**Spadoni College of Education**

**Coastal Carolina University**

**EDUC 205-Teacher Leader Academy Seminar**

**Spring 2020**

**Instructor of Record**: Mrs. Teresa Gibbons

**Email:** tgibbons@coastal.edu **Phone: 843-349**-**2935**

**Office Location:** 213K Prince Hall **Location of Class:** TBD

**Office Hours:** By Appointment

**Class Meeting Date(s) and Time:** M-W-F 4:30 p.m.-5:20

**Intended Audience:** Education students identified as part of the Teacher Leader Academy

**Prerequisite(s):** Univ 110

**Credit Hours**: 0-2 Credit Hour

Course Description: UNIV 110E is a prerequisite for this course. This course is designed to develop leadership and mentoring using articles, activities, and a variety of other assignments. This course will help students develop leadership qualities that support making wise choices in their personal and academic lives. Emphasis is placed on personal responsibility, self-management, community service, emotional intelligence, self-motivation, and leadership. Student must be accepted into the Teacher Leader Academy. S

**Required Textbooks/Other Required Materials and Resources:** A Moodle site has been designed specifically for this class. You will find electronic copies of course documents, including this syllabus, assignments, and quizzes. Your continual and timely participation online is crucial to your success in this course.

Merlot Open Access Ebooks:

Dillon, D. (2014). *Blueprint for success in college: Indispensable study skills and time management strategies*.

Simpson, S. (2012). *The Styles, Models, and Philosophy of Leadership.*

Access to *Moodle* and the Kimbel Library Online Databases *http://moodle.coastal.edu*

Software: Microsoft *Office 2007 or 2010 Professional*,\* Adobe *Flash*, Adobe *Reader*, *Java, QuickTime*

Broadband Internet service

Home, portable or remote storage – 2 GB minimum. USB drive recommended

**Instructional Procedures:**

* Cooperative learning
* Investigation
* Research
* Lectures
* Written and oral reflections
* Written assignments
* Creative projects
* Role-Playing
* Discussions
* Evaluations
* Presentations
* Group work
* Technology-based assignments

**Academic Expectations:** To begin, we at Coastal would like to welcome you in joining our academic community. Achieving your maximum intellectual potential will require hard work, dedication, and diligence. The Coastal community has been designed to assist its students in many capacities, but the primary responsibility for learning is yours.

**Purpose:**

**Course Objectives:** EDUC 205 is designed to:

* Explore and facilitate personal leadership development through reflection, self-evaluation, and leadership activities
* Develop the skills necessary to achieve academic success through study skills instruction
* Demonstrate community and campus involvement through volunteer service
* Understand the importance of and strategies for obtaining a healthy lifestyle

**Student Learning Outcomes:** Students in EDUC 205 will:

* Examine the impact of your values, beliefs, and prejudices on your leadership style
* Formulate and describe the foundation of your personal leadership philosophy
* Identify effective methods to organize work and manage time
* Identify and apply academic strategies appropriate for a range of academic disciplines
* Demonstrate leadership in and outside of the classroom

**Spadoni College of Education Conceptual Framework:**

The Conceptual Framework of all teacher preparation programs in the Spadoni College of Education is *The Teacher as Reflective Practitioner*. Through this framework, programs are directed toward the development of knowledge, skills, professional behaviors, and dispositions which will insure that all candidates are well prepared and meet all university, state, and national expectations of pre and in-service teachers at the completion of their respective programs of study. Intertwined in our professional unit are the INTASC Principles, CAEP standards, the state-mandated ADEPT framework, NBPTS Principles (MED programs only), and nine of the Specialized Professional Association standards. The Conceptual Framework describes the shared vision of teaching, learning, and the preparation of teachers and school leaders.



**Academic Integrity Code:**

**Statement of Community Standards:**

"Coastal Carolina University is an academic community that expects the highest standards of honesty, integrity and personal responsibility. As members of this community, we are accountable for our actions and are committed to creating an atmosphere of mutual respect and trust.”

**Honor Pledge: (required of all entering CCU students)**

On my honor, I pledge:

* That I will take responsibility for my personal behavior; and
* That I will actively oppose every instance of academic dishonesty as defined in the Code of Student Conduct.

From this day forward, my signature on any University document, including tests, papers and other work submitted for a grade is a confirmation of this honor pledge.

**Course Requirements:**

The following assignments and activities will be used to evaluate your level of achievement in this course. Rubrics for each assignment will be provided when an assignment is given. Assignments and projects may be modified due to the interests and needs of the students or the instructors.

