Southwest Minnesota State University

School of Education

Teacher Preparation Program



**The Vision:**

## Inclusive communities of practice investigating learning and teaching.

**The Mission:**

The mission of the Professional Education programs at SMSU is to create inclusive communities of practice where each learner is an active participant in the investigation of learning, teaching, and leadership processes. Teachers and learners will engage in educational theory, research, inquiry, critical reflection, and application in pursuit of excellence in a culturally responsive education.

**Course Number: Course Name**

**Semester ~ Credits  
Professor/Instructor**

Inclusive Communities of Practice Investigating Learning and Teaching   
Southwest Minnesota State University  
School of Education

Teacher Preparation Program

|  |  |
| --- | --- |
| *Instructor:* | *Class Days:* |
| *Office:* | *Class Hours:* |
| *Telephone:* | *Meeting Room:* |
| *E-Mail Address:* | *Office Hours:* |

**COURSE DESCRIPTION**:

**CLINICAL EXPERIENCE** -

Placement requirements are dependent upon major/licensure. See SoE Candidate Handbook for specific grade band and cooperating teacher requirements. All placements require an application.

Hours Required:15 hours

## REQUIRED TEXTS/READINGS/RESOURCES:

List resources

SLL – Watermark Student Learning & Licensure platform   
  
EMAE liability coverage—All candidates must have documented EMAE (or comparable) liability coverage before beginning clinical experiences.

**LICENSURE STANDARDS:**

[Minnesota Standards of Effective Practice (SEP)](https://www.revisor.mn.gov/rules/8710.2000/) - [PDF Version](https://mn.gov/pelsb/assets/Standards%20of%20Effective%20Practice%20%282%29_tcm1113-572905.pdf)  
[InTASC Standards](https://ccsso.org/sites/default/files/2017-12/2013_INTASC_Learning_Progressions_for_Teachers.pdf)   
[Standards for Professional Educator Licensing Standards (CS - Content Standards)](https://www.revisor.mn.gov/rules/8710/)

[SMSU School of Education Accreditation:   
Conceptual Framework (CF) – Inclusive Communities of Practice Investigating Learning & Teaching](https://www.smsu.edu/academics/schools/education/smsu-soe-accreditation.html)

[Dispositions for Teacher Candidates (DS)](https://www.smsu.edu/academics/schools/education/smsu-soe-accreditation.html)

## COURSE STANDARDS, LEARNING OPPORTUNITIES, &ASSESSMENTS:

|  |  |  |  |
| --- | --- | --- | --- |
| **STANDARDS** | **SEP** | **CS** | **LEARNING OPPORTUNITIES & ASSESSMENTS** |
|  |  |  | *Press tab in this box to add another row.* |

\*Bold standards with asterisks indicates primary or secondary assessment for PELSB standards.

**LEARNING OPPORTUNITIES & ASSESSMENTS - DESCRIPTIONS:**

1. **Attendance, text discussion/notes, and online projects/participation (~100-150 pts)**

~~Teacher candidates are expected to fully attend classes with engaged, appropriate participation for points consideration. Positive, teacher dispositions are expected, which display cultural competency. If a candidate is absent from on campus class, s/he is expected to communicate with lit circle colleagues as to course updates as well as check D2L and reference the course schedule.~~

~~Any D2L discussions must be posted within the assigned window. Also, discussants may use the attachment feature for their dialogues, but anything to be graded within the discussion forums should be typed or copy/pasted into the posts; attachments will not be considered outside of peer review tasks. Any online discussions require a minimum of one originally authored post (worth up to 6 points) and two peer responses (worth 2 points/each).~~ ADAPT AS APPROPRIATE….

2. **Course Learning Opportunity & Assessment** (must match title in standards matrix) (points)   
 Description of task

**GRADING SCALES: (Percent of total points)**

**\*Graduate Scale**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 89-92% = B+ | 79-82% = C+ | 69-72% = D+ |
| 96-100% = A | 86-88% = B | 76-78% = C | 66-68% = D |
| 93-95% = A- | 83-85% = B- | 73-75% = C- | 63-65% = D- |
|  |  |  | Below 63% = F |

**\*Undergraduate Scale**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 87-89% = B+ | 77-79% = C+ | 67-69% = D+ |
| 94-100% = A | 84-86% = B | 74-76% = C | 64-66% = D |
| 90-93% = A- | 80-83% = B- | 70-73% = C- | 60-63% = D- |
|  |  |  | Below 60% = F |

**COURSE & INSTITUTIONAL POLICIES AND PRACTICES:**

**COLLABORATION & COMMUNICATION –** Courses are facilitated utilizing D2L Brightspace and SMSU email for communication purposes. All teacher candidates are expected to use professional and ethical interactions to support a positive learning environment with open, honest, and supportive communication. Part of the collaboration process is an emphasis on professional communication. Avoid using contractions and “you” in your formal, professional writing, including papers, D2L postings, and emails. When sending an email to your instructor, reference the course name, number, and section in the subject line; please use your professional writing skills: proper English, punctuation, and spelling.

