



**Price School of Education**  
***Educating the Whole Person with Challenge and Care***

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**General Course Information**

Course Number and Title: 164 Values, ethics, and leadership

Semester: Fall 2023

Instructor: Karen B. Hawley

Location: Paul Jones 002

Office: Paul Jones 106

Office Hours: Tuesday and Thursday 1-4

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**Catalog Course Description**

This course considers how values and character develop across the human life span and how they may be promoted by character education through an examination of the changes that occur during childhood, adolescence, and adulthood. This course introduces the research of both classical and contemporary scholars as well as other critics that point toward expanded conceptions of moral development. In addition, moral leadership development and service leadership are discussed in terms of building community, promoting human growth and new levels of professionalism.

**PSOE Credit Hour Policy**

Over the 15 weeks of this course, students will spend 150 minutes per week of instructional time interacting with course content including, but not limited to, lectures, guest speakers, group work, class discussions, projects, presentations, virtual meetings, and assessments/exams (37.5 hours for the semester). Students will also spend approximately 300 minutes per week in out-of-class work including lesson planning, preparation of projects and presentations, reflection, discussion boards, homework, after-hour conferences, and study/review for exams and quizzes. Included within this out-of-class work is the 30-hour Field Experience and Observation for the semester.

**Text/Course Website**

Text – Irrational Kindness – Kevin Williams

Professional journal articles will be used.

Current events in the media

[www.gadoe.org](http://www.gadoe.org)

[www.gapsc.com](http://www.gapsc.com)

[Values.com](http://Values.com)

**Important Course Note:** LiveText Subscription is required. **Please bring your laptop and cell phone to each class.**

**Technical Support:**

Eagleweb or Email: [https://eagleweb.reinhardt.edu/ICS/Help/EagleWeb\\_Help.jnz](https://eagleweb.reinhardt.edu/ICS/Help/EagleWeb_Help.jnz)

Canvas Support: [NMC@reinhardt.edu](mailto:NMC@reinhardt.edu)

General Technology: [helpdesk@reinhardt.edu](mailto:helpdesk@reinhardt.edu)

LiveText: [TCG@reinhardt.edu](mailto:TCG@reinhardt.edu)

### **PSOE Mission**

The mission of all teacher preparation programs at Reinhardt University is to produce **reflective, problem-solving teachers** who respond to the diversity of student needs through differentiated instruction driven by ongoing assessment and adjustments within a nurturing environment.

### **Conceptual Framework**

The PSOE teacher education conceptual framework establishes the shared vision in preparing educators to work in PK – 12 schools and provides direction for all programs, courses, teaching, candidate performance, scholarship, service, and unit accountability. The conceptual framework is built on three basic beliefs: (1) learner differences are understood, appreciated, and built upon through respectful, meaningful work in a collaborative, nurturing environment; (2) learner growth and success are developed through the process of ongoing assessment and adjusted instruction; and (3) teachers who are extremely knowledgeable about subject matter, a variety of wise and flexible instructional practices, and multiple options for assessment are better equipped to adjust essential curriculum content, their instructional practices, and student assessment options to address learner differences. The purpose of all PSOE teacher preparation programs is to prepare educators who can create a learning community of care and challenge. This purpose is realized through DATA instructional model that describes different approaches for teaching and assessment. The PSOE conceptual framework represents a strong commitment to the preparation of effective teachers who adapt instruction to support student's diverse learning needs and to maximize learning.

