy (*for online courses only*)

A grade of Incomplete (“I”) may be given at the discretion of the instructor to students who are making satisfactory progress in a course. Incompletes are typically given for emergency situations which occur after the withdrawal date but prior to the end of the semester, and which prevent the student from completing course requirements. When assigning the grade of “I”, instructors provide students with an Incomplete Grade Contract that outlines the work to be accomplished before the “I” can be converted to a final grade and specifies a deadline date; this contract constitutes an agreement between instructors and students. A grade of “I” must be resolved with the time limit set by instructors; however, such limits may not be extended beyond the grade submission deadline for the next long semester following the semester in which the “I” was assigned. Failure to resolve an “I” will result in its conversion to a final grade of “F” on students’ permanent records. An “I” can be converted to a final grade only. A statement denoting the lapse will appear on the transcript.

### Complaint Resolution

If a problem arises, it is encouraged to first discuss the situation directly with the person involved. If unresolved, then follow the Complaint Procedures. Reference: [Complaint Procedures](https://www.uhcl.edu/education/documents/student-resources/general-information/uhcl-epp-complaint-procedures.pdf) pdf.

### Americans with Disabilities

The Americans with Disabilities Statement must be in included in all syllabi.

**Disability Services**

Required: The University of Houston Clear Lake complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for students with a disability. In accordance to Section 504 and ADA guidelines, UHCL strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them. If you believe that you have a documented disability requiring academic adjustments/auxiliary aids, please contact the [Accessibility Support Center](https://www.uhcl.edu/accessibility-support-center/) or [disability@uhcl.edu](mailto:disability@uhcl.edu), 2700 Bay Area Blvd, SSCB 1.302, Houston, TX 77058. Office: 281-283-2648; Fax: 281-283-2624.

### 6-Drop Rule

Undergraduate syllabi must include:

**6-Drop Rule Limitation**

Required: Students who entered college for the first time in fall 2007 or later should be aware of the course drop limitation imposed by the Texas Legislature, which specifies:

1. Dropping this or any other course between the first day of class and the census date for the semester/session does not affect your 6-drop rule count.
2. Dropping a course between the census date and the last day to drop a class for the semester/session will count as one of your 6 permitted drops.

Students should take this into consideration before dropping this or any other course. Reference: [UHCL Academic Records](https://www.uhcl.edu/registrar/) for [6 Drop Rule](https://www.uhcl.edu/registrar/enrollment/six-drop-rule) details and the [Academic Calendar](https://www.uhcl.edu/academics/resources/academic-calendar/spring-2023) for census date information.

### Academic Calendar

[Academic Calendar](https://www.uhcl.edu/academics/resources/academic-calendar/spring-2023) link must be in each syllabus.

[2022-2023 Academic Affairs Administration Calendar](https://www.uhcl.edu/provost/documents/calendar.pdf) (pdf) is a more comprehensive calendar with dates important to faculty.

### Course Evaluation Link

[Evaluation Link](https://apps.uhcl.edu/OnlineEvals)

It is strongly encouraged that students complete course evaluations for the purpose of continuous course improvement. Faculty will share evaluation link with their students prior to the start dates for each session – see chart.

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| --- | --- | --- |
| **Spring 2023 - Session** | **Begin Date** | **End Date** |
| Mini Session | 12/30/22 | 1/10/2023 |
| 8wk Session | 2/25/2023 | 3/4/2023 |
| Regular | 4/20/2023 | 5/4/2023 |
| 8wk2 session | 4/29/2023 | 5/6/2023 |