

# **EDU2256 Secondary School Education II**

## **Course Syllabus**

### **COURSE REQUIREMENTS**

Secondary School Education is an introductory course and is open to all students.

### **COURSE DESCRIPTION**

This course explores the challenges and opportunities of educational leadership, with the focus more on management of the classroom. Students will discover new concepts and techniques to stretch their professional skills in exciting new ways. The students will not only explore leadership skills in the classroom but will also go over work attitudes and the social environment of the classroom. The student will gain the knowledge in developing mission, vision and values in the classroom.

In this course, you will develop strategies and insights to help you lead in the classroom. You will develop the skills to stay organized and better equipped in turning valuable knowledge into understanding. You will gain strategies in planning, organizing and leading in the classroom. You will also explore personality, attitudes, and work behaviors.

### **LEARNING OBJECTIVES**

The goal of this course is to help the student grow in areas of responsibility and self disciplining by learning more effective ways of teaching in the classroom.

By the end of this course all students should:

- Learn the value of visualization and how it aids in comprehension
- Understand the stages of group development
- Understand the difference between formal and informal groups
- Be able to transfer knowledge to a deeper meaning and long term understanding of what is being taught
- Understand the value of peer instruction, discussion groups, and collaborative problem solving
- Develop a greater awareness about teaching and student learning
- Develop a strict sense of management

### **ATTENDANCE**

Attendance is mandatory for all students. Excellent attendance is imperative for mastery and application of the information dispensed. Whether you are sitting at a desk in a classroom or attending via Skype, your attendance is vital to your success. Late arrivals are distracting and disrespectful. Please refrain from being tardy. Grades will be affected by absences and tardiness. Participation in class is a prerequisite. You learn from lectures, discussions and presentations.

## **CLASSROOM BEHAVIOR**

Students are expected to treat all persons with respect. We should all conduct ourselves in a courteous and responsible manner. Be considerate, you can disagree, don't insult.

Please set all your electronic devices to silent during class so as not to be a disturbance to others in the class.

## **TUTORIAL ASSISTANCE**

We maintain an open-door policy for our students. We are absolutely willing to discuss any matter that may arise during the course. If you have any questions, problems, or need help with the course material, we urge you to reach out as soon as the issue arises. If you want to contest a grade, you must do so within 48 hours and put it in writing. Please ask your student advocate for help. If you do not have a student advocate send an email to: [tutordept@usilacs.org](mailto:tutordept@usilacs.org).

## **NON-DISCRIMINATORY STATEMENT**

All students regardless of age, race, gender, religion, physical disability, class, etc., shall have equal opportunity without harassment in this course. Any problems with or questions about harassment can be discussed confidentially via email at:

[hr@usilacs.org](mailto:hr@usilacs.org).

## **DRESS CODE**

For students enrolled who are attending in a classroom or via Skype, please be sure you are dressed modestly and respectfully. Please refer to [www.merriam-webster.com/dictionary/business%20casual](http://www.merriam-webster.com/dictionary/business%20casual). NO short shorts or skirts. Avoid low-cut tops. We want to present ourselves in a dignified manner at all times.

## **NETIQUETTE**

- Always read through all the comments of the class before responding. This will avoid duplicating comments or questions asked.
- Avoid language that could be offensive. All profanity is strictly prohibited. Remember that using all caps when replying online signifies shouting. This would be rude and combative.
- Be sensitive to the fact that there will be fellow students from all parts of the world with many differing backgrounds and languages. Remember that slang and idioms will most likely be misconceived and/or misinterpreted. These should be avoided.
- Respect others views or opinions.
- Be thoughtful of the privacy of others. Ask permission before sharing email addresses or other personal information.
- Do not forward inappropriate material such as: virus warnings, chain letters, jokes, etc. The sharing of pornographic material is strictly prohibited.
- Use good spelling and grammar. Avoid using texting shortcuts.

- Strive to compose your comments in a positive, supportive and constructive manner at all times.