**PSOE Essential Question (EQ)** What is the impact of practice on the learner?

### **Course Relationship to Conceptual Framework**

The PSOE teacher education conceptual framework establishes the shared vision in preparing educators to work in PK – 12 schools and provides direction for all programs, courses, teaching, candidate performance, scholarship, service, and unit accountability. The conceptual

framework is built on three basic beliefs: (1) learner differences are understood, appreciated, and built upon through respectful, meaningful work in a collaborative, nurturing environment; (2) learner growth and success are developed through the process of ongoing assessment and adjusted instruction; and (3) teachers who are extremely knowledgeable about subject matter, a variety of wise and flexible instructional practices, and multiple options for assessment are better equipped to adjust essential curriculum content, their instructional practices, and student assessment options to address learner differences. **The purpose of all PSOE teacher preparation programs is to prepare educators who can** create a learning community of care and challenge. This purpose is realized through DATA instructional model that describes **different approaches for teaching and assessment.** The PSOE conceptual framework represents a strong commitment to the preparation of effective teachers who **adapt instruction to support student's diverse learning needs and to maximize learning.**

## **Reinhardt University Learning Outcomes**

### **Communication**

*Students will demonstrate:*

1. Effective expression of ideas through writing, speech, and visual media.

### **Critical Thinking and Inquiry**

*Students will demonstrate:*

2. Integrative, critical thinking and inquiry-based learning using evidence, logic, reasoning, and calculation.
3. Knowledge of various research methodologies, information, technological, and scientific literacy.
4. Independent thought and imagination; preparation for lifelong learning.

### **Self, Society and Culture**

*Students will demonstrate:*

5. Knowledge of the traditions of Western civilization and their global context.
6. Knowledge of the diversity of societies and cultures; the ability to view themselves and the world from cultural and historical perspectives other than their own.

### **Values and Ethics**

*Students will demonstrate:*

7. Integrity and ethical responsibility.
8. Understanding of and commitment to physical, emotional, and spiritual wellness.
9. Stewardship and civic engagement, coupled with the ability to work with others both collaboratively and in leadership roles.

### **PSOE Learning Outcomes**

1. The teacher candidate uses knowledge of curriculum, learner differences, and ongoing assessment data to plan for student access to same essential content.
- 2.
3. The teacher candidate utilizes a variety of strategies to differentiate instruction and provide an academically challenging environment for all students.
4. The teacher candidate uses systematic formal/informal assessment as an ongoing diagnostic activity to measure student growth and to guide, differentiate, and adjust instruction.
5. The teacher candidate displays a professional commitment to the teaching philosophy of differentiated instruction to support students' diverse learning needs and to maximize learning.

GA TEACHER ETHICS LINK:

<https://www.gapsc.com/rules/current/ethics/505-6-.01.pdf>

Teacher Assessment on Performance Standards (TAPS)
<b>TAPS Standard 1: Professional Knowledge</b>  The teacher demonstrates an understanding of the curriculum, subject content, pedagogical knowledge, and the needs of students by providing relevant learning experiences.
<b>TAPS Standard 2: Instructional Planning</b>  The teacher plans using state and local school district curricula and standards, effective strategies, resources, and data to address the differentiated needs of all students.
<b>TAPS Standard 3: Instructional Strategies</b>

The teacher promotes student learning by using research-based instructional strategies relevant to the content to engage students in active learning and to facilitate the students' acquisition of key knowledge and skills.
<b>TAPS Standard 4: Differentiated Instruction</b> The teacher challenges and supports each student's learning by providing appropriate content and developing skills which address individual learning differences.
<b>TAPS Standard 5: Assessment Strategies</b> The teacher systematically chooses a variety of diagnostic, formative, and summative assessment strategies and instruments that are valid and appropriate for the content and student population.
<b>TAPS Standard 6: Assessment Uses</b> The teacher systematically gathers, analyzes, and uses relevant data to measure student progress, to inform instructional content and delivery methods, and to provide timely and constructive feedback to both students and parents.
<b>TAPS Standard 7: Positive Learning Environment</b> The teacher provides a well-managed, safe, and orderly environment that is conducive to learning and encourages respect for all.
<b>TAPS Standard 8: Academically Challenging Environment</b> The teacher creates a student-centered, academic environment in which teaching, and learning occur at high levels and students are self-directed learners.
<b>TAPS Standard 9: Professionalism</b> The teacher maintains a commitment to professional ethics and the school's mission, participates in professional growth opportunities to support student learning, and contributes to the profession.
<b>TAPS Standard 10: Communication</b> The teacher communicates effectively with students, parents or guardians, district and school personnel, and other stakeholders in ways that enhance student learning.

## Campus Security

Reinhardt Campus Security provides assistance to students in the event of an emergency. Campus Security can be reached at (770) 720- 5911

*"Reinhardt University is committed to providing a safe environment for its students, visitors, faculty and staff. Long-established policies, approved by Reinhardt's Board of Trustees, prohibit possession of firearms on property owned by the University."*

## Important Contact Information

Campus Nurse within the Student Health Center

[nurse@reinhardt.edu](mailto:nurse@reinhardt.edu), 770-720-5542 or [www.reinhardt.edu/nurse](http://www.reinhardt.edu/nurse).

Public Safety

**Non-Emergency Phone:** 770.720.5789

**Emergency Phone:** 770.720.5911

[publicsafety@reinhardt.edu](mailto:publicsafety@reinhardt.edu)

Dean of Students

[deanofstudents@reinhardt.edu](mailto:deanofstudents@reinhardt.edu), 770-720-5540

Office of the VPAA

[vpaa@reinhardt.edu](mailto:vpaa@reinhardt.edu), 770-720-9102

As a Reinhardt student, you have unlimited access to doctors, therapists, and on-demand crisis counseling through the Virtual Care Group's telehealth options. This service is in addition to other healthcare and counseling services available through the Student Health Center. In July, you will receive an e-mail from the Virtual Care [Virtual Care Group \(VCG\)](#) Group notifying you that you have full access to their telehealth platform. You will use that email or go through the VCG app to find out more about the Virtual Care Group to activate your account [www.thevirtualcaregroup.com/reinhardt](http://www.thevirtualcaregroup.com/reinhardt). Once activated, you can get the care you need anytime, from anywhere, which includes unlimited medical visits with board-certified physicians, 50-minute behavioral visits, life coaching, and on-demand crisis counseling.

### **Attendance Policy**

Attendance is required. If an excused absence occurs (i.e., student athletes' participation in RU sporting event, participation in RU School of Performing Arts recital or concert, death in immediate family, or hospital/doctor visit), documentation for absence is required. For any unexcused absence, 5% of the final grade will be deducted.

### **Eagle360**

Reinhardt utilizes an early alert program in which the professors can enter progress reports and academic/behavioral assistance can be utilized. This early alert program is designed to allow each student to be successful in completing their post-secondary education. It is the mission of Reinhardt University to **educate the whole person with challenge and care**.

### **Professional Policy**

The PSOE teacher education conceptual framework establishes the shared vision in preparing educators to work in PK – 12 schools and provides direction for all programs, courses, teaching, candidate performance, scholarship, service, and unit accountability. The conceptual framework is built on three basic beliefs: (1) learner differences are understood, appreciated, and built upon through respectful, meaningful work in a collaborative, nurturing environment; (2) learner growth and success are developed through the process of ongoing assessment and adjusted instruction; and (3) teachers who are extremely knowledgeable about subject matter, a variety of wise and flexible instructional practices, and multiple options for assessment are

better equipped to adjust essential curriculum content, their instructional practices, and student assessment options to address learner differences. The purpose of all PSOE teacher preparation programs is to prepare educators who can create a learning community of care and challenge. This purpose is realized through DATA instructional model that describes different approaches for teaching and assessment. The PSOE conceptual framework represents a strong commitment to the preparation of effective teachers who adapt instruction to support student's diverse learning needs and to maximize learning.

### **Engagement**

Engagement is an important aspect of the educational experience. Thus, we are partners in learning. I pledge to you that I will be innovative in creating interactive learning opportunities, interested in your insights, and attentive to your feedback. Engagement requires you to be attentive to me and your classmates, ask relevant questions, and provide informed insights. I expect you to be positive and engaged in class, open in your approach to your classmates and the class content and concerned about your progress in learning the material, not just your grades.