**ACADEMIC HONESTY** – As stated in the SMSU Student Handbook, any form of academic dishonesty, including, but not limited to, cheating, and plagiarism, is prohibited. Students are required to comply with the SMSU academic honesty policy: <https://www.smsu.edu/resources/webspaces/nca/policies/A-032.pdf> 

**Draft standard syllabus language for AI in classroom use at SMSU**

*Adapted from Minnesota State System Office* [*“Generative Artificial Intelligence: A guidance document on policy intersections, considerations and recommendations”*](https://www.minnstate.edu/system/asa/innovations/docs/Minnesota-State-Generative-AI-Guidance.pdf)(March 4, 2024).

Considerations for Using Generative Artificial Intelligence **[to be included in ALL syllabi]**

All large language models (like ChatGPT, Claude, and Copilot) still tend to make up facts and fake citations. Artificial intelligence models tend to produce inaccurate outputs, and image generators can occasionally come up with highly offensive products. You will be responsible for any inaccurate, biased, offensive, or otherwise unethical content you submit regardless of whether it originally comes from you or an AI tool. This syllabus includes the course assignments and the degree to which you may use artificial intelligence to complete those assignments.

**Practices below to be applied to each individual course and/or assignment for a course so that students can clearly see the acceptable boundaries of AI use.**    
  
**The student learning outcome(s) for a course/assignment should be considered when making a decision about which level of AI practice to apply.** (If the use of AI would inhibit with a student’s mastery of a learning outcome, a stricter approach to AI is recommended. If the use of AI would aid in a student’s mastery of a learning outcome, you might consider allowing use of AI.)

Practice 1: Prohibited

All work submitted during this course [or assignment] must be your own. Contributions from anyone or anything else, including AI sources, must be properly quoted and cited every time they are used. Failure to do so violates [SMSU’s Academic Honesty Policy.](https://catalog.smsu.edu/policies-procedures/academic-honesty/) Any allegations of academic misconduct will be adjudicated as outlined in the [Academic Honesty Policy.](https://catalog.smsu.edu/policies-procedures/academic-honesty/)

Practice 2: Prescribed

There are situations and contexts within this course [or assignment] where students will be permitted to use generative AI tools to explore how they can be used to complete the required work. Any student work submitted using generative AI should clearly indicate what work is the student’s work and what part is generated by the AI. Any allegations of academic misconduct will be adjudicated as outlined in the [Academic Honesty Policy.](https://catalog.smsu.edu/policies-procedures/academic-honesty/)

Outside of those instances that are permitted, students are discouraged from using generative AI to generate content (text, video, audio, images) that will end up in any student work (assignments, discussions, responses, etc.) used to assess student learning.

Practice 3: Open

Within this course [or assignment], you are welcome to use artificial intelligence tools in a totally unrestricted fashion, for any purpose. Any student work using generative AI should clearly indicate what part of the work is the student’s and what part is generated by the AI. Any allegations of academic misconduct will be adjudicated as outlined in the [Academic Honesty Policy.](https://catalog.smsu.edu/policies-procedures/academic-honesty/)

**ACCESSIBILITY** – Students who have a special accessibility need for reasonable accommodations to fully participate in course activities or meet course requirements must register with Accessibility Services to verify their eligibility for appropriate accommodations and to coordinate the provision of those services.  Contact [Accessibility Services](https://www.smsu.edu/campuslife/accessibilityservices/index.html), IL 220, Phone: 507-537-7318.

