Instructor Contact Information

Dr. Cheryl Jennings

972-989-0396
cheryl.jennings@unt.edu

Office Hours
Request phone or live video appointments through email or Course Messages.

Preferred contact methods
- Post your questions to the Questions? forum from Discussions on the course menu.
- For private topics not appropriate for public view or to request a conference, use Messages.
- For urgent needs, please email me.

Marilyn Deuble is the Student Services Coordinator for the Master’s and Principal Certification programs.
Marilyn.Deuble@unt.edu

The teaching Assistant in our program is Inna Dolzhenko, M.S.
Inna.Dolzhenko@unt.edu

Course Pre-requisites, Co-requisites, and/or Other Restrictions

In this course, you will need to apply information and skills to your own real-school experiences. If you are not employed in a school or have not worked in a school setting recently, you will have the responsibility of doing research and interviewing others.

Required Materials

Text
Tk20
This course requires a specific assignment must be uploaded and graded in the UNT Tk20 Assessment System (Electronic Portfolio). Throughout your Educational Leadership courses, you will need to upload assignments in Tk20. Your subscription, a one-time purchase, will last throughout your program. You will need to go to the link below to purchase Tk20.
http://www.coe.unt.edu/tk20

VERY IMPORTANT
You must submit Assignment 7-8, Developing and Implementing the Instructional Leadership Plan, to Tk20. Submitting the assignment to Tk20 is a requirement for this course, and the grade for the assignment cannot be counted for this course if the assignment is not submitted to Tk20.

Other Readings
The course has a number of links to required readings in each weekly lesson. See each lesson for reading assignments.

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College of Education Conceptual Framework
The Educator as Agent of Engaged Learning

Improving the quality of education in Texas schools and elsewhere is the goal of programs for the education of educators at the University of North Texas. To achieve this goal, programs leading to administrator certification and advanced programs for educators at the University of North Texas 1) emphasize content, curricular, and pedagogical knowledge acquired through research and informed practice of the academic disciplines, 2) incorporate the Texas Principal Competencies for learner centered education, 3) feature collaboration across the university and with schools and other agencies in the design and delivery of programs, and 4) respond to the rapid demographic, social, and technological change in the United States and the world.

The educator as agent of engaged learning summarizes the conceptual framework for UNT’s basic and advanced programs. This phrase reflects the directed action that arises from simultaneous commitment to academic knowledge bases and to learner-centered practice. "Engaged learning" signifies the deep interaction with worthwhile and appropriate content that occurs for each student in the classrooms of caring and competent educators. "Engaged learning" features the on-going interchange between teacher and student about knowledge and between school and community about what is worth knowing. This conceptual framework recognizes the relationship between UNT and the larger community in promoting the commitment of a diverse citizenry to lifelong learning. In our work of developing educators as agents of engaged learning, we value active, meaningful, and continuous learning.

Key Elements of the Conceptual Framework

1. Content and curricular knowledge refer to the grounding of the educator in content knowledge and knowledge construction and in making curriculum meaningful.
2. Knowledge of teaching and assessment refers to the ability of the educator to plan, implement, and assess instruction in ways that consistently engage learners or, in advanced programs, to provide leadership for development of programs that promote
engagement of learners.
3. **Promotion of equity for all learners** refers to the skills and attitudes that enable the educator to advocate for all students within the framework of the school program.
4. **Encouragement of diversity** refers to the ability of the educator to appreciate and affirm formally and informally the various cultural heritages, unique endowments, learning styles, interests, and needs of learners.
5. **Professional communication** refers to effective interpersonal and professional oral and written communication that includes appropriate applications of information technology.
6. **Engaged professional learning** refers to the educator's commitment to ethical practice and to continued learning and professional development.

Learning Outcomes of the Course

Texas Principal Standards

In August 2016, the Texas legislature adopted new Principal Standards, and these new standards are requirements for the evaluation of practicing principals and are to guide principal preparation programs. See a link to these standards in the course menu.