### **Meetings**

Every professional culture has formal and/or informal expectations during meetings. For the purposes of this class, meetings are defined as regularly scheduled class periods and individual meetings scheduled with the instructor as needed. Since meetings are designed to facilitate work best done corporately, you are expected to attend and be on time for all meetings. In professional cultures, it is not acceptable to miss a meeting without informing the appropriate person, regardless of the reason. The same is true for us. Anytime you will not be able to attend a meeting you must notify me in advance, regardless of whether the absence is excused or unexcused. See "Attendance" for more information on excused and unexcused absences. To be equipped for each meeting, you should always have your notebook and a way to take notes manually or electronically. Professional cultures create guidelines for use of technology in meetings based on several variables including meeting length and objectives. Since our meetings are relatively brief and engagement is key to our educational objectives, sending or receiving text messages, Tweeting, Facebooking or using other forms of social media unrelated to class is not appropriate, and doing so will affect your performance evaluation in our class.

### **Inquiries**

An important aspect of professional culture is understanding and adhering to appropriate timing. Questions regarding class schedule, homework, etc. are always welcome. However, these questions are appropriate at the beginning and end of class only. Unrelated questions during class activities, including group work, indicate you are not engaged in the work at hand. Just as lack of focus affects your performance evaluation in the workplace, it affects your performance evaluation in our class. Similarly, questions regarding personal circumstances that are not relevant to the entire class (i.e. absences, medical issues) should be asked one on one

before or after class. Just as there are certain topics that should be discussed privately in the workplace (i.e., performance, salary), there are topics that should never be discussed in the classroom. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of your student educational records. Based on FERPA regulations, questions regarding assignment/test evaluation and grades are inappropriate in the classroom. Questions regarding assignment/test feedback or grades can be submitted via email and will be promptly addressed via email or if needed, by setting up a meeting to provide appropriate time and privacy.

### **Communication via Technology**

All professional cultures designate appropriate ways to communicate formally and informally via technology. For us, formal communication is appropriate through your Reinhardt email account and informal communication is appropriate through Text message.

### **Course Requirements/Assignments**

- Class Contributions/Professionalism/Attendance **100 points**
- Students will be subjectively evaluated for class contributions, which will include attendance, participation, preparedness, promptness, professionalism and appropriate completion of assignments.
- Reflections **200 points**

Reflections of one page will be assigned.

- Notebook/ Portfolio **100 points**

Students will maintain a notebook of class handouts, notes and articles.

- Final Reflection **150 points**

The student will write a final personal reflection at the end of the course. This reflection will discuss what the student has learned from the course and how this change of knowledge, attitudes, and ideas will impact the student's conduct as a RU student and in the future as a working adult.

- Goal and Bucket list statements **100 -points**

Each student will write personal goals and Bucket list at the beginning of the semester.

- Moral Development statements **100 points**

Each Student will write a reflection of who helped to develop their morals at the beginning of the semester.

- Mini Project **50 points**

Students will complete a project on a selected theorist.



- **Group Projects 200 points**

The class will be divided into groups of 2-4. Each group will be responsible for presenting a topic that has been approved in advance by the instructor. Each member of the group will have an assigned role to be determined by the group members. The roles will consist of:

1-Presenter or narrator of the project and facilitator of questions and answer session after presentation.

2-Developer of Power Point slides (minimum of 10 slides)

3-Author of group paper (minimum two pages)

To receive full credit for the project, each member will be required to be focused on the task as well as their role in the group. All members will be asked to contribute to the overall presentation and assist others in the group in the completion of the project.

The group will share responsibility for the completion of the project working together as a team, but also must be responsible for their own part and role in the project. It is expected by the instructor that each member will follow through on their assigned role and tasks and demonstrate that they have completed their work independently. Follow-through will be crucial in receiving full credit. Each member must be dependable and responsible for contributing to the group effort.