**COUNSELING SERVICES -**SMSU Counseling & Testing Services has licensed mental health professionals available to help students. Services are free and confidential. Contact 507-537-7150, [counseling.testing@smsu.edu](mailto:counseling.testing@smsu.edu), or stop by BA 156. More information is available at  [http://www.smsu.edu/campuslife/counselingtestingservices/index.html](https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.smsu.edu%2Fcampuslife%2Fcounselingtestingservices%2Findex.html&data=02%7C01%7CSara.Fier%40smsu.edu%7C11a9ab81692b4f48ae4308d72a64061c%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637024481408384183&sdata=0FkWeQSqi9mNqps5e1Qs4cCrhW5nbCTNhk5TIL3CfOM%3D&reserved=0)

**EARLY ALERTS AND ACADEMIC SUCCESS SUPPORT -**As your professor, I am personally committed to supporting YOUR academic success in this course.  For that reason, if you demonstrate any academic performance or behavioral problems which may impede your success, I will personally discuss and attempt to resolve the issue with you. I may also refer your case using Early Alert, which is an online student success program designed to identify and react to student retention challenges.  The Early Alert system will allow me to send you various performance updates, concerns, and referrals. Students who have been identified with an early alert by a faculty or staff member will be notified by the Office of Student Success or a member of the Early Alert Intervention Team to discuss a plan of action. If you receive an Early Alert notice for this course, please come see me or seek assistance and support from your advisor or other resource staff member on campus. My goal is to make your learning experience in this course as meaningful and successful as possible.

**CODE OF CONDUCT -**  Students are expected to comply with the SMSU Student Code of Conduct, available in the SMSU Student Handbook: <http://www.smsu.edu/administration/studenthandbook/> . The professor reserves the right to handle situations through appropriate university policies at any time deemed necessary including the disruptive classroom management policy A-053: <https://www.smsu.edu/resources/webspaces/nca/policies/A-053.pdf>.

**CAMPUS SAFETY** - Reference the [University Public Safety](https://www.smsu.edu/campuslife/publicsafety/index.html) webpage for safety information. Emergencies are rare, but in the event of a life-threatening emergency, call 911. To report a non-life-threatening incident, safety hazard, or a suspicious activity, please contact campus security at (507) 537-7252.

**ATTENDANCE AND PARTICIPATION POLICY –** Attendance and participation are important aspects of professionalism. You will need to have high, consistent attendance (including timely arrival and departure) in your role as a classroom teacher. Active participation is essential. Online discussions and papers completed by the due dates are expected in this course. Should class be canceled for any reason outside of what is listed in the course schedule, teacher candidates will be notified via SMSU email, D2L Brightspace, and/or should additionally reference the SMSU website.

**ASSESSMENT OF STUDENT LEARNING OUTCOMES** - Course assignments may be used for assessment and review of the Liberal Education Program and/or the School of Education student learning outcomes. Student materials will only be used anonymously.

**APPEAL PROCESS -** The School of Education Teacher Preparation Program appeal process is available in the SMSU School of Education Candidate Handbook located on the [School of Education webpage](https://www.smsu.edu/academics/schools/education/index.html) under the Teacher Candidate Resources tab or upon request at the School of Education Office per MN Administrative Rules 8705.1010 Unit Standards subd. 4.C. Standard 18. Refer to the online Southwest Minnesota State University (SMSU) Student Handbook, SMSU School of Education Candidate Handbook, and the School of Education Website – Accreditation – School of Education Governance OR Teacher Candidate Resources for additional resources.

# PROFESSOR NOTES: ADAPT AS APPROPRIATE FOR YOUR COURSE

\*When communicating via technology, response time will be within 24-48 hours with the exception of weekends.

\*Learning Modules will run from Monday at noon until Sunday night at 11:59PM; all items must be posted and completed by that time to be considered on time. Items posted or submitted late will receive a reduced grade for up to two weeks, and after which time, a zero will be earned. The professor reserves the right to not grade anything submitted after the due date and time.

\*D2L discussions may be student-led; the professor will facilitate and redirect as needed. The initial post for each module should be completed by 11:59PM on Wednesday of the assigned module, and responses to *two or more* peer by the end of the module, which is established to be Sundays at 11:59PM. The original post should include relevant research and/or connection to the text as well as implications for teaching and learning. Peer responses should add to the discussion beyond the “I agree” level; critical, higher-level thinking is needed. Please contribute to peer discussion by noting research, asking questions, and/or providing challenges as well as highlighting assigned readings and/or outside research and experiences. See the discussion rubric for guidelines.

\*All graded items will need to be uploaded to D2L.

\*The grading assignment window is tentatively set for approximately 7-10 days from the submitted due date.

\*Professional attire is required for all/any presentations; sweats are not considered appropriate attire.

\*The professor reserves the right to make changes to the course syllabus and assessments.

\*This syllabus is the intellectual property of PROFESSSOR developed in collaboration the SMSU School of Education.

**REFERENCES**

The research and theoretical base that supports the development of knowledge, skills, and dispositions in the course and/or clinical experience include: