Preservice Teacher’s Handbook
A guide for preservice teachers

Block I
TCH_LRN 402
Spring 2022
1 credit
Pass/fail
The College of Education contributes to the theory and practice of the broad field of education, and dedicates itself to understanding and respecting learners in diverse cultural contexts. We facilitate engaged learning and ethical leadership in schools and clinical settings. We seek collaboration with diverse constituencies, recognizing our local and global responsibilities to communities, environments, and future generations.
Academic Integrity

“Academic integrity is the cornerstone of higher education. As such, all members of the university community share responsibility for maintaining and promoting the principles of integrity in all activities, including academic integrity and honest scholarship. Academic integrity will be strongly enforced in this course. Students who violate WSU’s Academic Integrity Policy (identified in Washington Administrative Code (WAC) 504-26-010(3) and -404) will fail the course and will not have the option to withdraw from the course pending an appeal, and will be reported to the Office of Student Conduct.

Cheating includes, but is not limited to, plagiarism and unauthorized collaboration as defined in the Standards of Conduct for Students, WAC 504-26-010(3). You need to read and understand all of the definitions of cheating: http://app.leg.wa.gov/WAC/default.aspx?cite=504-26-010. If you have any questions about what is and is not allowed in this course, you should ask course instructors before proceeding.

If you wish to appeal a faculty member's decision relating to academic integrity, please use the form available at conduct.wsu.edu.”

Policy for Professional Communication

The faculty members, instructors, and teaching assistants in the Elementary Education program emphasize the importance of effective written and oral communication for teachers. Students of the program are expected to demonstrate that they can meet standards of professional communication on all of their assignments. A student who fails to adhere to conventions of writing (e.g. makes consistent grammatical and/or spelling errors, frequently misuses words or phrases, fails to organize writing in an effective manner) may be required to work with the Writing Center or complete additional coursework. Students who fail to meet expectations after being provided with opportunity for remediation and improvement may be removed from the program. Students will also be held accountable for demonstrating that they are capable of clear and professional verbal communication.

K – 8 Competencies

Teaching & Learning 402 covers the following K-8 competencies:

* Candidates establish classroom communities that support student learning and positive human relationships.

* Candidates design and execute a wide range of instructional plans and strategies that support student learning within and across the curriculum.

* Candidates design and implement a wide range of assessment strategies that support student learning within and across academic content areas.

Students with Disabilities

We are an institution of higher education and we have a responsibility to inform students with disabilities about the process of accessing reasonable accommodations. The Students with Disabilities syllabus statement is an important part of fulfilling that institutional responsibility, therefore we ask that all teaching faculty include it in every syllabus.

Students with Disabilities: Reasonable accommodations are available for students with a documented disability. If you have a disability and need accommodations to fully participate in this class, please either visit or call the Access Center (Washington Building 217; 509-335-3417) to schedule an appointment with an Access Advisor. All accommodations MUST be approved through the Access Center. For more information contact a Disability Specialist on your home campus:

- Pullman or WSU Online: 509-335-3417 [http://accesscenter.wsu.edu](http://accesscenter.wsu.edu), Access.Center@wsu.edu
- Spokane: [http://spokane.wsu.edu/students/current/studentaffairs/disability/](http://spokane.wsu.edu/students/current/studentaffairs/disability/)
- Tri-Cities: [http://www.tricity.wsu.edu/disability/](http://www.tricity.wsu.edu/disability/)
Safety and Emergency Notification

Washington State University is committed to enhancing the safety of the students, faculty, staff, and visitors. It is highly recommended that you review the Campus Safety Plan (http://safetyplan.wsu.edu/) and visit the Office of Emergency Management web site (http://oem.wsu.edu/) for a comprehensive listing of university policies, procedures, statistics, and information related to campus safety, emergency management, and the health and welfare of the campus community.

Classroom Safety Statement

“Classroom and campus safety are of paramount importance at Washington State University, and are the shared responsibility of the entire campus population. WSU urges students to follow the “Alert, Assess, Act,” protocol for all types of emergencies and the “Run, Hide, Fight” response for an active shooter incident. Remain ALERT (through direct observation or emergency notification), ASSESS your specific situation, and ACT in the most appropriate way to assure your own safety (and the safety of others if you are able). Please sign up for emergency alerts on your account at MyWSU. For more information on this subject, campus safety, and related topics, please view the FBI’s Run, Hide, Fight video and visit the WSU safety portal.”

COVID-19 Statement

Per the proclamation of Governor Inslee on August 18, 2021, masks that cover both the nose and mouth must be worn by all people over the age of five while indoors in public spaces. This includes all WSU owned and operated facilities. The state-wide mask mandate goes into effect on Monday, August 23, 2021, and will be effective until further notice.

Public health directives may be adjusted throughout the year to respond to the evolving COVID-19 pandemic. Directives may include, but are not limited to, compliance with WSU’s COVID-19 vaccination policy, wearing a cloth face covering, physically distancing, and sanitizing common-use spaces. All current COVID-19 related university policies and public health directives are located at https://wsu.edu/covid-19/. Students who choose not to comply with these directives may be required to leave the classroom; in egregious or repetitive cases, student non-compliance may be referred to the Center for Community Standards for action under the Standards of Conduct for Students.
Expectations

In your role as a preservice teacher, you are expected to meet the following expectations:

- **Be prompt and present:** It is expected that you will be present and on time in your assigned classroom every week. Teachers are on tight schedules to meet the demands of a school day. Teachers plan on your presence in the classroom and will expect you to be a consistent part of their students’ learning.

- **Be professional:** Know and adhere to the policies and procedures of the school and the classroom. **Dress like a professional.** Do not show bare mid-drifts and cleavage. Please do not wear jeans, low riding pants, sweats, or short skirts. Do not display studs and body piercing, or tattoos. Appearances that are a distraction or serve as a poor model for children are not acceptable. You could be asked to leave the practicum if not dressed appropriately and would be required to make up the time on a different day.

- **Be respectful:** Show effort, enthusiasm, and respect for the teaching profession and the professionals with whom you are working. It is not your place to confront or question the teacher’s judgment, teaching style, or choice of activities. A respectful attitude, an eagerness to learn, and an appreciation for this opportunity will go a long way in creating a professional relationship between you and your cooperating teacher.

- **Be a teacher:** You will be expected to observe the students and your cooperating teacher, take the initiative in working with students individually or in small groups, engage in classroom activities and lessons, be available to assist the students from the classroom to other learning situations (computer lab, specialists, assemblies, library), and to collaborate with your cooperating teacher to complete assignments for this course.

- **Be reflective:** You are expected to reflect on your experiences during this field experience and to make connections to the topics discussed in your methods courses. This is an opportunity for you to analyze and interpret the impact that this experience is having on you as a beginning teacher and the impact that you are having on the other professionals and the students with whom you work.
ASSIGNMENTS

Block I requirements for WSU practicum students:

Classroom Experience

Due to Covid protocols, there will not be an in classroom experience this semester.

You are required to spend 30+ hours in your assigned classroom during the course of the semester. This should be completed in 3+hour blocks once a week for 10 weeks. Below you will find the requirements that you will be expected to fulfill during the duration of your experience.

* It is expected that you will attend during your assigned time. Special arrangements must be cleared with the field experience coordinator.

Assignments

1. Participate in seminar discussion and activities, including in class assignments.