Although each group member will work on individual tasks that contribute to the whole project, it is vital that each member works together. Reflective listening, individual input and having consensus as a group will contribute to providing a well-rounded presentation.

It is important that each member understands that their part constitutes a team effort approach. Therefore, teamwork and leadership are necessary in completing the project. It is expected by the instructor that each member will work together in the group as a team and that the team will lead the class in meaningful and constructive learning and insight.

Evaluation and Grading for EDU 164

<b>Professionalism/ Attendance</b>	<b>100 Points</b>
<b>Who Developed My Morals?</b>	<b>100 Points</b>
<b>Goal Statements and Bucket List</b>	<b>100 Points</b>
<b>Mini Project</b>	<b>50 Points</b>
<b>Reflections</b>	<b>200 Points</b>
<b>Notebooks</b>	<b>100 Points</b>
<b>Final Reflection</b>	<b>150 Points</b>

**Group Projects**

**200 Points**

**Total**

**1000 Points**

**Grading Distribution Range:**

**900 – 1000 Points**

**A**

**800 – 899**

**B**

**700 – 799**

**C**

**600 – 699**

**D**

**500 – 599**

**F**

**Please refrain from using cell phone during class.**

**Each class will begin with a character or value word and quote along with a leadership reading. A discussion and thoughts about ethics and leadership pertaining to word or quote of the day will lead them to the topic of the day. Also, students are asked to listen, read, or watch news events pertaining to ethics and bring them in for discussion.**

**Projected Course Outline**

<b>Date</b>	<b>Course Topic</b>	<b>Course Activity</b>	<b>Out of Class Assignment</b>
<b>8/14</b>	<b>Introductions course syllabus, morals, ethics, leadership, character</b>	<b>Review syllabus</b>	<b>Goals, bucket list, moral development, read article and answer discussion questions</b>
<b>8/21</b>	<b>Goals bucket list moral development read article and answer discussion questions</b>	<b>Roundtable discussion video</b>	<b>Reflection article answer discussion questions</b>
<b>8/28</b>	<b>Kohlberg's theory teacher ethics 1 character words leadership</b>	<b>Roundtable discussion video</b>	<b>Reflection article answer discussion questions</b>
<b>9/4</b>	<b>Hoffman's theory teacher ethics 2</b>	<b>Roundtable discussion video</b>	<b>Reflection article answer discussion questions</b>

	<b>character words leadership</b>		
<b>9/12</b>	<b>The good and the right moral development teacher ethics 3 character words leadership</b>	<b>Roundtable discussion video</b>	<b>Reflection article answer discussion questions</b>
<b>9/18</b>	<b>Moral development moral identity teacher ethics 4 Character words leadership</b>	<b>Roundtable discussion video</b>	<b>Reflection article answer discussion questions</b>
<b>9/25</b>	<b>Pro social behavior teacher ethics 5 character words leadership</b>	<b>Roundtable discussion video</b>	<b>Reflection article answer discussion questions</b>
<b>10/2</b>	<b>Pro social behavior teacher ethics 6 character words leadership</b>	<b>Round table discussion video</b>	<b>reflection article answer discussion questions</b>
<b>10/9</b>	<b>Antisocial behavior teacher ethics 7 character words leadership</b>	<b>Round table discussion video</b>	<b>Reflection article answer discussion questions</b>
<b>10/16</b>	<b>Treating antisocial behavior teacher ethics 8 character words leadership</b>	<b>Round table discussion video</b>	<b>Reflection article answer discussion questions</b>
<b>10/23</b>	<b>Ethics in the workplace ethics 9 and 10</b>	<b>Round table discussion video</b>	<b>Reflection article answer discussion questions</b>
<b>10/30</b>	<b>Social media teacher ethics</b>	<b>Round table discussion video</b>	<b>Reflection article answer discussion questions</b>
<b>11/06</b>	<b>Dress code in the workplace teach your ethics care towards leadership</b>	<b>Round table discussion video</b>	<b>Reflection article answer discussion questions</b>
<b>11/13</b>	<b>Group Project Presentations</b>	<b>Presentations</b>	<b>Final</b>
<b>11/21</b>	<b>Presentations</b>	<b>Presentations</b>	

## References/Bibliography

Boss, J. (2014). Ethics for Life.

Elmore, T. (2011). Habitudes. Atlanta. Growing Leaders.Com.

Gibbs, J. (2014). Moral Development & Reality. New York, NY: Oxford University Press.

Maxwell, J. (2007) The 21 Irrefutable Laws of Leadership. Nashville: Thomas Nelson, Inc.

Munsey, B. (1980) Moral Development, Moral Education, and Kohlberg: Basic Issues in Philosophy, Psychology, Religion, and Education. Birmingham, Alabama: Religious Education Press.

Professional articles given out during class.

Videos used in class.

## Academic Assistance

Center for Student Success

The **Center for Student Success** located in the large classroom in the library, is a free tutoring service available to all students. For appointments, scan the QR code.



Americans with Disabilities Act

The **Americans with Disabilities Act (ADA)** is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides reasonable accommodation for their disabilities. If you have a documented disability requiring accommodation, please contact the Academic Support Office (ASO).

Reinhardt University is committed to providing reasonable accommodations for all persons with disabilities. Therefore, if you are seeking classroom accommodations under the Americans with Disabilities Act, you are required to register with the Academic Support Office (ASO). ASO is located in the basement of Lawson Building. Phone is 770-720-5567. To receive academic accommodations for this class, please obtain the proper ASO letters/forms.

## Price School of Education (PSOE) Policies for Professionalism

[GaPSC TEACHER ETHICS LINK](#)

The Price School of Education (PSOE) of Reinhardt University is dedicated to creating effective teachers who demonstrate quality teaching and a strong sense of professionalism founded in a solid commitment to the teaching philosophy of differentiated instruction and the PSOE Policies for Professionalism. A critical part of the developing professionalism of all education candidates is attained through establishing a knowledge base of ethical standards as identified in the Code of Ethics for Educators prescribed by the Professional Standards Commission (PSC), the agency responsible for certification, preparation, and conduct of personnel employed in the public schools of the State of Georgia. An education candidate is defined as any student taking classes offered in the program of study from the Price School of Education.

The following PSOE Policies for Professionalism for Education candidates in all teacher preparation programs address Academic Integrity, Attendance/Punctuality, Level of Engagement, Completion of Assignments, Professional Disposition, and Support of a Professional Learning Community:

### 1. **ACADEMIC INTEGRITY**

The following are recognized as unacceptable forms of academic behavior:

1. Plagiarizing: that is, presenting words or ideas not your own as if they were your own. Three or more words taken directly from another source must be enclosed in quotation marks and documented.
2. Submitting a paper or lesson plan written by another candidate or another person as if it were your own.
3. Submitting a paper or lesson plan written by you for another course or occasion without the explicit knowledge and consent of the instructor.
4. Fabricating evidence or statistics that supposedly represent your original research.
5. Cheating of any sort on tests, papers, projects, reports, field experience documentation, etc.
6. Unauthorized use of the password or account number of another candidate or a faculty member to gain access to computers, data files, or computer output.
7. Aiding or otherwise enabling another candidate to engage in any form of academic dishonesty.

8. Failure to report suspected or obvious incidences of academic dishonesty to the course instructor.
9. Any other behaviors that violate the spirit of ethical and professional behavior.

**Penalties for Academic Dishonesty.** In the event of academic dishonesty, according to the definition stated above and whatever additional definition an instructor has published in the class syllabus, the instructor may do one of the following, according to his or her assessment of the severity of the infraction and any extenuating circumstances:

1. Assign a grade of *F* or *O* on the paper, project, or examination, but allow resubmission, resulting in a maximum combined grade of *C*.
2. Assign a grade of *F* or *O* on the paper, project, or examination without the opportunity for resubmission.
3. Assign a grade of *F* in the course.

