***ATTD 4130   
Course Assignment  
Guidelines***

Activity dates are identified by the specific week within the semester the activity is to take place.

**Note:** Regardless of the number of points earned in this course, failure to successfully complete all Portfolio Builder assignments will result in failure of the course.

The instructor facilitating the specific section will provide students with a list of specific dates for assignment due dates.  It is the responsibility of the student to insure that assignments are completed on or prior to the due date.

Discussions utilize the Vista Discussion Tool on the Tool Bar. Chats utilize the Vista Chat Tool on the Tool Bar. Assignments to be turned in will be attached to the respective assignment in the Vista Assignment Tool unless the instructor specifies an alternate method.

**Required Text** Information may be obtained at http://www.efollett.com

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| **Unit** | **Assignment** | **Possible Points** | **Semester Week Due** |
| 1 | Complete the "Start Here with the Course Orientation" and the "Required Tasks to Gain Access to the Course Content" Learning Modules found on the course home page.  Introduce yourself to the class. | 25 | Week 1 |
| 2 |    Read Modules 1 and 2.     Read Wong Unit E.     Participate in Readings Discussion. | 25 | Week 1 |
| 3 |    Emmer Chapters 1, 2, and 3.     Complete Key Points Assignment. | 50 | Week 1 |
| 4 |    Develop a 3-Year Professional Development Plan\*     (Portfolio Activity) | 100 | Week 2 |
| 5 | PART A:     Read Emmer Chapters 4 and 5.     Read Garcia Chapter 8.     Participate in Readings Discussion. (25 points)  PART B:     Participate in Assessment Discussion. (25 points) | 50 | Week 2 |
| 6 |    Develop a 3-Year Equipment/Technology Plan\*     (Portfolio Activity) | 100 | Week 2 |
| 7 |    Complete Quiz 1     (Modules 1 and 2, Emmer Chs. 1 – 5, Garcia Ch. 8, Wong Unit E) | 150 | Week 2 |
| 8 | PART A:     Read Modules 3 and 4.     Participate in Readings Discussion. (25 points)  PART B:     Participate in Assessment Discussion. (25 points) | 50 | Week 3 |
| 9 |    Read Emmer Chapters 6 and 7.     Read Garcia Chapter 4.     Read Kemerer Chapter 8.     Develop a Classroom Management Plan\*     (Portfolio Activity) | 100 | Week 3 |
| 10 | PART A:     Read Module 5.     Read Emmer Chapters 9 and 10.     Participate in Readings Discussion. (25 points)  PART B:     Participate in Assessment Discussion. (25 points) | 50 | Week 3 |
| 11 |    Review Module 1 – Lesson 3.     Develop a Safety Checklist/Lesson Plan\*     (Portfolio Activity) | 100 | Week 4 |
| 12 | PART A:     Read Garcia Chapters 5 and 6.     Participate in Readings Discussion. (25 points)  PART B:     Participate in Assessment Discussion. (25 points) | 50 | Week 4 |
| 13 |    Develop an Instructional Management Plan.\*     (Portfolio Activity) | 100 | Week 4 |
| 14 |    Complete Key Points Assignment. | 100 | Week 5 |
| 15 |    Review for Final Exams. |  | Week 5 |
| 16 |    Complete Quiz 2  (Modules 3-5, Emmer Chs. 6, 7, 9, and 10, Garcia Chs. 4, 5, and 6, Kemerer Ch. 8) | 150 | Week 5 |
| **TOTAL** | | **1200** |  |

***Grading Scale:***

A = 90% - 100%     
B = 80% - 89%     
C = 70% - 79%     
D = 60% - 69%     
F = 59% and below

Students will submit all work as specified by the instructor. The student must take into consideration: postal mail time and electronic communication difficulties if these methods are used.  The student is responsible for all course deadlines.

All assignments should be turned in by the “due date.”  Acceptance of late assignments will be determined by the instructor as well as any point reduction. Point reduction values assessed for assignments submitted after the due date will be made known to the students by the instructor at the start of the semester.

**NOTE:** Items with an \* are to be revised based on instructor feedback and are to be submitted (in revised form) during the Internship Experience as partial completion of the Intern Portfolio.

**NOTE:** It is the responsibility of the student to keep electronic copies of all portfolio assignments for submission/implementation during the Internship Experience.

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