Texas Principal Certification Competencies

To achieve Texas Principal Certification, you will need to pass the Texas Examination of Educator Standards (TExES) for Principals. In the future, this test will be aligned with the Principal standards mentioned above. However, at this time, the examination is based on the nine Texas Principal Competencies that have been used in Texas for many years. The new standards and the competencies overlap in many ways. In our Educational Leadership Program, we seek to prepare you for success with all of the Standards and all nine of the Competencies. This course, Instructional Leadership, focuses mostly on Competency 5 and parts of Competency 1. Each of the competencies has sub-elements. This course does not address all of the sub-elements of these Competencies; The ones that provide the Learning Outcomes of the Course are listed below. The list of competencies and sub-elements below provide the main Learning Outcomes of the course.

Please note that following are the current competencies addressed in this course. These competencies will appear on the TExES through December 31, 2018. After December 31, 2018, the test will address the new 11 principal competencies.

Texas Principal Competency 1

The principal knows how to shape campus culture by facilitating the development, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
The principal knows how to:

1.1 Create a campus culture that sets high expectations, promotes learning, and provides intellectual stimulation for self, students, and staff.
1.5 Use various types of information to develop a campus vision and create a plan for implementing the vision.

Texas Principal Competency 5

The principal knows how to advocate, nurture, and sustain an instructional program and a campus culture that are conducive to student learning and professional growth.

The principal knows how to:

- Facilitate the development of a campus learning organization that supports instructional improvement and change through ongoing study of relevant research and best practice.
- Facilitate the implementation of sound research-based instructional strategies, decisions, and programs in which multiple opportunities to learn and be successful are available to all students.
- Create conditions that encourage staff, students, families/caregivers, and the community to strive to achieve the campus vision.
- Ensure that all students are provided high-quality, flexible instructional programs with appropriate resources and services to meet individual student needs.
- Uses formative and summative student assessment data to develop, support, and improve campus instructional strategies and goals.
- Facilitate the use and integration of technology to enhance learning.
- Facilitate the implementation of sound, research-based theories and techniques of teaching, learning, classroom management, and student discipline to ensure a campus environment conducive to teaching and learning.

This course also addresses parts of other competencies. You can find a list of all nine Texas Principal Competencies (TPC) by going to this link and looking at the domains and competencies on pages 6-12. [http://cms.texas-ets.org/files/4714/4976/3536/068_principal_prep_manual.pdf](http://cms.texas-ets.org/files/4714/4976/3536/068_principal_prep_manual.pdf)

This course also addresses standards of national accrediting agencies for Educational Leadership programs. See link to these standards on the course menu.

Guiding Questions

In addition, the learning outcomes include the following guiding questions that you should be able to answer as a result of your participation in this course:

- According to theories of learning, how does learning occur?
- What encourages motivation to learn?
- What constitutes a positive school culture and climate?
- What school-level factors are most likely to promote student learning, and how can I implement these factors?
What teacher-level factors are most likely to promote student learning and how can I encourage implementation of these factors?

What student-level factors are most likely to promote student learning, and how can I encourage implementation of these factors?

What leadership skills are most likely to ensure that student learning occurs?

What leadership skills or responsibilities are best suited for different levels of change needed for school success?

Topics
See the weekly folders for a full explanation of each week’s learning activities and topics.

Week 1: School-Level Factors
Week 2: Teacher-Level Factors
Week 3: Student Factors
Week 4: A Safe and Orderly Learning Environment and Classroom Management
Week 5: Leadership Research Theories
Week 6: Skills (Responsibilities) of School Leadership and Two Types of Change
Week 7: A Plan for Effective Leadership
Week 8: Developing and Implementing the Instructional leadership Plan

Course Grades
The course consists of assignments, assessments, discussions, and a final project.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Points each</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two (2) assignments — Week 2 and Week 4</td>
<td>40</td>
<td>80</td>
</tr>
<tr>
<td>Two (2) assessments — Week 5 and Week 6</td>
<td>40</td>
<td>80</td>
</tr>
<tr>
<td>Seven (7) Weekly discussions</td>
<td>9</td>
<td>63</td>
</tr>
<tr>
<td>Getting Acquainted Discussion</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Week 8 Discussion posting: Presentation on Instructional Leadership Plan</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>Weeks 7-8 Paper submitted to Turnitin AND Tk20</td>
<td>56</td>
<td>56</td>
</tr>
</tbody>
</table>

A = 271    B = 242    C = 213    D = 184

APA Formatting
You must demonstrate your ability to attribute sources and develop a reference list. You will also include a title page and a reference list where appropriate. Use American Psychological Association (APA) style. Use this APA resource link to provide you with proper APA formatting: https://owl.english.purdue.edu/owl/resource/560/01/.
Activity percentages of total grade

Assignments and Assessments

There are two assignments (40 points each) and two assessments (40 points each), making a total of 160 points. They are each linked within the appropriate week’s folder, and you can also see them by going to Assignments or Assessments on the course menu. You can see due dates for the assignments by selecting Assignments on the course menu and selecting the individual assignments. You can also see all due dates on the Calendar, which is linked to on the course menu.

You can see expectations for the assignments and assessments by reading the description and by looking at the scoring rubric. Read the rubric carefully. To receive the highest score, even though you will use your prior knowledge, you need to demonstrate your understanding and application of the specific information from each week’s learning, and you must refer to the week’s reading assignments.

All students who submit work late without approval from the instructor will lose points. On average, students will lose five points per day with consideration given to time submitted. Generally, these activities will close for good within a few days of the required date, and you will not be able to make a submission. If you do not submit all four assignments and assessments, the highest grade you can make in the class is a C.

In addition, review Weeks 7 and 8 to see the explanation of the Weeks 7-8 Assignment (Developing and Implementing the Instructional leadership Plan). You will only see the Turnitin Link in the Assignments section.

Discussions

We will also have graded weekly online discussions. We will have one discussion per week, but in week 1, we have two discussions (a getting acquainted discussion and a regular weekly discussion). You must visit the discussion on at least two different days during the week. You must do your first two postings by Wednesday of the week and finish your postings by Sunday at 11:30 p.m. Do not make your postings before the current week begins or after it closes. You can see the discussion rubric by looking in the Start Here section of this course or going to My Grades on the course menu and clicking the rubric. You should respond to each
thread in the discussion, and (for the highest score on the rubric) have at least seven (total for the discussion, not for each thread) discussion postings that are of high quality and add to the ideas in the discussion. Each discussion is worth 9 points, except for the Week 8, Instructional Leadership Plan Discussion, which is worth 16 points, and the Getting Acquainted Discussion, which is worth 5 points. **If you do not participate in all nine discussions, the highest grade you can make in the class is a B.**

You can also see expectations for the weekly discussions by looking at the scoring rubric in the Start Here section of this course. Read the rubric closely. Since the rubric emphasizes the discussion of the week’s reading assignment, the Getting Acquainted Discussion does not follow the Discussion Rubric. The Week 8 Instructional Leadership Plan Discussion has a separate rubric.

The discussion forums are related to the chapter readings, external resources and activities. You are expected to engage in an ongoing discussion with your learning community peers. Your contributions to the discussion forums will be graded for **quality and quantity, timeliness of your contributions, and a detailed analysis** of linking together theory (readings) to application (activities).

One major piece of advice for the discussions... **Do not wait until Saturday and Sunday to engage in a discussion – post no later than Wednesday of each week, and your participation in the discussion should be ongoing throughout the week.**

Do your best writing in discussion postings. A couple of minor errors may be permissible, but too many interfere with your meaning; so do your best writing. There is a toolbar with the discussions that allows you to do a spell check.

**Paper Explaining your Instructional Leadership Plan**

This **culminating paper** is worth 56 points, and you **should look at the assignment at the first of the course to allow you to work on it throughout the course.** This paper assesses your mastery of the Learning Outcomes and Guiding Questions of the course. You will need to submit this project to Turnitin by Tuesday of week 8, revise if necessary, and **also submit it to Tk20 by Wednesday of week 8.**

**Presentation About your Instructional Leadership Plan**

In addition, you will develop a digital presentation explaining the main points of your plan. You will submit that to the week 8 discussion. It is worth 16 points and will be scored through a rubric with the Week 8 discussion.

**Blackboard Learn is unavailable every Saturday night from 11:00 p.m. until 2:00 a.m.** Sunday morning for system maintenance. You will not be able to submit or participate in the class during those times.
Course and Program Information

My Grades
You will see all of your grades by selecting My Grades from the menu. You can also see the comments and feedback by clicking on the little bubble beside your grade. In addition, you can see the rubrics for the assignments and discussions. For the two assessments, if you click on your score, the test should open giving you some feedback on the answers.

