Revision Responsibility: Professional Education Council (PEC)
Responsible Employee: Assistant to the Dean for Accreditation

Purpose:

To establish a standardized syllabi template for all professional education courses to ensure information needed for accreditation and assessment purposes are included regularly and formatted consistently.

Policy:

Use of the syllabi template is voluntary. Regardless of a faculty member’s decision to use the Professional Education Unit’s syllabi template, the course syllabi must include all component requirements as listed in The University of Southern Mississippi’s Faculty Handbook found on the web at http://www.usm.edu/institutional-policies.

The template can be found on the pages following.
The University of Southern Mississippi
College of Education and Psychology
Department of ________

Course Title
Course Prefix and Number
Fall _____

PROFESSOR OF RECORD:

OFFICE: TELEPHONE:

OFFICE HOURS: EMAIL:

APPOINTMENTS: (Professor’s policy on appointment and contact numbers)

DROP DATE:

COURSE PREREQUISITE(S): (or acceptable substitutes)

CREDIT HOURS:

CATALOG DESCRIPTION OF COURSE:

COURSE DESCRIPTION/OVERVIEW:

REQUIRED TEXT:

OPTIONAL/ SUPPLEMENTARY TEXT:

CONCEPTUAL FRAMEWORK ADDRESSED IN COURSE:

The Professional Education Unit’s Conceptual Framework is consistent with the University’s historical roots as a normal college, its mission, and its future. The University, since our founding in 1910, has been committed to the outstanding preparation of teachers, counselors, administrators, and other school personnel. In accordance with this history and the present vision and mission of the University, the mission of the Unit is fivefold: a) educate the whole student; b) prepare high quality teachers and leaders for Mississippi classrooms; c) conduct innovative, relevant research; d) promote a healthier region; and e) enhance cultural understanding.

The Unit has embedded knowledge, skills, and dispositions throughout its teacher education program to prepare students to become creative, bold, and determined educational leaders who possess the power of knowledge to inform, to inspire, to transform lives, and to empower a community of learners.
Tk20 NOTIFICATION STATEMENT:

The Professional Education policy at Southern Miss requires all teacher education candidates to subscribe to the Tk20 Assessment System, an electronic portfolio and storage system for teacher candidates which tracks, stores, retrieves, and analyzes candidate data to maintain program excellence for accreditation. The subscription will be active for seven (7) years from the date of purchase. Two options for payment are:

1. A one-time subscription payable through the Tk20 web site https://usm.tk20.com using a debit or credit card.

2. The purchase of an access kit from the University Bookstore at an increased price which may be charged to your student account.

BACKGROUND CHECK STATEMENT:

Each Southern Miss student who applies for admission to a teacher education program must undergo a background check when applying for the Gold Card. Students who pass the background checking process will be issued a background check badge and considered eligible for admission to teacher education pending satisfaction of other admission requirements. Teacher candidates issued Gold Cards prior to fall 2009 and currently enrolled in Southern Miss teacher education programs, as well as Southern Miss students enrolled in teacher education field or clinical experiences that do not require a Gold Card, must also undergo a background check as part of the University policy.

COURSE GOALS: (tie each one to SPA standards, conceptual framework and NCATE as applicable)

STUDENT LEARNING OUTCOMES(S): The student will...student outcomes as a result of course.

TECHNOLOGY COMPETENCIES: (tie to SPA, national boards, or NETS standards)

COURSE REQUIREMENTS: (tie to SPA standards, conceptual framework and NCATE as applicable: place point values or grading criteria here as applicable)

<table>
<thead>
<tr>
<th>Assignment(s)</th>
<th>Due Date</th>
<th>Points/Grade</th>
<th>Rubric Attached Yes/No</th>
<th>Standards SPA, Nets, INTASC</th>
<th>Common Core Standards Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*A RUBRIC MUST BE ATTACHED FOR EACH ASSIGNMENT OR GRADE THAT WILL BE PART OF THE STUDENT’S ASSESSMENT PROCESS.

GRADING SCALE:

POLICY ON ATTENDANCE AND MAKE-UP WORK:

PLAGIARISM/CHEATING STATEMENT: Students are expected to adhere to the highest standards of academic honesty as outlined in the USM Student Handbook. Any information that is copied from another source must be noted as such in student materials. Page number or Internet reference must appear in the text and full bibliographic references must appear in the reference section of the paper/assignment. Sources must be in
quotes, and include author(s), year of publication or other reference notes as required by the college department format (e.g. APA, Chicago). Other forms of academic dishonesty include, but are not limited to buying papers, copying paragraphs/pages of text/whole papers off the Internet, copying another student’s answers, etc. Academic dishonesty will result in the grade of a “0” on the assignment and/or in the course and/or the student may be reported to the Vice President for Academic Affairs for further action.

**ADA STATEMENT:** Students with disabilities requiring assistance, and who qualify under Section 504 and/or the Americans with Disabilities Act (ADA), should contact the Coordinator for the Office of Disability Accommodations for information on appropriate policies and procedures.

**TENTATIVE SCHEDULE/AGENDA:**

**RUBRICS ATTACHED:** Not necessary, but recommended.