



**SPED 491**  
**Observation and Participation (4cr)**  
First Term, July 2009

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**Instructors:** Ray H. Thompson, Ed.D and  
Aileen Watts, EdD

**Prerequisites:** Admittance to O & P

**Office Hours:** By Appointment

**Class Days:** M - F

**Phone:** 675-3889 (Thompson)  
499-5811(Watts)

**Class Hours:** TBA

**E-mail:** [rtompson@byuh.edu](mailto:rtompson@byuh.edu)  
[aileen.watts@byuh.edu](mailto:aileen.watts@byuh.edu)

**Meeting Room:** TBA

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### **I. Course Description**

This course is designed for students to observe the Hawaii Teacher Performance and Licensing Standards being modeled by their cooperating teacher and other public school personnel. It is also a course designed to guide students in developing basic proficiency in the standards.

**II. Textbook:** selected readings

### **III. Hawaii Teacher Performance Standards**

[http://www.htsb.org/licensing/relicense/HTSB\\_Rellic\\_Rules.pdf](http://www.htsb.org/licensing/relicense/HTSB_Rellic_Rules.pdf) - Go to page 12 of the document

### **IV. Course Outcomes:**

Prior to the successful completion of this course the student will be able to :

1. Demonstrate basic proficiency in each of the ten Teacher Performance and Licensing Standards.
2. Demonstrate appropriate professional dispositions.
3. Handle basic classroom routines (i.e. attendance, lunch count) without CT assistance.
4. Maintain a lesson plan book and student teaching binder.
5. Plan, teach, assess and self-evaluate lessons in a variety of content areas.
6. Plan, teach, assess and self-evaluate consecutive lessons.
7. Teach solo for two consecutive mornings.

### **V. Course Assignments:**

#### **1. Preparation for Formal Lesson Observations:**

To prepare the teacher candidate for formal lesson observations, the cooperating teacher (CT) and teacher candidate (TC) will plan three lessons from the following-Art, Health, Music and PE during the first month of the observation and practicum. The TC will teach and assess the lessons for the entire class. The TC will submit a reflection within 48 hours of teaching the lesson and the completed

observation form and revised lesson plans and final lesson plan within a week of the observation date.

## 2. Formal Lesson Observations:

Collaborating with the CT, the TC will plan for 6 formal observations to be completed by the cooperating teacher from the following-Reading, Math, Social Studies, Science and Language Arts. The 6<sup>th</sup> CT observation will be the choice of the CT and TC.

Collaborating with the CT, the TC will plan for 3 formal observations to be completed by BYUH from the following-Reading, Math and Language Arts.

\*Daily school schedules differ from school to school. If there is a conflict in meeting these requirements, please contact BYUH School of Education.

### Requirements:

- **O&P Observation Form** should be completed by the observer. After the post-conference, both the observer and the teacher candidate should initial the form. Completed forms and lesson plans must be submitted to Peggy Hirata within one week of the observation date.
  - **Written reflection** must be submitted by email to Peggy Hirata ([hiratap@byuh.edu](mailto:hiratap@byuh.edu)) within 48 hours of the completed observation. After each formal observation, the TC will reflect on the lesson. Specifically, reflect and analyze the effectiveness of the lesson, how well the students met the selected objectives and standards, and plan changes if the lesson were taught again. Your written reflection will be forwarded to your lesson observer. A copy of the written reflection will be filed with the corresponding observation form and lesson plan.
3. **Checklist of Expectations for the Observation & Participation Student.** This form describes the responsibilities you will be expected to assume in the classroom as well as outlines a suggested timeline. This form will be filled out by your cooperating teacher throughout the semester as each expectation has been completed.
  4. **Observation & Practicum Evaluation Form.** This form has three pages and will be completed by your Cooperating Teacher at **Mid-Term**. The same form (only this time with the **FINAL** box checked at the top of the first page) will be completed by your Cooperating Teacher at the end of the term.
  5. **Seminars** will be held weekly and attendance is mandatory. (Seminars are part of passing the 491 course and you will be held to the same attendance requirements as in any course in the School of Education). Seminars are scheduled for **Wednesdays from 4:30 p.m. to 5:30 p.m.** in the School of Education. Any absences must be made up. Make up work should be arranged with one of the instructors in a timely manner. **\*\*NOTE:** It is possible to **not pass** the O&P due to excessive absences and/or tardiness to seminars

