



# **INSTRUCTIONAL PACKAGE**

EDU 110  
Careers in Education

Effective Term  
Fall 2023/Spring 2024/Summer 2024

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Fall 2023/Spring 2024/Summer 2024

COURSE PREFIX: EDU 110

COURSE TITLE: Careers in Education

CONTACT HOURS: 45

CREDIT HOURS: 3.0

### **RATIONALE FOR THE COURSE:**

EDU 110 provides opportunities for student to explore teaching and learning and to begin the process of professional development as educators. Broadens students' perspectives of the educational process and of the multiple roles of educators and helps them build a framework for participation in teacher preparation programs at four year universities, as well as provides experiences to assist students in making decisions regarding careers in education. Completion of a field experience is required for successful completion of this course.

### **COURSE DESCRIPTION:**

This course introduces students to the role of the teacher, the nature of the teaching profession and assists students in personal and professional development. Topics addressed include an overview of the teaching profession: curriculum, instruction, environment, students, resources, and trends and pressures facing educators today.

### **PREREQUISITES/CO-REQUISITES:**

( ( ACT English 19 and ACT Reading 19) or ( Multiple Measures English 1) or ( Writing Sample ENG101 1 or WS ENG101 with Lab 1) or ( SAT Critical Reading 480) or (Credit level ENG 101 Minimum Grade of C or Credit level ENG 101 Minimum Grade of TC) ) and ( Background Check Form 1)

\***Online/Hybrid** courses require students to complete the [DLi Orientation Video](#) prior to enrolling in an online course.

### **REQUIRED MATERIALS:**

Please visit the [BOOKSTORE](#) online site for most current textbook information.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

### **ADDITIONAL REQUIREMENTS:**

McGraw-Hill's Connect Access

McGraw-Hill's Connect is a web-based assignment and assessment solution required for this course.

Connect is designed to assist you with your coursework based on your needs. As outlined in this syllabus, assignments will make up 10% of your overall course grade.

Connect access codes may be packaged with or without a new textbook in the bookstore. Connect can also be purchased online at our section's Connect web address. Go to the web address on the Home screen of our courses D2L and click the "register now" button.

Having trouble registering? Get help here: <http://bit.ly/StudentRegistration>.

If you purchase Connect online, you will have the option of purchasing Connect (without the eBook) or Connect with an interactive eBook version of the required textbook for this course.

NOTE: You can register in Connect and have access without a code for a limited time period (typically two weeks).

SUPPORT & TIPS: If you have any issues while registering or using Connect, please contact McGraw-Hill's Customer Experience team through <http://www.mhhe.com/support> or at 800-331-5094. To avoid problems related to unexpected technical issues, you are advised not to wait until the last moment to complete assignments. Please review your "Connect Student Quick Tips" document for further support.

### **Field Experience REQUIRED for Satisfactory Completion of Course!**

Students are required to participate in "Immersion Day" by visiting schools for observation in classrooms that provide experiences related to their teaching interests. Dates for the field experience will be announced early in the semester. Students will choose ONE of these days to participate and are required to observe for the entire school day. NO MAKE UP!

Students must complete and pass a Volunteer Application for HCS/GCSD prior to placement. Failure to participate in the Field Placement Assignment will result in an F for the course.

SC Create students must identify as such and will be allowed to complete this assignment at their school. Online students in Horry, Georgetown and Marion counties will complete the appropriate volunteer sheet and request form and will be assigned a school placement. Students in other counties will have to secure their own placement in a K-12 public school setting and will have to submit the county name, school, name, grade, and subject observing along with teacher and/or principals name and email address for verification.

### **TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.  
Access to myHGTC portal for student self-services.  
College email access – this is the college's primary official form of communication.

Ability to download files and templates from course page on D2L, ability to use Microsoft Word and to download files and pictures from the Internet.

Access to McGraw-Hill Connect Course Smart platform (access card must be purchased).

The majority of course requirements including submitting assignments, receiving notifications and feedback will occur through the course in D2L/Connect. The student will be required to access, download, and/or print material from "My Courses" through his(her) account.

Please be advised that technology issues or problems are not an acceptable excuse for not participating as required for attendance or failing to submit an assignment on the due date. When having technology problems find another computer to complete the required work. Computers are open to students at numerous locations on all three campuses including open computer labs and the libraries. There are computers available for use in other public locations including the public libraries. A final option would be to contact a friend or relative to borrow a computer. When technology issues are related to the system (i.e., D2L and MyHGTC), and not the result of a broken computer, you should contact student online support OIT Help Desk at (843) 349-TECH or through their link on the MyHGTC homepage. Although, technology issues or problems are not an acceptable excuse for not participating as required, it is a good idea to notify your professor about the problem or difficulty.