Any of these offenses will be dealt with by the school disciplinary committee.

## **ADA ACCOMMODATIONS**

All reasonable accommodations will be provided for students with disabilities. Any student attending USILACS who needs an accommodation due to a chronic challenge (i.e. blindness, deaf or hard of hearing, mobility issues, psychological, or learning disability), register with:

USILACS Registrar's Office  
1221 Brickell Ave.  
Miami, FL 33131  
1-305-330-2202  
[registrarsoffice@usilacs.org](mailto:registrarsoffice@usilacs.org)

## **ACADEMIC DISHONESTY/CHEATING**

We encourage collaborating with others, either in person or online, to study and learn. When you complete your assignments or your exams, however, the wording has to be your own.

Plagiarism is the theft of someone else's work and ideas. You are permitted to cite or even quote someone else, however, you must properly cite them. There are two accepted ways of doing this. They are known as Modern Language Association (MLA) or American Psychological Association (APA). You can visit [www.citationmachine.net](http://www.citationmachine.net) for help in correctly citing information.

As a school that strives to maintain high moral standards, we strongly caution our students to be ethical and honest. Endeavor to be honest in conducting yourself in regard to any coursework you accomplish or exams you may take. Cheating is a dishonest practice.

## **REFERENCE MATERIALS**

The vast majority of textbooks are outdated by the time they are published. USILACS education programs are not based upon outdated printed textbooks. USILACS programs are based on the most accurate and reliable knowledge available; specifically, up-to-date vetted internet-based information.

For those who would like some reference or Internet search recommendations, we would recommend the following.

- (2017) Wikipedia Secondary School
- (2016) Three Innovative Methods of Teaching for High School Educators. Concordia University, Portland, Oregon
- (2015) 5 Quick Tips for Secondary Classroom Management

(2012) Management Principles (v. 1.0), Mason Carpenter, Talya Bauer, Berrin Erdogan.

## **MINIMUM REQUIRED SUPPLIES**

All students will need all of the following:

- Computer with camera, microphone, and speakers.
- Skype installed on the computer with an active Skype account.
- Internet
- Printer
- Notebook paper
- Pens/pencils

If the student does not have a computer or internet, there will be some available for use at the school in the computer lab.

## **GRADING SYSTEM**

There will be three tests throughout the course. Each test will count for 33.3% of the final grade.

Grade	Percentage	Grade Point
A+	99	4.0
A	97	3.8
A-	94	3.7
B+	89	3.3
B	85	3.0
B-	81	2.7
C+	77	2.3
C	73	2.0
C-	69	1.7
D	66	1.0
F	59	0.0

All students must earn at least a “D” in order to pass the class.

## **ASSIGNMENTS**

*Short essay-*

Imagine you are the teacher. Write a few paragraphs on how you would address the subject of bullying and peer pressure.

*Activity-*

Tell about a unique activity, game or tradition you would implement in your class. It can be quirky fun, and unique to your class.

*Exercise-*

Developing Your Positive Attitude Skills. Answer the following questions on paper.

Do you believe that your own happiness at work is in your hands? What have you done in the past to increase your own satisfaction with work?

## **WEEKLY ASSIGNMENTS**

<b>Week 1</b>	Overview of course and coursework
<b>Week 2</b>	Secondary School
<b>Week 3</b>	Pure Pressure
<b>Week 4</b>	<i>Short Essay due</i>
<b>Week 5</b>	<b>Video review and Exam</b>
<b>Week 6</b>	Innovative Methods of Teaching
<b>Week 7</b>	Classroom management
<b>Week 8</b>	<i>Activity due</i>
<b>Week 9</b>	<b>Video review and Exam</b>
<b>Week 10</b>	Leadership,
<b>Week 11</b>	Management Principles
<b>Week 12</b>	<i>Exercise on Developing your positive Attitude Skills due</i>
<b>Week 13</b>	<b>Video review and Final exam</b>