## VI. Observation Procedures:

A. Scheduling Procedures – Instructions will be given at the first seminar.

B. Observation Procedures

1. Lesson presentations should range from 30-60 minutes.
2. Observation must include the entire class to be documented as a formal observation.
3. The observer and the student teacher will meet 15 minutes prior to the lesson at the classroom. At this time, the student teacher will present the observer with the lesson plan (initialed and dated by the CT), as well as all resources/worksheets used for the lesson and a copy of the seating chart

for the observer to write on. The observer will review your weekly plan book, the student teaching binder. You must prepare a blank observation with all information at the top filled in. \*\*If any of these are missing or in substandard form, the observer may cancel the observation.

4. A post-conference will follow the observation at a site agreed upon by both parties. If possible, the CT is invited to participate in the post-conference.

#### C. Filing of Reports

1. Completed observation forms must be submitted to Peggy Hirata within a week.
2. All forms are kept in the SOE and students can check out their records through Peggy Hirata. However, these records cannot be removed from the SOE.

### VII. Grading:

This course is graded on a pass/fail basis. In order to pass the course you must have completed ALL requirements at a basic proficiency level. It is possible to receive a T grade if progress is made but more time is needed to successfully meet all requirements.

### VIII. Policy Statements

- **Policy on Tardiness, and Absences:**

- These incidents will be handled according to the School of Education policies. A copy of these policies will be handed out on the first day of class and will also be available from the SOE front desk. Read them and be aware of your responsibilities, your grade can be affected.

- **Policy on Late Assignments:**

- Late assignments will lose 5% of the total points available for each calendar day they are late. Extenuating circumstances will only be considered if they are discussed with the instructor **prior** to the due date of the assignment.

- **Policy on Dispositions:**

- Prior to becoming a professional educator you must demonstrate specific dispositions. A copy of the dispositions you are to demonstrate will be handed out on the first day of class and will also be available from the SOE front desk. The instructor will observe your behavior and maintain records of instances of disposition that need improving. He will share his observations with you as needed and at the end of the semester. Your final grade can be affected if there are dispositions that remain unimproved.

- **Preventing Sexual Harassment**

- Title IX of the education amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds, including Federal loans and grants. Title IX also covers student-to-student sexual harassment. If you encounter unlawful sexual harassment or gender-based discrimination, please contact the Human Resource Service at **780-8875** (24 hours).

- **Student With Disabilities**

- Brigham Young University-Hawai'i is committed to providing a working and learning atmosphere, which reasonably accommodates qualified person with disabilities. If you have any

disability that may impair your ability to complete this course successfully, please contact the students with Special Need **Counselor Leilani Auna** at **675-3999 or 675-3518**. Reasonable academic accommodations are reviewed for all students who have qualified documented disabilities. If you need assistance or if you feel you have been unlawfully discriminated against on the basis of disability, you may seek resolution through established grievance policy and procedures. You should contact the Human Resource Services.

- **Email Protocol:**

- Write the course prefix (SPED 491) and full name in the subject line of all email correspondence. (Example: SPED491: Your Name)
- Insert the following heading at the Beginning of every email:
- To: RHT
- From: (your first and **last name**)
- Re: (Briefly state the content of your email such as assignment due, questions, etc.)

- **Honor Code & Dress, Grooming Standards:**

- Please remember to attend class dressed in accordance with the BYUH dress & grooming standards and up hold the university honor code.  
<http://w2.byuh.edu/studentlife/honorcode/docs/ces.htm#1>