**All education candidates must understand that academic dishonesty in any form may have consequences beyond the boundaries of one class and may result in denial of admission to or dismissal from the PSOE.**

In all cases, the instructor will forward evidence of dishonesty to the Dean of the Price School of Education and the Office of the Vice-President and Dean for Academic Affairs.

As education candidates begin to visit PK-12 schools in the community to fulfill course and program requirements, it is necessary to extend the policies of Academic Integrity to field experiences and clinical practice. Any dishonesty connected with field experience or clinical practice will result in failing the field experience component of the course, failing the course, or denial of admission to the Price School of Education. If the education candidate has already been admitted to the PSOE, dismissal from the program may be the consequence. Any unprofessional behavior in field experience will be reported to the Director of Field Experience and the PSOE Dean.

## **2. CLASSROOM AND FIELD EXPERIENCE ATTENDANCE/PUNCTUALITY**

During each semester, education candidates will be expected to attend all classes and scheduled seminars and to be prompt. For each class absence and/or tardiness, points may be deducted from the course grade. Excessive absenteeism and tardiness may result in a lower grade or being dropped from the class. If an absence is unavoidable, the candidate should contact the instructor as soon as possible via telephone, voicemail, and/or e-mail. Each candidate is responsible for all material and information discussed and assigned in class, and he/she must decide with a fellow class member to take notes, collect any handouts, and communicate any new or updated course information in the event of an absence.

It is expected that all education candidates will clearly display professional behaviors as course requirements for field experience are met. These professional behaviors include the following: maintaining consistent attendance and punctuality for scheduled field experiences; demonstrating enjoyment of learning and enthusiasm toward working with children; displaying courtesy and civility when communicating and interacting with local school personnel; and exhibiting appropriate dress and appearance for all field experiences.

- A. Candidates must initially contact their assigned teachers within 5 days after they have been notified via e-mail regarding field experience placement.
- B. If an absence is unavoidable, candidates should immediately contact the collaborating teacher and supervisor via telephone, voicemail, and/or e-mail. It is also expected that any days missed during field experience or clinical practice will be made up by the candidate and clearly documented on the Time Sheet and Verification of Field Experience with Candidate Professionalism Assessment Form submitted by the collaborating teacher at the end of the semester.
- C. Collaborating teachers must mail in the Time Sheet and Verification of Field Experience with Candidate Professionalism Assessment Form directly to the PSOE Director of Field Experience and should never be delivered directly by the candidate.
- D. All field experience and clinical practice placements must be arranged through the Field Experience Office.

### **3. LEVEL OF CLASSROOM / FIELD EXPERIENCE ENGAGEMENT**

The PSOE policy for level of university classroom engagement assumes that all education candidates will proactively contribute to class discussion by offering ideas and asking questions during class time.

For field experience, it is expected that all education candidates will take the initiative to be actively involved from the beginning of the field experience in a variety of school-based activities directed by course instructors, Clinical Faculty, and/or collaborating teachers. Activities may include, but are not limited to, structured observations, teacher interviews, tutoring or assisting individual students, working with both small and large groups of students, assisting the collaborating teacher in class preparation and implementation of instruction, and/or participation in school/agency meetings as directed by the collaborating teacher/supervisor.

### **4. COMPLETION OF UNIVERSITY CLASSROOM ASSIGNMENTS**

It is expected that education candidates will demonstrate their professionalism through the submission of course assignments when the assignments are due. Except in extenuating circumstances, course assignments will not be accepted by any instructor

after the due date unless written documented arrangements have been made between the candidate and instructor prior to the due date. If no prior arrangements have been made, it is expected that the candidate will make provisions to submit the assignment on the due date. Additional written documentation must also be provided by the candidate if the reason for the delayed assignment is related to personal illness, illness of an immediate family member, religious holiday, death of a family member, or the request of the collaborating teacher.

