

SUNY Cortland Physical Education Department

EDU 454 - Pre-Student Teaching Conference in Physical Education

Course Information:

Semester/Year:

Meeting Location: Online & In-person

Class Time:

Meeting Dates: Change Each Semester

Professor Information:

Professor Heather Boyden

Office: 1124 Park Center

Email: heather.boyden@cortland.edu

Office Hours: Change each semester, by appointment

COURSE DESCRIPTION:

Conducted during the semester prior to student teaching in physical education. Students will initiate the process of being placed to student teach at the elementary and secondary levels of education and receive specific information regarding the cooperating school district and teachers.

Prerequisite: PED 201 (minimum grade of C), EDU 255 (minimum grade of C), and EDU 256 (minimum grade of S); and (EDU 355 and PED 356 which may be taken currently); a cumulative GPA of 2.8 and portfolio acceptance; all professional block courses leading up to student teaching with no grade lower than a C(1 cr. hr.).

You have been prepped to be successful in the field and EDU 454 is a time to demonstrate your skills and competence in meeting deadlines, following instructions, utilizing feedback, communication, to show accountability and responsibility. You will be bringing together the knowledge and skills you have learned during your time preparing for student teaching and making the connections to real life experience.

OBJECTIVES OF THE COURSE:

1. To complete the placement process of student teachers in public school districts. *Note: Early field experiences have priority over student teaching in assigning local placements. Exceptions may be made on a case-by-case basis.*
2. To provide teacher candidates with information regarding teacher certification and the employment process. (CF: Professional Commitments)
3. To provide teacher candidates with the expectations and information to submit a professional portfolio. (CF: Professional Commitments)

STUDENT LEARNING OUTCOMES OF THE COURSE:

1. Complete a student teaching application (inclusive of an updated resume and cover letter) for eligibility for placement in a public-school district in New York state
2. Participate in multiple professional development activities directly related to enhancing knowledge and skills for the profession.
3. Explain information regarding teacher certification and the employment process.
4. Create a professional portfolio reflecting program requirements and involvement.
5. Develop interviewing skills through participation in the exit interview process.

COURSE ATTENDANCE POLICY:

Teacher candidates are **REQUIRED** to attend **all** sessions. Valid reasons for missing a session must be discussed with the instructor in advance. An unexcused absence from a meeting may prevent teacher candidates from passing the course.

EVALUATION OF STUDENT PERFORMANCE: **Must Complete to Pass**

Required Performance

- Resume & ST Application to FESP office
- Professional cover letter w/link to supporting materials
- Podcast
- **Demonstration of responsibility is critical in this course.**
- **First Aid and CPR Requirement:** Teacher candidates are **REQUIRED** to have certification in first aid and CPR that meets NYSED requirements. Certifications must be valid through the end of the student teaching semester. **Certifications will be verified by end of the semester---NO CPR/FA you must withdraw!!!** Teacher candidates who do not meet this requirement will not be eligible to stay in this class and must retake the EDU 454 course in a subsequent semester.
- CAR/SAV/DASA

Late Policy:

I DO NOT ACCEPT LATE WORK because doing so promotes unprofessional behavior. However, if you have legitimate **extenuating circumstances** for turning something in late, you need to contact me ahead of time to discuss. If you have an extenuating circumstance and I allow you to submit work late, it will be for partial credit. Submitting work late in Brightspace without any conversation will result in a zero for that assignment. Extenuating circumstances are typically issues beyond your control, such as family crises and medical emergencies. Failing to plan ahead and last-minute technology glitches are **NOT** considered extenuating circumstances.

Online Meetings will take place in TEAMS :

Teacher Education Candidacy and Self-Disclosure Statement:

You are required to disclose any violation of the *Code of Student Conduct* and/or Academic Integrity Policy. In addition, you are required to disclose all incidents for which you have been convicted and found guilty of violating federal, state, and/or local laws (this would include incidents which have been "adjourned in contemplation of dismissal" (ACD or ACOD). Disclosures must be made to the Associate Dean of the School of Professional Studies.

If you have been charged with driving while intoxicated (DWI), drug possession, a crime against a child, or physical assault, you must report these charges to the Associate Dean within five business days of the charges being made. Due to the egregiousness of these charges the TECRC will delay field experience or student teaching if it is determined your behavior would damage the reputation of SUNY Cortland's teacher preparation programs and/or be a risk to faculty, staff, and students in public schools.

Failure to disclose within five business days may result in removal from or delay of fieldwork, removal from or delay of student teaching.

Academic Integrity Statement:

All students are expected to uphold academic integrity standards. Plagiarism, a serious academic offense, is defined as taking the ideas of others and using them as one's own without due credit. Students who cheat in examinations, course assignments, or plagiarize in this course may be disciplined in accordance with university rules and regulations. (College Handbook, Chapter 340.)

Classroom Technology Use:

Teacher candidates are expected to use technology (cell phones, MP3 players, computers, etc.) appropriately within the classroom. Using the devices to create an audio, video, or photographic recording without permission and sharing of information for non-instructional purposes is prohibited. Cell phones should be silenced during class. Teacher candidates who use technology for cheating, threatening, or harassing purposes will be reported for SUNY Cortland Code of Conduct violations. Additionally:

- **Email etiquette:** Your professor is not your Facebook friend; professionalism should be shown in person AND online. This online guide will help you to write a professional email to your professor.
<http://www.usnews.com/education/blogs/professors-guide/2010/09/30/18-etiquette-tips-for-e-mailing-your-professor>

- **Technology issues:** Problems with technology are not an acceptable excuse for late submission of your assignments. You MUST assume that technology will fail you at some point. You cannot and should not assume that everything will go smoothly when it comes to the internet, e-learning course management tools, and computers. It is incumbent upon you to PLAN AHEAD and not leave your projects for the last possible moment.
- **Cellphone and other media use in class:** 1) Ask permission (different professors have different policies), 2) Never use phones unless professor has directed you to do so. Keep phone OFF (not on vibrate).

Word of caution on using social media sites (like Facebook): You are leaving your digital signature on the Internet right now. Consider how your comments would be perceived before you post them and always think about logic above emotion. Most importantly, think about maintaining a certain level of professionalism, since people can use anything you make “permanent” on these sites against you. As a rule of thumb, before you hit “post,” realize that this will be a permanent reflection of your identity and that it may never be erased even if you remove it. It may even be used against you.

Intellectual Property Statement:

All course materials including recordings and streams (including video lectures) will only be available to students registered for this class. All materials are the intellectual property of the instructor, and they may not be shared or reproduced without the explicit, written consent of the faculty member. Further, students may not share these sessions or any other class content (PowerPoints, syllabus, assignments, etc.) with those not in the class or upload them to any other online or social media environment. Doing so would be a breach of the Code of Conduct, and, in some cases, be a violation of federal law under the Copyright Act.

Disability Statement:

As part of SUNY Cortland’s commitment to a diverse, equitable, and inclusive environment, we strive to provide students with equal access to all courses. If you believe you will require accommodations in this course, please place a request with the Disability Resources Office at disability.resources@cortland.edu or call 607-753-2967. Please note that accommodations are generally not provided retroactively so timely contact with the Disability Resources Office is important. All students should consider meeting with their course instructor who may be helpful in other ways. (College Handbook, Chapter 745)

Diversity Statement:

SUNY Cortland is dedicated to the premise that every individual is important in a unique way and contributes to the overall quality of the institution. We define diversity broadly to include all aspects of human difference. The College is committed to inclusion, equity, and access and thus committed to creating and sustaining a climate that is equitable, respectful and free from prejudice for students, faculty and staff. We value diversity in the learning environment and know that it enhances our ability to inspire students to learn, lead and serve in a changing world. We are committed to promoting a diverse and inclusive campus through the recruitment and retention of faculty, staff and students. As a community, we hold important the democracy of ideas, tempered by a commitment to free speech and the standards of inquiry and debate. To this end, we are dedicated to developing and sustaining a learning environment where it is safe to explore our differences and celebrate the richness inherent in our pluralistic society. (College Handbook, Chapter 130)

Inclusive Learning Environment Statement:

SUNY Cortland is committed to a diverse, equitable and inclusive environment. The course instructor honors this commitment and respects and values differences. All students enrolled in this course are expected to be considerate of others, promote a collaborative and supportive educational environment, and demonstrate respect for individuals regarding ability or disability, age, ethnicity, gender, gender identity/expression, race, religion, sex, sexual orientation, socio-economic status or other aspects of identity. In an environment that fosters inclusion, students can bring their various identities into conversation as they find helpful but are not expected to represent or speak for an entire group of people who share aspects of an identity. If you have any questions or concerns about this statement, contact the Institutional Equity and Inclusion Office at 607-753-2263. (IEIO <http://www2.cortland.edu/about/diversity/>)

Title IX Statement:

Title IX, when combined with New York Human Rights Law and the New York Education Law 129-B, prohibits discrimination, harassment and violence based on sex, gender, gender identity/expression, and/or sexual orientation in the education setting. The federal Clery Act and NY Education Law 129-B provide certain rights and responsibilities after an

incident of sexual or interpersonal violence. When a violation occurs, victims and survivors are eligible for campus and community resources. Where the College has jurisdiction, it may investigate and take action in accordance with College policy. If you or someone you know wishes to report discrimination based on sex, gender, gender identity/expression, and/or sexual orientation, or wishes to report sexual harassment, sexual violence, stalking or relationship violence, please contact the Title IX Coordinator at 607-753-4550, or visit cortland.edu/titleix to learn about all reporting options and resources. (Updated by SUNY Legal Feb. 1, 2018.) (Title IX www2.cortland.edu/titleix)

The Learning Center Statement

The Learning Center (top floor of Van Hoesen Hall, Room B-205) welcomes all students! We offer friendly and accessible ways to receive support in your courses with 1-on-1 tutoring and group workshop programs. If you are concerned about passing a class, gaining a clearer understanding of course material, or bumping up a B to an A, stop by the office, visit [The Learning Center webpage](#), email tlc@cortland.edu, or call 607-753-4309 for more information.

Generative AI and Student Writing Statement

(All Use Prohibited): The use of Generative AI is not permitted in this course. Since this course emphasizes your writing as a process of your thinking, I am only interested in your own, original writing.

School of Professional Studies Deans' Office

Kate Polaski, Dean
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Susan Wilson, Associate Dean
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