Submitting Assignments and Participating in Discussions
You will submit your assignments as attachments. There is a function in the course that allows your instructor to view your attachment easily. Except with the week 8 discussion, do not participate in the discussion using attachments. Type directly in the form or compose offline and paste in the information for the discussion.

Pace of the Class/Dropping a Class
You must be sure to keep up with the pace of the class. For discussions, you must participate during the times identified. All students who submit work late without approval from the instructor will lose points. On average, students will lose five points per day with consideration given to time submitted. If you see that you are falling far behind, there are dates that are required to be able to drop with a W (Withdrawn) instead of a WF (Withdrawn Failing). See the UNT registrar’s website to determine these dates. I’ve also provided this link to the registrar’s office in the Start Here section. You should notify your instructor, but notifying your instructor or our Educational Leadership office does not take care of dropping the class. Of course, we hope you do not have to drop a class, but, if you do, you need to take care of that officially through the registrar’s office or the office of the Dean of Students.

Incompletes
The only time an instructor in our College can give an incomplete is if a student is passing the course but has a severe illness during the last third of the course. The student must submit a form requesting an incomplete and provide documentation supporting the need for an Incomplete. Students can get these forms by contacting Marilyn Deuble at marilyn.deuble@unt.edu or local students can go by our program office in office 218 in Matthews Hall.

Virtual Classroom Citizenship
The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper netiquette when interacting with class members and the professor. See the Netiquette page in the Start Here section.

Scholarly Expectations and Academic Integrity
Work submitted for credit must be original work created by the scholar uniquely for the class. It is considered inappropriate and unethical, particularly at the graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. Work submitted at the graduate level is expected to demonstrate higher-order thinking skills, excellent written communication skills, and significantly higher quality than work produced at the undergraduate level. Read the information about the University Policy Statement on Academic Integrity on page 12 of this syllabus.
Advising
Dr. Linda Stromberg is the Advisor for the Master's in Educational Leadership Program/Principal Certification, and Marilyn Deuble is the Student Services Coordinator for these programs.

Communication
To ask questions about the class, usually the “Questions” discussion forum or the Course Messages from the course menu are the best avenues. However, you should also be sure to check Eagle Connect regularly. All official correspondence between UNT and students is conducted via Eagle Connect, and it is every student's responsibility to read Eagle Connect Email regularly. Our Educational Leadership Program also sends reminders about deadlines, etc. through Eagle Connect. If you are not checking this email, you may miss important information. For information about Eagle Connect, including how to activate an account and how to have Eagle Connect forwarded to another email address, visit http://eagleconnect.unt.edu/.

Degree/Certification Plans
Be sure to do a degree/certification plan during this course if you have not already completed one. You can find one in the menu for this course. Just fill out the top of the form and send it to Marilyn.deuble@unt.edu. Do not fill in the courses you have taken or the ones you plan to take. We will fill those in as you take the courses. At the top of the form, check off master’s degree and principal certification if you are getting both. Keep a copy of the plan and fill in the courses for yourself as you take them.

If you have a teaching certificate and at least two years of teaching experience (or will have by the end of this program), and you live in Texas so you can do an internship in a Texas school, it would be good to go ahead and apply for the principal certificate, as well as the master’s degree.

Applying for Graduation
You have to apply for graduation even if you are not going through the ceremony. Be sure you have a degree plan on file before you apply for graduation. The deadlines for each semester are very early in the semester. It is the student’s responsibility to keep up with the plan and apply for graduation according to the deadlines. That information is on the degree plan, but sometimes students miss that information. The Educational Leadership Program office may send out reminders, but it is your responsibility to adhere to the deadlines for graduation application. If you are planning to graduate in May, the graduation application window has been open since October and it will close on March 10. There is a link to information about applying for graduation in the Start Here section of this course.

Principal Certification and the Internship
Many students in the Educational Leadership Program also want to get a Texas Principal Certificate. VERY IMPORTANT: To get a Texas Principal certificate, you have to have a master’s degree; complete a principal’s preparation program, including an internship; submit a service record showing at least two years of teaching experience as the teacher of record in an accredited EC-12 school; and have a valid Standard Teaching Certificate. Substitute teaching, student teaching, or teaching at the college level will not count toward those two years. You can get your Master’s in Educational Leadership without the teaching certificate and the years of experience, but you will not be able to earn the Texas Principal Certificate. Also, your internship has to be completed in a Texas school.
The deadline to apply for the internship is, for the spring, October 1; for the summer, February 1, and, for the fall, March 1. You will find a link to the application on the course menu. The internship is a regular 16-week course. Since you may be taking only one course during that semester, you will probably not be eligible for financial aid during that semester. If the schedule allows you to take a course during the internship semester, you can only take one extra course along with your internship.

