I. **General Information:**

   School: Education  
   Department: Education  
   Course Number: EDUC 4450  
   Hours Credit: 12  
   Course Title: Student Teaching in the Elementary Schools

II. **Instructor:**

   Dr. R. Wayne Stewart, Dean of Education, Director of Student Teaching  
   Office: HMH 123  
   Telephone: 580-349-1408 or 1-800-664-OPSU ext. 1408  
   Office Hours: 8A.M. to 4:30P.M. Monday through Friday  
   Email: rwstewart@opsu.edu

II. **Course Description:**

   Designed to give each prospective teacher observations and practical experiences in classroom instruction at the elementary level under the guidance and supervision of a successful classroom teacher in a public school. The assignment will be for a full semester.

III. **Course Competencies: (InTASC Standards/Oklahoma Standards)**

   **Standard #1: Learner Development.** The teacher understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.

   **Standard #2: Learning Differences.** The teacher uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.

   **Standard #3: Learning Environments.** The teacher works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self motivation.

   **Standard #4: Content Knowledge.** The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates learning experiences that make the discipline accessible and meaningful for learners to assure mastery of the content.

   **Standard #5: Application of Content.** The teacher understands how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.

   **Standard #6: Assessment.** The teacher understands and uses multiple methods of assessment to engage learners in their own growth, to monitor learner progress, and to guide the teacher’s and learner’s decision making.

   **Standard #7: Planning for Instruction.** The teacher plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.

   **Standard #8: Instructional Strategies.** The teacher understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.

   **Standard #9: Professional Learning and Ethical Practice.** The teacher engages in ongoing professional learning and uses evidence to continually evaluate his/her practice, particularly the effects of his/her choices and actions on others (learners, families, other professionals, and the community), and adapts practice to meet the needs of each learner.

   **Standard #10: Leadership and Collaboration.** The teacher seeks appropriate leadership roles and opportunities to take responsibility for student learning, to collaborate with learners, families, colleagues, other school professionals, and community members to ensure learner growth, and to advance the profession.
IV. Requirements for the course

1. The student teacher is required to complete the components of the August Experience.
2. The student teacher is required to participate in all school activities in which his/her cooperating teacher is required to participate.
3. The student teacher is required to notify the Director of Student Teaching about his/her teaching schedule for the coming week. These notices are to be in the School of Education office on Wednesday for the coming week. This information may be mailed, faxed, hand delivered, or sent by email.
4. The student teacher is required to complete lesson plans on a daily/weekly basis and to present the current lesson plan to the cooperating teacher and/or university supervisor prior to an evaluation. All lesson plans are to be brought to the mid-term seminar.
5. The student teacher is required to attend both the mid-term seminar and the final portfolio review along with other scheduled meetings. Failure to attend the final portfolio review will result in a failing grade for the course.

V. Assessment

Since this class is of a “mentorship” style, the content knowledge needed by the student to fulfill the above competencies has come from previous courses. Assessment of these competencies will take place through the evaluations from the public school cooperating teachers, the university supervisors, and the Director of Student Teaching. The Director of Student Teaching will assign the final grade for the student teacher after careful consideration of evaluations given by the cooperating teacher(s), administrators, and university supervisors. The following scale will be used:

- 20% Evaluation(s) by the cooperating teacher(s)
- 20% Evaluation(s) by the university supervisor(s)
- 10% Attendance at required seminars
- 10% Demonstrated responsibility in returning weekly teaching schedules and other required information to the Director of Student Teaching
- 40% Final Portfolio Review (Criteria for the portfolio is presented in the Student Portfolio Handbook received by the student in the Introduction to Education class.)

VI. Textbook: None required

VII. Knowledge Base:

This course is the capstone course of the Elementary Education Degree Program.

VIII. Attendance and Academic Dishonesty/Plagiarism Policy:

Cheating/Academic Dishonesty/Plagiarism will not be tolerated. Anyone who is caught cheating and/or assisting with cheating will be removed from the class and lose the opportunity of admission into the OPSU Teacher Education Program.

Cheating/Academic Dishonesty/Plagiarism is defined as “Verbatim copying of an entire paper or other assigned work, not writing or composing your own work, submitting anyone else’s (student, friend, professional, parent, web) work structure, or ideas, in whole or in part, without adequate acknowledgement of the sources used to construct a paper or other assigned work, giving or obtaining answers on a test.”

Students are also instructed to visit the OPSU General Catalog and/or the OPSU Student Handbook for a list of specific items that constitute plagiarism and academic dishonesty.

Student teachers are expected to be in the classroom every day. Any absences must be reported to the school to which the student teacher is assigned as well as to the Director of Student Teaching. More than five (5) absences for any reason may result in an extension of the student teaching period or in a failing
grade for the course. The extension, if granted, may be at the same location or another, and may consist of one (1) to sixteen (16) weeks depending upon the circumstances.

IX. Statement of Academic Accommodations

If any member of the class feels that he / she has a disability and needs special accommodations of any nature whatsoever, the instructor will work with you and the university Office of Student Services to provide reasonable accommodations to ensure that you have a fair opportunity to perform in this class. Please advise the instructor of such disability and the desired accommodations at some point before, during, or immediately after the first scheduled class period.

X. Course Outline and Schedule

The student teacher will report to his/her assigned school on a date approximately four weeks from the beginning of the semester. The date for the mid-term seminar will be approximately six weeks from the first day of the student teaching assignment. This date will fluctuate depending upon activities, holidays, etc., but will be set prior to the student teacher reporting to his/her assignment. The final portfolio review will take place during the regularly scheduled “finals week” of the university. The student teacher will be given a list of dates and times from which he/she may choose for their final portfolio review. This selection will take place during the mid-term seminar.

XI. Special Reminders:
Aug. 18—Final Day to enroll or add a class
Aug. 18—Final Day to change sections
Aug. 25—No Refund on dropped courses or complete withdrawal after this date
Aug. 25—Final Day to pay graduation fee and file graduation applications for this semester
Aug. 26—Beginning Day of grade of “W” for dropped courses
Sept. 7—LABOR DAY—NO CLASSES
Oct. 15-16—FALL BREAK—NO CLASSES
Nov. 2—Beginning Day of grade “W” or “F” for dropped courses
Nov. 11—Pre-enrollment for spring 2016 begins
Nov. 13—Final Day to drop a class
Nov. 25-27—THANKSGIVING BREAK—NO CLASSES
Dec. 7-10—Final Exams

XII. Additional costs for this class: transportation for the internship, required background check ($39—or renewal if not current) through CertifiedBackground.com—see next pages.
Effective Spring 2013:
This also applies to students who may be seeking alternative certification after graduation, but are taking classes in the education minor that contain public school experiences.

Public school districts across that nation are implementing more restrictions regarding who is allowed on their campuses and who may interact with their students. The teacher education program at Oklahoma Panhandle State University will join other teacher preparation programs in Oklahoma to address this issue.

Beginning with the spring 2013 semester, any OPSU student who will enter a public school building for the purpose of observing and/or participating in the instruction of public school students will be required to have a current background check on file in the office of OPSU’s Field Placement Director. OPSU must have the completed report on file prior to the student being placed in a classroom to meet course requirements.

The background check for each individual will include, but is not limited to, verifying residency history and social security status and accessing multiple county criminal records, statewide criminal records, and nationwide sex offender records. OPSU will use the same business most other Oklahoma institutions are using, Certified Background Company and the reports are typically available 72 hours after the information is submitted to the company. The initial background check will be valid for one year from the date it is performed and must be renewed annually as long as the student attends OPSU. The cost for the initial background check is $39 and for a recheck, the cost is $17. Instructions for initiating the background check will be given to each student in every OPSU course that contains pre-service observations and experiences.

In the event that an OPSU student is identified with a negative background check, the student will not be assigned any pre-service observations or student teaching and will immediately be instructed to drop the course(s) he or she is taking. The student will also be removed from the OPSU Teacher Education Program.

Please direct any questions to Dr. Wayne Stewart, OPSU’s Dean of Education at 580.349.1408 or by email at rwstewart@opsu.edu.

Below is a link to the procedure for background checks:
http://www.opsu.edu/dwn/SCED_Certified_Background_Check_Student_Information.pdf
STUDENT INSTRUCTIONS FOR OKLAHOMA PANHANDLE STATE UNIVERSITY
EDUCATION

About CertifiedProfile

CertifiedProfile is a secure platform that allows you to order your background check online. Once you have placed your order, you may use your login to access additional features of CertifiedProfile, including document storage, portfolio builders and reference tools. CertifiedProfile also allows you to upload any additional documents required by your school.

Order Summary

➢ Required Personal Information
   • In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.

➢ Payment Information
   • At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a $10 fee and an additional turn-around-time.

Place Your Order

Go to www.CertifiedBackground.com and enter package code:

  OK48 – Initial Background Check
  OK48re – Recheck Background Check

You will then be directed to set up your CertifiedProfile account.

View Your Results

Your results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as “In Process” until it has been completed in its entirety. Your school’s administrator can also securely view your results online with their unique username and password.

If you have any additional questions, please contact Student Support at 888-914-7279 or email studentservices@certifiedprofile.com

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www.CertifiedProfile.com

888.666.7788
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