

**English 464W – Methods of Teaching English in Secondary School
Course Syllabus for Spring 2008**

Dr. Melanie Ann Hanson
TTh 2:00 pm to 3:20 pm
Room #: SHSU EV 417
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Office Hours: 3:30 pm to 5 pm, Thurs

mah011@shsu.edu AND www.shsu.edu/~mah011

Texts:

Bridging English, 3rd ed., by Joseph Milner, Publisher Macmillan/Pearson – Required Text
English Teacher Certification Exams in Texas, by Beatrice Mendez Newman, 2006,
Publisher Allyn & Bacon – Required Text

Other Materials:

Notepaper and folder
Pen or pencil
Students should maintain a working email address
Ringed notebook of paper to use for in-class writings each class day

The book and all materials must be brought to class each day.

Course Description:

The English 464W class is intended to prepare pre-service secondary teachers to teach English in the public school system in Texas. Students are exposed to a wide variety of teaching methods and methodology including learning stations and team teaching strategies. Directed studies and practice in the selection, organization, and presentation of English subject matter and skills for middle school and high school students is the focus of this course. This course is required for English majors and minors who are working for a secondary teaching certificate, in other words, SHSU students in the SED program. Pre-requisite: 18 credit hours of English. Eng 464W is a 3 credit course.

Teacher Objectives:

1. To aid students in creating a secondary English teaching profile, teaching philosophy, classroom environment, and sample lesson plans, exercises, and handouts.
2. To lead students to re-script their own preconceived notions about the ideal secondary English teacher, student, and classroom.

3. To offer advice and suggestions concerning the creation of meaningful and intriguing lessons that teenagers will respond to.
4. To role model the idea of thinking globally while at the same time individualizing lesson plans.
5. To present pragmatic resources and websites for young teachers to access and utilize.
6. To treat the contributions of every student in my classroom as valuable.
7. To create a classroom atmosphere at SHSU that invites student participation.

Student Objectives:

1. To experience learning stations and team teaching as a teacher and as a student.
2. To evaluate, re-invent, and practice his/her pedagogy.
3. To work in, and utilize in student's own pedagogy, cooperative learning environments as a member of a team.
4. To gain practical knowledge, resources, and methods to use in the secondary classroom.
5. To analyze and critically evaluate a variety of points of view about secondary education and educators.
6. To develop skills and competencies expected of professionals in secondary education field.
7. To embrace and utilize his/her creative capacities.
8. To prepare to take the TExES ELAR 8-12 certification exam.

Course Requirements and Grading:

To successfully complete this course, you should complete all of the assignments and follow directions on all assignments. The assignments consist of:

Coursework – 10 assignments total	30%
Notebook -- Journal writing Pedagogical responses Film clip responses	40%
Learning station or Research paper	20%
Certification Preparatory test	10%

*All class work is considered part of this syllabus. You should complete assignments the professor gives you or that you devise that are approved by the professor. If the professor did not give you written approval to do your assignment choice, the assignment is not valid and will not count towards your grade.

Class Policies

Student Syllabus Guidelines: You may find online a more detailed description of certain SHSU policies listed below. These online guidelines will also provide you with a link to the specific university policy or procedure to which the syllabus guidelines are connected. The online students syllabus guidelines: <http://www.shsu.edu/syllabus/>

Attendance:

It is prudent to attend class.

It is important to be familiar with the material in the Class Schedule concerning religious holidays because this explains the policy that will be followed. Students are allowed to miss class and other required activities, including examination, for the observance of a religious holy day, including travel for that purpose. Students remain responsible for all work. [See Student Syllabus Guidelines.](#)

Students who miss class due to university-sanctioned events should present a letter on university letterhead, signed by their advisor or coach, that explains the absence. Since this information is known in advance, the letter should be submitted to the instructor by the end of the first week of instruction.

Students are expected to sign in on the daily attendance roster. If you do not sign in, your assignments might not be graded on that day and then these assignments might be ones that you cannot make up. You may not sign in for someone else. If you sign in for someone else (whether they are in attendance that day or not), your assignments for that day might not count towards your grade and then these assignments might not be ones that you can make up.