Most students do the internship while they are working full time as a teacher. Students usually do the internship in the school where they work and develop a plan with their supervising administrator about duties to be performed in the internship. Students do 160 hours of administrative duties during the internship. Sometimes, you may perform administrative duties in semesters before you do the internship. This is a usually a good opportunity for you, but we cannot count those hours because we are required to count only hours when you are in an internship that one of our instructors is supervising. This is a strict requirement from the state. If you plan to do your internship in the summer, we allow you to start collecting hours once you have done the internship orientation, about one week before the Internship starts.

The internship orientation is held here on campus for students in our Denton area. For other students, you internship instructor will make arrangements for you to do the orientation using other methods of communication.

For the semester you are doing the internship, you will not be able to register until toward the end of the registration period (but not late registration). It takes some time to do the paperwork for internship that our graduate school has to do some re-coding. However, the work they do ends up making for fewer fees for you.

You should take the TExES during your internship. If you are not doing your internship immediately after finishing your degree, you should go ahead and take your test. If you are not going to do the internship right after you finish the master's, be sure that you do not wait very long because there are time limitations for getting the certificate.

**TExES Test Preparation**

The UNT TExES Advising Office (TAO) administers the College of Education TExES Practice Exams. Students who want to take a practice exam should contact the TAO (Matthews Hall 103). Current students must meet the following criteria in order to sit for the TExES practice exams: **Students must have a degree or certification plan on file with the COE Student Advising Office.**

For TExES practice exam information and registration, go to: [http://www.coe.unt.edu/texes-advising-office/texes-exams](http://www.coe.unt.edu/texes-advising-office/texes-exams). If you need special testing accommodations, please contact the TAO at 940-369-8601 or email the TAO at jwilson@dentonisd.org. The TAO website is [http://www.coe.unt.edu/texes](http://www.coe.unt.edu/texes). Additional test preparation materials (i.e., Study Guides for the TExES) are available at [http://www.texas.ets.org/](http://www.texas.ets.org/).
Courses in Educational Leadership Program

(All courses are eight weeks in length)

<table>
<thead>
<tr>
<th>Session 1 – January through Mid-March</th>
<th>EDLE 5330 Instructional Leadership</th>
<th>EDLE 5390 Campus-Level School Law</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 2 - Mid-March through May</td>
<td>EDLE 5400 Management of School Resources</td>
<td>EDLE 5630 Organizational Change and School Improvement</td>
</tr>
<tr>
<td>Session 3 – June through July</td>
<td>EDLE 5610 School Communications and Public Relations</td>
<td>EDLE 5650 Professional Development and Supervision</td>
</tr>
<tr>
<td>Session 4 – Late August through Mid-October</td>
<td>EDLE 5600 Race, Class, and Gender Issues in Education</td>
<td>EDLE 5620 Administration and Leadership for Student Educational Services</td>
</tr>
<tr>
<td>Session 5 – Mid-October through December</td>
<td>EDLE 5680 Administration of the K-12 Curriculum</td>
<td>EDLE 5700 Practicum in Educational Leadership</td>
</tr>
</tbody>
</table>

Technical Information and Support Services

The following information has been provided to assist you in preparation for the technological aspect of the course.

Information on using Blackboard Learn
https://it.unt.edu/blackboard-learn-information

See short how-to videos on Blackboard Learn
On Demand Learning Center for Students

For those new to online courses or Blackboard Learn tools
Blackboard Learn Student Orientation

UNT Student Helpdesk
- Locate the “UNT Helpdesk” tab at the top of the Blackboard Learn window, which provides links to student resources of technical information and instruction, and how to contact the Help Desk for assistance. Please make a note of this information NOW.
- UIT Help Desk http://www.unt.edu/helpdesk/index.htm

