Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.
COURSE SYLLABUS
EDUC 390
TEACHING PRACTICUM

COURSE DESCRIPTION
A supervised field experience related to the field of education. May be repeated to a maximum of six hours.

RATIONALE
Field experiences in specific areas of academic interests are necessary for professional growth and development. This course is for candidates who are not pursuing licensure.

I. PREREQUISITE
For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II. REQUIRED RESOURCE PURCHASES
Click on the following link to view the required resource(s) for the term in which you are registered: http://bookstore.mbsdirect.net/liberty.htm

III. ADDITIONAL MATERIALS FOR LEARNING
A. Computer with basic audio/video output equipment
B. Internet access (broadband recommended)
C. Microsoft Office

IV. MEASURABLE LEARNING OUTCOMES
Upon successful completion of this course, the student will be able to:
A. Discuss how the three components in the Conceptual Framework integrate into the context of teaching situations. (PRE-A1)
B. Present documentation about a topic that enhances the ability of teachers in a specific area of teaching. (PRE-A1)
C. Develop a project related to the field of education which demonstrates the professional development of a Christian world view pertinent to Christian, public, and private schools. (PRE-A1; PRE-C5)
D. Use grading rubrics to assess various written and verbal presentations. (PRE-A1; PRE-B2, B3, B4)
E. Discuss with other educational professionals elements pertaining to continual professional growth. (PRE-C5)
V. **COURSE REQUIREMENTS AND ASSIGNMENTS**

A. Textbook readings and presentations

B. Course Requirements Checklist
   After reading the Course Syllabus and Student Expectations, the student will complete the related checklist found in Module/Week 1.

C. Discussion Board Forums (4)
   Discussion boards are collaborative learning experiences. Therefore the candidate is expected to participate in 4 Discussion Board Forums based on the instructor’s prompt. Each forum is completed in 2 parts: the candidate’s thread is due in Modules/Weeks 3, 7, 11, and 15, followed by 2 reply posts in Modules/Weeks 4, 8, 12, and 16. All posts to the discussion board must adhere to the communication policy provided through the Student Expectations link.

D. Course Overview Quiz
   In Module/Week 1, the candidate is required to review all documents contained in the Course Syllabus and Assignment Instructions folder. After reviewing the documents, the candidate needs to complete the Overview of EDUC 390 Quiz.

E. Mentor Assignments
   Mentor Approval
   In Module/Week 1, the candidate is required to select an individual to serve as a mentor for the field experience hours. The selected mentor must have at least 3 years of experience and be certified in his/her field. Certification may be state licensure, ACSI, etc. Furthermore, the mentor must be willing to complete all required paperwork. Additionally, the mentor must be willing to meet with the candidate multiple times throughout the course and observe/critique a lesson prepared and taught by the candidate.

   Mentor Confirmation Quiz
   In Module/Week 2, the candidate will confirm that he/she has received the instructor’s approval from the mentor.

F. Field Experience Assignments
   Throughout this course, the candidate is required to complete 90 hours in a field placement. All 90 hours must be documented in order to pass the course. Thus, the field experience is a foundational element in the course assignments. Field Experience-related assignments include:

   Field Placement Approval
   In Module/Week 1, the candidate must submit a Field Placement Approval Form that must be granted approval by the instructor. [If the candidate needs placement through one of Liberty University School of Education’s FIELD offices, the candidate must submit his/her request by Wednesday of Module/Week 1].
Field Placement Confirmation Quiz
In Module/Week 2, the candidate will confirm that he/she has received the instructor’s approval for the placement.

Schedule Agreement Approval
By Module/Week 2, the candidate must have his/her placement and mentor approvals. The candidate is responsible for setting a schedule with his/her mentor. Both the candidate and the candidate's mentor will need to come to agreement on the proposed schedule and are responsible for signing the agreement.

Schedule Agreement Confirmation Quiz
Once the candidate has verified the instructor’s approval, he/she will complete a 2-question confirmation quiz.

Field Experience Log
By Module/Week 3, the candidate must begin completing their field experience. The Field Experience Log must be used to track his/her hours throughout the placement. The Field Experience Log is completed by the candidate as he/she visits the approved placement.

Lesson Evaluation Form
In Module/Week 13, the Lesson Evaluation Form is completed by the mentor to evaluate the candidate’s performance teaching the lesson. This completed form must be added to the candidate’s portfolio in LiveText. The candidate will need access to a document scanner in order to submit the completed Lesson Evaluation Form.

Summative Assessment
In Module/Week 16, the Summative Assessment is completed by the mentor to evaluate the candidate’s performance in the placement. This completed form must be added to the candidate’s portfolio in LiveText. The candidate may need access to a document scanner in order to submit the completed Summative Assessment. Electronic signatures will not suffice.

Field Experience Learning Summary
In Module/Week 16, the candidate will complete a Field Experience Learning Summary based on the questions and prompts provided in the Field Experience Learning Summary document. This assignment must be added to the candidate’s portfolio in LiveText.
G. Lesson Assignments

The candidate will complete a Lesson in 3 phases: the Lesson Plan, Teaching the Lesson, and the Lesson Reflection. The candidate must meet with the mentor to determine a topic or subject for the Lesson Plan.