1. **Class Assignments** - Students are expected to attend and actively participate in class and out of class work. Each student’s contributions are critical for the success of the class and the Spadoni College of Education Teacher Leader Academy. You are graded on your full participation in each of the following activities. (**60 points**)
2. **Leadership Presentation** – Students will complete a multimedia presentation including: the key qualities of a leader, the leadership style they most identify with, reflection on individual leadership qualities, and personal leasdership goals with action plan. (**50 points**)
3. **Community Service Hours** - Students are required to document a minimum of ten (10) hours of approved service to the Teacher Leader Academy, Coastal Carolina University, and the community. Students will turn in documentation of their service-learning hours and an analysis of their service-learning experiences at the end of the semester according to the guidelines provided by the professor (see rubric). Community service hours from other classes can be used to satisfy this requirement. **(50 points)**
4. **Online Assignments and Quizzes-** 5 points each **(20 points**)
5. **Community Involvement-** You must document attendance at at least one school board meeting or other school/district level leadership meeting during the semester. This will help to further your understanding of educational leadership and issues. You will be graded on participation and a multimedia presentation describing one of the events and its impact on your thoughts on leadership. (**20 points)**

**Course Assessments:**

Assigned grade will be (P) Pass or (F) Fail. All aspects of both the seminar and service learning must be completed satisfactorily (80% or more) to pass seminar. Percentage scores for Seminar and Service Learning will be averaged to determine final grade.

**Classroom Responsibilities**

All TLA students will:

* read and follow their professors’ syllabi, including course guidelines and procedures, to be prepared for class;
* check their CCU email accounts daily and check Moodle daily (if used in class) for class announcements, assignments, etc.;
* be aware of each professor’s absence and tardy policies;
* communicate concerns about classes to their professor, including asking for clarification if the student does not understand an assignment or expectations;
* be courteous to peers, professors, and the learning environment, avoiding the following disruptive classroom behaviors: sleeping, inappropriate talking, inappropriate laptop use, rudeness, doing homework for other classes, text messaging, or answering cell phones;
* not give, use, or receive unauthorized aid in academic activities because these are serious violations of academic integrity;
* know and accept the consequences of committing plagiarism, which could include receiving a failing assignment grade, failing the course, or being suspended from the University.

**Technology Issues:**

* Because all of the course activities and assessments depend upon successful use of technology to meet the requirements of the course, candidates are expected to utilize computer technology in ways that permit timely submission and thorough completion of assignments/assessments.
* Unless a Coastal Carolina University system failure (designated by an alert from the university as a whole and not individually) prevents completion of coursework, “technology issues” will **NOT** be an acceptable excuse for any student’s lack of class participation or timely submission of assignments/assessments. Candidates having technology “issues” should contact the Coastal Carolina University Student Computing Services [(htt](http://www.coastal.edu/scs/%29)p[://www.coastal.edu/scs/).](http://www.coastal.edu/scs/%29)

**Attendance/Administrative Policy**:

* **Professionalism:** This is a professional preparation course so you are expected to demonstrate professional dispositions, behavior, attire, and work at **all times**.
* **Attitude:** Appropriate classroom etiquette and behavior is mandatory. You are expected to exhibit a positive and professional attitude throughout the course and during your school site experience. Unprofessional behavior will result in the development of a “Professional Improvement Plan” and/or the reduction of your course grade by at least one letter grade.
* **Attendance and Punctuality:** Attendance is a major requirement of this course and component of professional behavior. Students are expected to attend class except in the case of illness or extreme emergency. Cutting classes and tardiness are not acceptable professional behavior. Points will be deducted for each unexcused absence and tardy.
* **Written documentation** is needed to confirm any and all excused absences such as: a recognized emergency or from a serious illness. It is the responsibility of each student to assume the loss of instruction when not in attendance. It is also the sole responsibility of each student to obtain any missed instructional materials and/or notes. It is advisable that you designate another classmate to collect your materials in your absence. Please note that the Coastal Carolina University catalog states that an instructor is permitted to assign an F to a student with unexcused absences in excess of 25% of regularly scheduled class meetings.
* **Participation:** Active engagement and participation in class and school visits are expected and required, which includes: a) reading the assigned material prior to each class and coming to class prepared to learn with questions to clarify any ideas in the readings that are unclear, b) participating respectfully in class during lectures, discussions, and group activities, including listening attentively when peers are contributing to class discussion. Class participation is a major requirement of the course. To enable you to incorporate the material covered in the readings and in class into your beliefs, attitudes, and teaching practices, it is necessary for you to reflect on that material and how it can be applied in you in your future classroom. To encourage that reflective process, we will discuss your reactions to and beliefs about the course content throughout the semester.
* **Written Assignments:** All written assignments will be professionally presented, typed and follow the prescribed format set forth by the assignment unless otherwise specified by the instructor. All written work is expected to be turned in with no spelling, grammatical, structural, typographical, and format errors. If you need support in this area feel free to contact the Writing Center or Student Technology Services. The Writing Center and Student Technology Services are available for the purpose of student support in the area of writing and technology use. Points will be deducted relating to the correctness of the assignment, as well as spelling, grammatical, structural, typographical, and format errors. Remember to always proof your work and have someone else proof your work. If an assignment is allowed to be handwritten it must be written neatly and legibly. Remember that observations are being made based on your readiness to be a teacher; penmanship is a necessity to communicate in writing to your future students. If you cannot write legibly it may prevent your future students from reaching their full potential and success. If you need assistance in this area please practice penmanship development skills.
* **Format for Written Assignments:**Unless otherwise specified, all work is to be turned in via Moodle. All papers should be written in 12 point font, Times New Roman, 1 inch margins, double spaced, and paragraph form – not block. Use only the front of the paper. No hand written papers unless it is a required accommodation in your official disability plan or otherwise stated by the professor. All papers are expected to be written in a professional manner representing the excellent standards of teachers in this program. If there are too many mistakes in your written work, you will be asked to go to writing lab for help. Points will be deducted from assignments for a lack of professionalism in the quality of the work.
* **Course Requirement:** Successful completion of **all** course components and requirements are expected and required.
* **Due Dates:** Class assignments are due by the end of the class period on the assigned due date **ONLY**. Failure to submit assignments on the published due date will result in the loss of a credit for the assignment. If you are absent on the day an assignment is due, remember your assignment is **still due**, therefore it must be submitted on time. It is the sole responsibility of the student to stay abreast of all due dates and assignment expectations. Failure to manage scheduled due dates does not demonstrate professional behavior or disposition.
* **Make Up:** If circumstances necessitate a make-up, students must present appropriate documentation for an excused absence and complete the alternate task by arrangement and approval of instructor no **later than 2 class meeting days** after their return to class. This arrangement is solely the responsibility of the student. All class assignments/activities cannot be made up because of the timing and nature of the experience. ***Field experience visits cannot be made up.*** No assessment can be made up unless permission was granted prior to the initial offering of the assessment.
* **Originality of Work and Plagiarism:** In no case should assignments for this course be ones which have been submitted for another course or completed by another student. In case of collaboration, the work submitted by you should be the work created by you, not any member of your collaborative group (see **Academic Integrity Code**). Specific information about academic dishonesty can be found at the following CCU website: http://www.coastal.edu/conduct/documents/codeofconduct.pdf.

* **Grade:** All grades are assigned on the accuracy, quality, thoroughness and completion of the work according to the professional judgment of the instructor.
* **Electronic Devices:** Cell phones, laptops, iPods, iPads, beepers, PDAs, pagers and/or other image/recording/electronic devices must be turned off during class and **kept out of sight** during the entirety of the class. Any use of these items during class is strictly prohibited, except in cases of emergency with advance approval of the instructor. Any use or presence of these items during class is a violation of class policies and procedures and deemed unprofessional behavior which will result in the development of a “Professional Improvement Plan” and/or the reduction of your course grade by at least one letter grade.
* **Academic Support**

Coastal Carolina University is committed to equitable access and inclusion of individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Individuals seeking reasonable accommodations should contact Accessibility & Disability Services (843-349-2503 or [https://www.coastal.edu/disabilityservices/)](https://www.coastal.edu/disabilityservices/%29). Disabilities must be on record with the university in order for a student to be eligible for accommodations. This should be completed and the instructor should be notified during the first week of class.

Website: http://www.coastal.edu/disabilityservices ii. Phone number: 843.349.2341

# Copyright

This course may contain copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance the learning environment. Please do not copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.