Email helpdesk@unt.edu
Phone 940.565-2324
Report an Issue

Hours
Monday 8am-8pm
Saturday 9am-5p
Sunday 8am-midnight

Policy on Server Unavailability or Other Technical Difficulties

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty that prevents you from completing a time sensitive assessment activity, I will extend the time windows and provide an appropriate accommodation based on the situation. You should immediately report any problems to me and also contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324. We will work with you to resolve any issues at the earliest possible time.
Technical Emergencies and Advice for Taking Online Exams

- Be mindful of the regular weekly maintenance schedule (11pm Saturdays to 2am Sundays) when planning to begin your exams.
- Avoid using a wireless connection for exams unless you're certain of its reliability.
- Take exams using a supported web browser on a desktop or laptop rather than using an iPad. If using an iPad, we recommend the Chrome browser. Contact the UIT Helpdesk for assistance should you encounter technical problems affecting your ability to access or complete a test.
- Log back in immediately and continue. Save your answers often, every few minutes. If you experience any issues while taking the exam, you must contact the Students Helpdesk immediately so your issue is documented with a helpdesk ticket number.
- If the UIT Helpdesk cannot resolve the problem, it will document the problem and provide you with a ticket number that you can provide to your instructor as verification.
- When staff is unavailable, Report an Issue online.

Additional Support Resources
Links to all of these services can be found on the Academic Support tab at the top of your course site.
- Learn how to forward your EagleConnect mail to a personal email address.
- UNT UIT Helpdesk http://www.unt.edu/helpdesk/students/
- Change or update your AMS password (used to log into online courses) https://ams.unt.edu/
- UNT Portal http://my.unt.edu

UNT Library Information
Off-Campus Users http://www.library.unt.edu/services/for-special-audiences/offcampus/information-for-off-campus-users
On-Campus Users http://www.library.unt.edu/services/facilities-and-systems/campus-access

Institutional and Teacher Education and Administration
Departmental Policy Statements

Ethical Behavior and Code of Ethics
The Teacher Education and Administration Department expects that its students will abide by the Code of Ethics and Standard Practices for Texas Educators (Chapter 247 of the Texas Administrative Code www.sbec.state.tx.us) and as outlined in Domain IV: Fulfilling Professional Roles and Responsibilities of the Pedagogy and Professional Responsibilities (PPR) Texas Examination of Educator Standards (TExES); and as also addressed in codes of ethics adopted by professionals in the education field such as the National Education Association (NEA) and the American Federation of Teachers (AFT).

Acceptable Student Behavior
Student behavior that interferes with an instructor’s ability to conduct a class or other students’ opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the
classroom and the instructor may refer the student to the Dean of Students to consider whether the student’s conduct violated the Code of Student Conduct. The university’s expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu

**Sexual Discrimination, Harassment, and Assault**
UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experienced any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT’s Dean of Students’ website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources_0. Renee LeClaire McNamara is UNT’s Student Advocate and she can be reached by email at SurvivorAdvocate@unt.edu or by calling the Dean of Students’ office at 940-565-2648.

**Academic Integrity**
Students are encouraged to become familiar with UNT’s policy on Student Standards of Academic Integrity: [http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-_Academic_Integrity.pdf](http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-_Academic_Integrity.pdf). Academic dishonesty, in the form of plagiarism, cheating, or fabrication, will not be tolerated in this class. Any act of academic dishonesty will be reported, and a penalty determined, which may be probation, suspension, or expulsion from the university. The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism. The term “cheating” includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; and (3) the acquisition, without permission, of tests or academic material belonging to a faculty or staff member of the university. The term “plagiarism” includes, but is not limited to, the use of the published or unpublished work of another person, by paraphrase or direct quotation, without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. If a student engages in academic dishonesty related to this class, the student will receive a failing grade on the test or assignment and a failing grade in the course. In addition, the case will be referred to the Dean of Students for appropriate disciplinary action.

**Grading and Grade Reporting**
Grading rubrics for all assignments can be found within each assignment. Students are encouraged to review the grading rubrics to guide them in successfully completing all assignments.

**Writing Policy**
Educators are judged on the accuracy of everything they write, whether it is a letter to parents, an email message to a colleague, or a worksheet for students. Your written products – including, but not limited to, papers, lesson plans, and messages – should include appropriate
and accurate spelling, grammar, punctuation, syntax, format, and English usage. You should expect that all compositions will be evaluated on these writing skills in addition to any other expectations of a particular assignment. The UNT Writing Lab (Auditorium Building, 105) offers one-on-one consultation to assist students with their writing assignments. To use this resource, call (940) 565-2563 or visit https://ltc.unt.edu/labs/unt-writing-lab-home.