Lesson Plan

The candidate will submit the completed Lesson Plan using the template provided.

Self-Reflection of Planning Quiz

The candidate will complete a Self-Reflection of Planning Quiz to reflect on their preparation and readiness for teaching the lesson in Module/Week 13.

Weekly Block Plan Evaluation

The candidate will create a Weekly Block Plan and submit it to his/her mentor for evaluation. The mentor can suggest changes and improvements at that time.

Weekly Block Plan

After mentor approval, the candidate will submit his/her Weekly Plan. The Weekly Block Plan will not receive approval until the mentor has completed the Weekly Block Plan Evaluation in LiveText FEM.

Teaching the Lesson

Before teaching the lesson in Module/Week 13, the candidate is to provide the mentor with the Lesson Evaluation Form. The candidate will teach the lesson to students in the field placement, and the mentor is to observe/critique the lesson. The candidate must tape the lesson and review it when completing the Lesson Reflection in Module/Week 15.

Lesson Reflection

In Module/Week 15, the candidate will complete and submit the Lesson Reflection.

Lesson Evaluation Form

In Module/Week 16, the candidate will submit the Lesson Evaluation Form that was completed by the mentor. The candidate needs access to a document scanner in order to submit the mentor’s completed evaluation of the lesson.

H. LiveText Portfolio

LiveText Portfolio: Phase 1 Quiz

In Module/Week 5, the candidate will purchase and explore the LiveText portfolio template. The candidate will confirm that these tasks have been completed by taking the LiveText Portfolio Phase 1 Quiz.

LiveText Portfolio: Phase 2 Quiz

In Module/Week 14, the candidate will continue uploading and developing previous and current assignments into the LiveText portfolio template. The candidate will confirm that these tasks are in progress by taking the LiveText Portfolio Phase 2 Quiz.
LiveText Portfolio

In Module/Week 16, the candidate will create and submit a portfolio through LiveText.

I. Honor Code Quiz

This 2-question quiz evaluates the candidate’s integrity regarding the field experience, mentor document submissions, and course assignments.

VI. COURSE GRADING AND POLICIES

A. Points

- Course Requirements Checklist 10
- Course Overview Quiz 10
- Class Introductions
  - Thread 10
  - Replies 10
- Mentor Assignments
  - Mentor Approval 10
  - Mentor Confirmation Quiz 10
- Discussion Board Forums
  - Threads (4 at 25 pts ea) 100
  - Replies (4 at 15 pts ea) 60
- Field Experience Assignments 10
  - Field Placement Confirmation Quiz 10
  - Schedule Agreement Approval 10
  - Schedule Agreement Confirmation Quiz 10
  - Field Experience Log 100
  - Summative Assessment 100
  - Field Experience Learning Summary 20
- Lesson Assignments
  - Self-Reflection of Planning 10
  - Lesson Plan 100
  - Teaching the Lesson 0
  - Weekly Block Plan Evaluation 40
  - Weekly Block Plan 100
  - Lesson Reflection 50
- Lesson Evaluation Form 100
- LiveText Portfolio Assignments
  - Phase 1 Quiz 10
  - Phase 2 Quiz 10
  - Portfolio 100
- Honor Code Quiz 10

Total 1010

Scale

A = 900–1010   B = 800–899   C = 700–799   D = 600–699   F = 0–599
B. Plagiarism
All work in this course must be originally created, and any form of plagiarism will not be tolerated. This includes self-plagiarism. The candidate must not submit projects or plans that were completed for other courses. Procedures as indicated are in the academic integrity policy within the Student Expectations link in the course.

C. Late Assignment Policy
If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.
2. Assignments submitted more than one week late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the course will not be accepted.
4. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

D. Disability Assistance
Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.
# COURSE SCHEDULE

## EDUC 390


<table>
<thead>
<tr>
<th>MODULE/WEEK</th>
<th>READING &amp; STUDY</th>
<th>ASSIGNMENTS</th>
<th>POINTS</th>
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<tbody>
<tr>
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<td>Kronowitz: chs. 1–2</td>
<td>Course Requirements Checklist</td>
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<td>Class Introductions Thread</td>
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<td></td>
<td>1 presentation</td>
<td>Course Overview Quiz</td>
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<td>Field Placement Approval</td>
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<td>Mentor Approval</td>
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<td>Kronowitz: chs. 3–4</td>
<td>Class Introductions Replies</td>
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<td>Schedule Agreement Approval</td>
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<tr>
<td></td>
<td>1 presentation</td>
<td>Field Placement Confirmation Quiz</td>
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<td>Mentor Confirmation Quiz</td>
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<td>Kronowitz: chs. 5–7</td>
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<td>LiveText Portfolio: Phase 1 Quiz</td>
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<td>Self-Reflection of Planning Quiz</td>
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<td>MODULE/ WEEK</td>
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<td>*Teach your lesson during this module/week</td>
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<td><strong>TOTAL</strong></td>
<td><strong>1010</strong></td>
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DB = Discussion Board

**NOTE:** Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.