# Inclement Weather Statement

Closing of the University for Inclement Weather

In the event of hazardous weather, faculty, staff, and students are requested to listen to local radio and television stations or visit the Coastal Carolina University website for official University closing announcements. Announcements about hazardous weather are also posted on the University’s homepage. Review the [Hazardous Weather and Emergency Conditions Leave Policy](https://www.coastal.edu/policies/pdf/hreo-144%20hazardousweatherandemergcond.pdf) (FAST-HREO-220). Instructors may refer to the [Contingency Instruction website](https://libguides.coastal.edu/contingency) or Section VIII N. Contingency Instruction for information about what to do if class has been cancelled.

# Student Services

Academic Support:

Link to [Learning Assistance Center](http://www.coastal.edu/lac)

Link to [Kimbel Library Website](http://www.coastal.edu/library/index.html)

Link to [Counseling Services](http://www.coastal.edu/counseling/)

Link to [online orientation](http://www.coastal.edu/nsfp/orientation/onlineorientation/)

Technology Support

Link to [Technical Support from Student Computing Services](http://www.coastal.edu/scs)

Link to [A list of on-campus Help Desks and the Help Request Form](http://www.coastal.edu/scs/index.html?type=helpdesk)

Other Student Services

Link to [Office of the Registrar](http://www.coastal.edu/registrar/)

Link to [Financial Aid and Scholarships](https://www.coastal.edu/financialaid/)

Link to [Student Activities and Leadership](http://www.coastal.edu/osal/)

Link to [Dean of Students Office](http://www.coastal.edu/deanofstudents/)

**Course Calendar**

|  |  |  |
| --- | --- | --- |
| **Week** | **Topic** | **Assignment/Homework** |
| Jan. 13-17 | Welcome/Syllabus and Assignments/ Course ExpectationsCommunity Service/Floyd Mentoring ProgramTeam Building Activity | Complete Needs Survey**youlivewell.coastal.edu Assignment** |
| Jan. 20-24 | Monday- HolidaySelf Assessment- <http://www.educationplanner.org/students/self-assessments/index.shtml>[What Kind of Student Are You?](http://www.educationplanner.org/students/self-assessments/kind-of-student.shtml)Rate yourself on your study habits and in-class behaviors to see where you rank as a student.[What's Your Learning Style?](http://www.educationplanner.org/students/self-assessments/learning-styles.shtml)Discover your learning style and find out how it influences the way you understand information and solve problems.[Which Study Habits Can You Improve?](http://www.educationplanner.org/students/self-assessments/improving-study-habits.shtml)Start by identifying the strengths and weaknesses in your current study habits.[How Strong Is Your Character?](http://www.educationplanner.org/students/self-assessments/character.shtml)Select the character traits that best define you and get some tips for building stronger character. | Self Assessment- Submit Results |
| Jan. 27-31 | Ted Talks: Self-motivation ReflectionGoal Setting Activity | Submit Goals on Moodle |
| Feb. 3-7 | Test Anxiety/Time Management Identifying and StrategiesGuest Speaker- CCU | BYU Academic Support mini-lessons-<http://www.byui.edu/academic-support-centers/study-skills/study-skills-mini-lessons>-Organizing Your Life-Personal Responsibility-Procrastination/Concentration |
| Feb. 10-14 | Unpacking Leadership Styles: Jigsaw“What is your leadership style?” activity- 4 corners | Moodle Quiz |
| Feb. 17-21 | Career Service Leadership ActivityGuest Speaker- Campus Leader | Reflection |
| Feb. 24-28 | Financial Aid Guest Speaker: Managing Student DebtStudent Loan OptionsBuild a budget | Submit Sample budget |
| March 2-6 | Teambuilding/Leadership ActivityGuest Speaker: Community Leader | Reflection**Midterm**: Submit completed Leadership Interview |
| March 9-15 | Spring Break |  |
| March 16-20 | Financial LiteracyGuest Speaker: Bank Representative | Practical money skills by VISA[https://www.practicalmoneyskills.com/play#](https://www.practicalmoneyskills.com/play) |
| March 23-27 | Managing Stress and Healthy Lifestyle |  |
| March 30-April 3 | Study Skills/Time ManagementTips and Strategies | BYU Academic Support mini-lessons-<http://www.byui.edu/academic-support-centers/study-skills/study-skills-mini-lessons> |
| April 6-10 | Guest Speaker: Educational LeaderPresentation: Leadership and Goals | ReflectionSubmit Presentation in Moodle |
| April 13-17 | Finish PresentationsCareer Services:Building resume in HandshakeHeadshots |  |
| April 20-24 | Final Exam: Mock Interviews | Submit Resume |
| April 27-May 1 | Course EvaluationReflective Essay/Discussion Forum |  |