## **5. PROFESSIONAL DISPOSITION**

It is expected that education candidates will always display a professional disposition in the University classroom, as well as during field experience and clinical practice in local classrooms. The consistent demonstration of a professional teaching disposition is critical to a candidate's admission to the next stage of his or her preparation program, to the successful completion of the candidate teaching experience during the final semester, and to recommendation for future employment.

The mission of all teacher preparation programs at Reinhardt University is to “produce reflective, problem-solving teachers who respond to the diversity of student needs through differentiated instruction driven by ongoing assessment and adjustments within a nurturing environment.”

**Evidence of a developing professional disposition includes the following intelligent behaviors:**

- A. Learning from experience and showing improvement over time;
- B. Assuming responsibility for decisions and their consequences;
- C. Managing interpersonal relationships in a mature and professional manner;
- D. Listening with empathy and understanding to perceive another's point of view and emotions;
- E. Persevering in tasks to completion, remaining focused, and looking for ways to reach a goal when having difficulty;
- F. Thinking before acting, and remaining calm, thoughtful, and deliberate;
- G. Finding humor in unusual, unexplained, inconsistent, and unexpected situations;
- H. Demonstrating enjoyment of thinking and learning and responding with awe and enthusiasm;
- I. Thinking and working interdependently to learn from others in reciprocal situations;
- J. Practicing professional written and spoken communication that is accurate, clear, concise, and grammatically correct;
- K. Reflecting on and assessing one own performance and effectiveness for self-improvement and for making future knowledgeable decisions; and
- L. Displaying characteristics of a lifelong professional learner to deepen one's ability to problem-solve, to make informed decisions, and to enhance employability (e.g., apply past knowledge to new situations, display inquisitiveness, be willing to try new things



and explore new and original ideas, be self-directed, risk mistakes, and remain open to continuous learning).

## **6. SUPPORT OF A PROFESSIONAL LEARNING COMMUNITY**

It is a strong belief of the PSOE that behaviors continuously displayed within the University classroom will often reflect how candidates will interact with students, parents, administrators, teaching colleagues, and other personnel within their present field experience and clinical practice placements in their future local schools and classrooms. Therefore, it is expected that candidates will support a professional learning community within the University classroom to maintain a nurturing learning environment of care and challenge for all.

### **Evidence of supporting a professional learning community includes the following consistent behaviors:**

- A. Completing course assignments and other assigned field experience or clinical practice requirements in an organized, accurate, and timely manner.
- B. Being prepared for each class session by bringing all materials to class and completing all readings, assignments, and/or presentation materials prior to class time;
- C. Demonstrating appreciation of and compassion for individual differences and backgrounds of all class members;
- D. Developing positive, accepting, collaborative, and inclusive relationships with all members of the class;
- E. Offering assistance and encouragement to all class members;
- F. Listening openly and dialoguing positively about different perspectives expressed by other class members and faculty members;
- G. Refraining from using any electronic devices, such as cell phones or laptop/tablet computers, for personal communication/social media purposes during class time;
- H. Refraining from engaging in personal conversations or other distracting behaviors while an instructor, visiting speaker, class member, or group is presenting to the class;
- I. Choosing wisely what will be discussed in public, private, or online (e.g., Facebook) with other class members, and keeping information to oneself that concerns academic and disciplinary records, personal confidences, health and medical issues, family status and/or income, assessment/testing results, or any other personal or private affairs of any class member or instructor; and
- J. Using appropriate, respectful, professional language at all times.

**Note: Education** candidates should review each PSOE course syllabus for course-specific penalties related to professionalism expectations. Failure to meet any of the above PSOE Policies for Professionalism may result in denial of PSOE admission or dismissal from the Price School of Education.

The contents of this form were addressed in class, and I understand the PSOE policies and conditions for professionalism listed above.

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Candidate Signature

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Date

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PSOE Course