Disabilities Accommodation
“The University of North Texas complies with Section 504 of the 1973 Rehabilitation Act and with the Americans with Disabilities Act of 1990. The University of North Texas provides academic adjustments and auxiliary aids to individuals with disabilities, as defined under the law. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring accommodation, please see the instructor and/or contact the Office of Disability Accommodation at 940-565-4323 during the first week of class.” Dr. Jemimah Young is the compliance officer and contact person for the Department of Teacher Education and Administration.

Observation of Religious Holidays
If you plan to observe a religious holy day that coincides with any required activities, please notify your instructor as soon as possible.

Eagle Connect
All students should activate and regularly check their Eagle Connect email account. Eagle Connect is used for official communication from the University to students. Many important announcements for the University and College are sent to students via Eagle Connect. For information about Eagle Connect, including how to activate an account and how to have Eagle Connect forwarded to another email address, visit http://eagleconnect.unt.edu/.

Copyright Notice
Some or all of the materials on this course may be protected by copyright. You may use the materials during the duration of the course and for assignment purposes only. When the course ends, you are required to remove all copyrighted materials from your possession. See the UNT Copyright Resources for details.

Accommodation and Access
The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at http://disability.unt.edu/. You may also contact them by phone at 940.565.4323.

The Department of Teacher Education and Administration is committed to full academic access.
for all qualified students, including those with disabilities. In keeping with this commitment and in order to facilitate equality of educational access, faculty members in the department will make reasonable accommodations for qualified students with a disability, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course. If you have a disability, it is your responsibility to obtain verifying information from the Office of Disability Accommodation (ODA) and to inform me of your need for an accommodation. Requests for accommodation must be given to me no later than the first week of classes for students registered with the ODA as of the beginning of the current semester. Information about how to obtain academic accommodations can be found in UNT Policy 18.1.14 and by visiting the ODA in Room 321 of the University Union. You also may call the ODA at 940.565.4323.

The College of Education does not discriminate on the basis of disability in the recruitment and employment of faculty and staff, the operation of any of its programs and activities, as specified by federal laws and regulations. Copies of the College of Education ADA Compliance Documents are available in the Dean’s Office, Matthews Hall 214. Dr. James Laney is the contact person for the Department of Teacher Education and Administration.

Cheating and Plagiarism Policy
The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism. The term “cheating” includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; and (3) the acquisition, without permission, of tests or academic material belonging to a faculty or staff member of the university. The term “plagiarism” includes, but is not limited to, the use of the published or unpublished work of another person, by paraphrase or direct quotation, without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. If a student engages in academic dishonesty related to this class, the student will receive a failing grade on the test or assignment and a failing grade in the course. In addition, the case will be referred to the Dean of Students for appropriate disciplinary action.

Ethical Behavior and Code of Ethics
The Teacher Education and Administration Department expects that its students will abide by the Code of Ethics and Standard Practices for Texas Educators (Chapter 247 of the Texas Administrative Code ) and as outlined in Domain IV: Fulfilling Professional Roles and Responsibilities of the Pedagogy and Professional Responsibilities (PPR) Texas Examination of Educator Standards (TExES); and as also addressed in codes of ethics adopted by professionals in the education field such as the National Education Association (NEA) and the American Federation of Teachers (AFT).

Course Evaluation
Each course provides an opportunity to do an evaluation of the class. This brief online survey will be emailed to you in the final week of the semester, and provides a chance to comment on how this class is taught. I am very interested in your feedback as I work to continually improve my teaching. I consider this evaluation to be an important part of your participation in this class.
Six Student Success Messages
The Department of Teacher Education and Administration supports the six student success messages on how to succeed at UNT: (1) Show up; (2) Find support; (3) Get advised; (4) Be prepared; (5) Get involved; and (6) Stay focused. Students are encouraged to access the following website: https://success.unt.edu. The site contains multiple student resource links and short videos with student messages.

Distributed Education Policy Statements
Important Notice for F-1 Students

Federal Regulation

The paragraph reads:
(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken online or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An online or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no online or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance
To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.