Students who miss a class session are still responsible for the content of the class and material covered. Please get the email address of one or two peers in class; ask these students to explain the missed assignments, copy their lecture notes, and ask these students to take extra handouts to give to you. Unfortunately, nothing really substitutes for being in class yourself and hearing lecture, instructions, and discussion. Therefore, if you don't attend class on a regular basis, there are certain assignments, like discussion, presentations, and film clips, that cannot be re-simulated for you outside of class, so, obviously, students would have to attend class to hand in these assignments. Discussion, presentations, and film clips viewing and writing responses cannot be made up or done at home.

In addition, class time every week is spent preparing the students for the final exam. Passing the exam without the review tips is impossible. For these reasons, students who do not attend class 1 hour and 20 minutes each week for 16 weeks (in other words, 16 full class sessions) will most likely end up with a semester grade that is at least 2 grades lower (for example, “C” or below) than the students who attend class.

If you need to come to class late or leave class early, please sit near the door.

University policy allows 3 hours of excused absences. If you have an excessive number of absences, there is a possibility that we will have a conference online. Please be positive about participation in this class in all respects: attendance, attitude, discussion, activities, and completion of your grade log.

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. “Religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

Late Papers and Final Exam: It is prudent to hand in assignments in a timely manner.

A signup sheet will be passed around during classtime for some assignments; you should do your assignment on the day you sign up for it. If you need to re-schedule, we will try to work you in if possible. No promises.

Assignments of any kind may not be emailed to the professor. All coursework must be handed in as a hard copy. If you send me an assignment via email, I may not be able to pull the assignment up and you will have to hand in a hard copy of the assignment anyway.

The final exam should be taken during final exam time. Students who cannot do this should speak to the professor the week before final exam period. The comprehensive final exam will prepare students for the TExES Excet ELAR 8-12. The test is essay and multiple choice. The test takes 5 hours. A makeup exam can be requested on any Tuesday or Thursday from 11 am to 4 pm only. A study guide will be provided.

Grading:

Therefore, it is a good idea to keep track of your grade; average it yourself so that you know what your grade is. Keep an assignment and grade log. If you need a log form, there is one on this website that you can print. Keep all of your assignments until Fall semester 2008.

This course outline and syllabus follows the rules that appear in Dr Bridges and Dr Young's course syllabi; they have designed their 300 and 400-level courses at SHSU in this same manner.

Quality and quantity are important when handing in major assignments; these are considered when your final exam and other assignments are graded. You should think about all assignments in terms of competence, thoroughness, and thoughtfulness.

Be certain that you have all the pages of handouts that are distributed to the class. To assure that your assignments will receive the highest grade possible, follow directions and ask questions if you are uncertain how to proceed. If you need to ask a question, write it down on a card or on paper, ask your question in the Evans building hallway, come to office hours, or email the professor.

At times, due to extenuating circumstances beyond the student's control, the student may not be able to finish the course, and the student may request a grade of X (incomplete). A student who requests an X grade for ENG 464W should provide adequate documentation of the reason the student was unable to complete the course, and the student should have satisfactorily completed at least 50 percent of the course's assignments in order to be eligible for a grade of X. If an instructor feels an X to be warranted, the instructor will recommend this grade to the Department Chair who then will decide whether the X should be entered as the semester's grade. If an X is approved, the student has one semester to complete the remaining work; if the student does not complete the work in that time period, the X grade automatically converts to an F.

Rubrics for all assignments can be found on Nicenet in Conferencing.

The students in this class will be asked to complete a course/instructor evaluation form toward the end of the semester.

Students should study 30 minutes each day of the week to prepare for this course. Students can form study groups to assist them in preparing for class work. Mark the reading with your comments and response notes. Proofread your writing and use revision and editing techniques before handing in major assignments.

There might be some optional assignments in this class that will not be graded. There may be assignments that cannot be made up.