### **STUDENT IDENTIFICATION VERIFICATION:**

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

### **CLASSROOM ETIQUETTE:**

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

**NETIQUETTE:** is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

### **STUDENT RESPONSIBILITY AND COURSE ACADEMIC MISCONDUCT:**

Students must complete their own work whether online or in a traditional classroom. Under Section III - Proscribed Conduct - of the Student Code for the South Carolina Technical College System (3-2-106.1) as published in the Horry-Georgetown Technical College (HGTC) Catalog and Student Handbook, "Academic Misconduct [is] all forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion and falsification of information [and] will call for discipline. Alleged violations will be handled according to the procedures presented in Section IV" of the catalog. The disciplinary procedures and possible consequences for an act of academic misconduct are detailed under Sections IV and V of the HGTC Catalog and Student Handbook.

Therefore, students must complete their own work whether online or in a traditional classroom. Any student who does not complete his(her) own work, completes his(her) work through significant assistance of another person(s) or completes work for another student, whether for compensation or not,

has violated the Student Code and has committed academic misconduct. The act of misconduct includes plagiarism, or the act of using or presenting another person's work as your own.

**To avoid the question of plagiarism, all information and material used as reference for any paper or project must have a parenthetical citation in the text to identify the source of that knowledge and it must be listed on the reference page as required by the Publication Manual of the American Psychological Association.**

## Part II: Student Learning Outcomes

### COURSE LEARNING OUTCOMES and ASSESSMENTS\*:

Student Learning Outcomes:

Students who successfully complete this course will be able to:

1. Identify national, state, and program requirements to enter the teaching profession and related requirements to obtain certification/licensure.
2. Describe knowledge, skills, and characteristics of effective teachers.
3. Identify ethical and professional responsibilities in education.
4. Describe key philosophical theories associated with public education.
5. Demonstrate the ability to access and utilize the professional literature in education, including internet resources.
6. Interpret the role of early childhood, elementary, middle level, and/or special education teachers in schools.
7. Develop and articulate an initial personal philosophy of teaching.
8. Report on trends and issues in education, including legislation, litigation, and the use of technology.
9. Explain key historical events that have shaped education in schools today.

Unit I: Teachers and Students

Materials Covered: Chapters 1, 2, 3, & 4

\*Assessments: Instructors will use a variety of assessments including discussions, projects, quizzes and tests.

Unit II: Foundations

Materials Covered: Chapters 5, 6 & 8

\*Assessments: Instructors will use a variety of assessments including discussions, projects, quizzes and tests.

Unit III: Schools & Classrooms

Materials Covered: Chapters 9, 10 & 11

\*Assessments: Instructors will use a variety of assessments including discussions, projects, quizzes and tests.

***\*Students – please refer to the Instructor's Course Information sheet for specific information on assessments and due dates.***

**GENERAL EDUCATION OUTCOMES:**

This course fulfills the following General Education Outcomes through the Belief Statement Assignment. Upon completion of this course, students will be able to:

- Communicate effectively;
- Think critically;
- Self and professional development.

**EFFECTIVE PROFESSIONAL AND INTERPERSONAL COMMUNICATION (EPIC):**

This course fulfills HGTC's Quality Enhancement Plan for Effective Professional and Interpersonal Communication. Upon completion of this course, students will be able to:

(Check all that apply.)

- Utilize appropriate communication formats when conveying professional and interpersonal thoughts and ideas.
- Apply appropriate language when speaking and writing for their chosen field of study or Industry.
- Demonstrate appropriate communication techniques when engaging audiences.

**Part III: Grading and Assessment****EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\*:**

Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

**EVALUATION\***

Unit Projects	30-40%
Experiential Learning Project	10-20%
Quizzes and Activities	10-20%
Professionalism	10-15%
Final Exam	20-30%
	100%

***\*Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

**GRADING SYSTEM:**

Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of

that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

## Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

**For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

## Part V: Student Resources



### THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at [ssc@hgtc.edu](mailto:ssc@hgtc.edu) or self-schedule in the Penji iOS/Android app or at [www.penjiapp.com](http://www.penjiapp.com). Email [ssc@hgtc.edu](mailto:ssc@hgtc.edu) or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



## STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following free resources:

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #1.



## HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.

## STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.



## **DISABILITY SERVICES:**

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

## **STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:**

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

## **TITLE IX REQUIREMENTS:**

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator or designee.

\*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

## **INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:**

**Student and prospective student** inquiries concerning Section 504, Title II, Title VII, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

**Dr. Melissa Batten, VP Student Affairs**

*Title IX, Section 504, and Title II Coordinator*

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

[Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu)

**Employee and applicant** inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

**Jacquelyne Snyder, VP Human Resources**

*Affirmative Action/Equal Opportunity Officer and Title IX Coordinator*

Building 200, Room 205B, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

[Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu)