The University of Texas at Tyler  
College of Education and Psychology  
Department of Educational Leadership and Policy Studies

Course Prefix and Number  
EDLR 5300

Course Title  
In-Service Workshop

Session  
Summer 2017

Credit  
3 hours

Course Meeting/Room  
Face-to-Face: June 26-June 29, 2017  
8:30 am – 4:30 pm  
HPR 261  
Online: July 1 – July 31, 2017

Office Hours  
By Appointment

Instructor  
Yanira Oliveras-Ortiz, PhD  
yoliverasortiz@uttyler.edu  
(903) 502-0308

Catalog Description

This course is designed to provide opportunities for groups of educators to study specific topics and problems in the area of educational administration.

Student Learning Outcomes (Face-to-Face Component)

The student will be able to:

- Differentiate between evaluation and supervision and how to use the supervision process to enhance the faculty’s instructional practices. (Texas Principal Standard 2)
- Use the T-TESS rubric to strategically collect observation data and use the evidence to develop conference plans that engage teachers in reflective conversations about teaching and learning.
- Design supervisory conferences to support teachers in their professional growth while using observation data to reinforce and refine teachers’ craft. (Texas Principal Standards 1 & 2)
- Understand the Student Learning Objectives (SLO) process and how it facilitates teacher reflection and growth. (Texas Principal Standards 1 & 3)
- Write SLO’s as a measure of student growth. (Texas Principal Standards 1 & 3)

Student Learning Outcomes for the online component of the course will be differentiated by students and will be posted online.

Click here for a copy of the Texas Principal Standards.
Course Requirements

Students are required to attend and actively participate in 4 face-to-face classes. Given that the face-to-face component of the course will be the state-developed T-TESS and SLO trainings, attendance is mandatory. Failure to attend all four days, from 8:30 am to 4:30 pm will result in an automatic withdraw from the course. After the 4-days of face-to-face classes, the students must complete an online component. The online modules will be available July 1 – July 31, 2017.

| Attendance & Participation (4 days) | (25%) |
| Discussion and Online Participation | (25%) |
| Assignments & Quizzes | (50%) |

For details about weekly online assignments and due dates refer to the assignment schedule.

Course Grading

A 90-100% of points
B 80-89% of points
C 70-79% of points
D 60-69% of points
F below 59.9% of total points

Required Textbook

T-TESS Participants’ Manual – provided by the instructor
Student Learning Objectives Manual – provided by the instructor

Given that the online modules will be differentiated by student, additional information about required textbooks will be communicated directly to the students.

Recommended Textbook


COURSE POLICIES

All assignments are expected to be completed to the best ability of the student and adhere to the stated assignment criteria.

Written assignments that require the student to redo and resubmit will be adjusted by 10%.

There is no extra credit work. However, students may choose to resubmit written assignments if they are not satisfied with their grade. If a student chooses to resubmit a written assignment, the student may earn up to 90% of the points.
All assignments must be submitted by date listed on the assignment schedule. Given the challenges that come with being a full-time educator while going to graduate school, each student has a **one-time** two-week grace period. The student has two options when using the one-time two-week grace period.

a. Submit the quiz and written assignment for **ONE** module up to two-weeks late without penalties. OR
b. Submit the quiz and assignment for **TWO** modules up to one-week late each without penalties.

The student must contact Dr. Oliveras-Ortiz to inform her that he/she will be using a “late pass”. If a written assignment is due and a “late pass” will be used, a note should be included with the assignment. It is the student’s responsibility to keep track of due dates and keep Dr. Oliveras informed of any conflicts that result in late submissions. Failure to notify Dr. Oliveras that a “late pass” will be used will result in a late submission penalty as explained below.

Once the **one-time** two-week grace period has been used or if the student does not notify Dr. Oliveras when using a “late pass”, assignments will receive a 10% late submission penalty per week. If the assignment is more than a week late, an additional 10% will be deducted per week.

The “late passes” may **not** be used for the class discussions. To receive credit for the class discussions, the student must participate on time.

**Participation** and your commitment to your learning is critical to your success in any course. Your timely participation in the class discussion is a substantial part of your grade in this course. You will note that your original post to the class discussions will be due first while your response to your classmates will be due later in the module. This structure will ensure we can engage in meaningful conversations about instructional supervision. If you wait until Friday evenings, when the assignments are due, to complete the required readings and watch the lecture videos, you will not be successful in this course. Each module will be open at least 2 weeks prior to the due date to facilitate the required group discussions. Please plan accordingly!

**Communication**

To contact me via email, you may use the Canvas email. Click on the Inbox on the left side of the Canvas main menu. Through Canvas, you may send a text email or a video message. You may also email me at yoliverasortiz@uttyler.edu. Please note that this is not a Patriots email address.

I will respond to your emails as quickly as possible; my priority is to be supportive of your work to ensure your success. I generally reply to email within a few hours but given other commitment and responsibilities, my goal is to respond to emails sent during the week within 24 hours. While I try to respond to emails over the weekend as promptly as possible, emails sent over the weekend might not be read until Monday morning.
Written Assignments, Quizzes & Exams

All written assignments, quizzes and exams are individual assignments. Students may not collaborate. Unauthorized collaboration is considered cheating and will be handled according to University Policies and the Students Standards of Academic Conduct.

UNIVERSITY POLICIES

The following University policies must appear on each course syllabus or be provided as an informational sheet (web-links to these policies may be used in the print or electronic syllabus) http://www.utt Tyler.edu/academicaffairs/syllabus policies.pdf

Students Rights and Responsibilities
To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: http://www2.utt Tyler.edu/wellness/rightsresponsibilities.php

Grade Replacement/Forgiveness and Census Date Policies
Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at http://www.utt Tyler.edu/registrar. Each semester’s Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.
Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:
- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy
Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census
date (See Academic Calendar for the specific date).
Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

**Disability/Accessibility Services:** In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible diagnoses such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit [https://hood.accessiblelearning.com/UTTyler](https://hood.accessiblelearning.com/UTTyler) and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at [http://www.uttyler.edu/disabilityservices](http://www.uttyler.edu/disabilityservices), the SAR office located in the University Center, # 3150 or call 903.566.7079.

**Student Absence due to Religious Observance**
Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

**Student Absence for University-Sponsored Events and Activities**
If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

**Social Security and FERPA Statement:**
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

**Emergency Exits and Evacuation:**
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class.

**UT Tyler a Tobacco-Free University**
All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes
(hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quit lines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

**Student Standards of Academic Conduct:**

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

(i) “Cheating” includes, but is not limited to:

- copying from another student’s test paper;
- using during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program, or information about an unadministered test, test key, homework solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of U. T. Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and,
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
(ii) “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.

(iii) “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

**College of Education and Psychology Mission and Vision**

**Mission**
The mission of the College of Education and Psychology is to provide a positive environment that fosters the acquisition of knowledge and skills. The mission is individually and collectively realized through a community of scholars that contributes to knowledge through scholarly inquiry; organizes knowledge for application, understanding and communication; and provides leadership and service.

**Vision**
The College of Education and Psychology is nationally recognized and respected for its academic programs and opportunities. It is a center of excellence in scholarly inquiry and public service, as well as an agent for improving the cultural and economic conditions of the region.