Classroom Rules of Conduct:

***To expedite course curriculum and keep a pleasant classroom environment, students are asked to please refrain from asking questions or making comments during class time. If you need to ask something or say something, please write down your ideas or questions on

the provided index cards and hand them to the professor at any time during class. Your card will be answered as quickly as possible. If the rest of the class needs to hear what you have written, the professor will make that decision, not you. During class work time, you may approach the professor one at a time and ask a question in a quiet voice.

***Of course, during discussion time, participation is encouraged. Your opinion on the reading, film clips, and exercise writings is valued by the professor and part of your overall grade for the course. Personal problems and concerns are not part of these discussions.

*** These procedures will help the other students in the class who are trying to work and concentrate. If you need background noise to work, bring your music and ear phones to class. Do not crank the music up so loud that the class can hear it.

*** Personal problems and questions and comments may only be expressed on the index cards or paper, in the hallway, during office hours, or on email. This helps make the classroom a more genial environment for everyone involved. The other students do not appreciate having to wait and listen to every personal concern that each student might need to express during class time when we are all supposed to be working.

***Students who blurt out things in front of the entire class will be asked by the professor to use the proper channels to ask questions and make comments. So that you are not embarrassed in front of your peers, please follow the classroom rules of conduct.

***If you feel like whining, please try to keep it to yourself. None of us want to hear it because we all have problems of our own. Class is not an appropriate place to vent and air your problems to all of us.

***Students are expected to assist in maintaining a classroom environment that is conducive to learning. Students are to treat faculty and students with respect. Students are to turn off all cell phones while in the classroom. Under no circumstances are cell phones or any electronic devices to be used or seen during times of examination. Students may tape record lectures provided they do not disturb other students in the process. See [Student Syllabus Guidelines](#).

***The English department realizes that you will not always agree with everything you read or hear in this class. That's OK. We don't expect you to. What we do expect you to do is be open-minded, flexible and patient while in class.

Writing Center: The Writing Center is located in 111 Farrington; its phone number is 4-3680. It is open Monday through Thursday from 8:00 a.m.-7:00 p.m. on Friday from 8:00 a.m.-3:00 p.m. and on Sunday from 2:00 p.m.-7:00 p.m. The Writing Center is a place where the student can go for help with writing assignments in all classes, including developing ideas and then structuring them in a paper. The student may also visit the Writing Center online: www.shsu.edu/~wctr. There is no additional charge for using the Writing Center, and the student is encouraged to do so. The professor is also available and willing to tutor students concerning their writing. In addition, there are reading and

math centers on the SHSU campus as well as academic advising and much more at the SAM center.

Academic Dishonesty/Plagiarism: All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

See [Student Syllabus Guidelines](#). The instructor may require that the student submit all essays to the following plagiarism detecting services: Google, copyscape.com, and turnitin.com. Enrolling in the course and electing to stay in that section constitutes the student's agreement to submit work as the instructor requires.

Copyright Laws: The student is individually and solely responsible for violation of copyright and fair use laws. SHSU will neither protect nor defend students nor assume any responsibility for student violations of fair use laws. Violations of copyright laws could subject the student to federal and state civil penalties and criminal liability as well as disciplinary action under SHSU policies. For these reasons, SHSU encourages students to visit its copyright web page.

Drop Date: October 10 is the final date to drop or withdraw from a class without a grade being recorded. No withdrawals will be permitted after this date for any reason.

American With Disabilities Act/Special Accommodations: It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Student with disabilities that might affect their academic performance should visit with the Office of Services for Students with Disabilities located in the Counseling Center. They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired. SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If a student has a disability that may affect adversely his/her work in this class, then the student is encouraged to register with SHSU Counseling Center and to talk with the instructor about how best to deal with the situation. All disclosures of disabilities will be kept strictly confidential. NOTE: no accommodations can be made until the student registers with the Counseling Center.

[See Student Syllabus Guidelines.](#)

Visitors: Unannounced visitors to class must present a current, official SHSU identification card to be permitted into the classroom. They must not present a disruption to the class by their attendance. If the visitor is not a registered student, it is at the instructor's discretion whether or not the visitor will be allowed to remain in the classroom. Students wishing to audit a class should apply to do so through the Registrar's Office. See *Student Syllabus Guidelines*.