Content Area Reading for the Elementary Student
Syllabus

Course Description
This course focuses on recent issues, materials, methods, and strategies considered essential for effective reading instruction in the elementary school content areas. Components of the course will include comprehension strategies, vocabulary development, reading-writing connections, and word study. Prerequisite: READ 3320 or READ 3321. Components of the course will include but not be limited to the five pillars of reading instruction identified by the National Reading Panel (2000): phonemic awareness, phonics, fluency, vocabulary, and comprehension. Emphasis is placed on the various stages of and approaches to literacy development.

Rationale:
This course is designed to provide undergraduate pre-service teachers an opportunity to:
- Analyze and synthesize information regarding content area reading
- Demonstrate knowledge of various ways to help students succeed in reading to learn and the acquisition of study skills.

Learning Objectives:
The undergraduate will be able to:
1. Demonstrate an understanding for and apply a content area framework of instruction. These will include the following:
   a. The use of prior knowledge to construct purposes for reading
   b. The establishment of strategies which assist in reading higher level interpretation of text, and the opportunity for reflection on what has been learned
   c. Demonstrate an understanding for the Language Arts TEKS and use them to design appropriate lessons.
2. Analyze texts that are used in class for factors that make them easier or more difficult to comprehend

Major Course Requirements:
Course Topics
Approaches to teaching reading in the content areas
Materials used in a well-rounded literacy program
Levels of questions
Reading for Inquiry
Texas Essential Knowledge and Skills
Text sets
Text-structure of non-fiction text
Reading strategies for Before, During, and After reading non-fiction texts
Vocabulary development
Factors influencing literacy proficiency
Book Awards

Methods and activities for instruction include:

- Traditional experiences (lecture, discussion, demonstration)
- Clinical Experiences (simulations, cooperative groups, student demonstrations and presentations).

A) Strategies’ Notebook: [objective #1] (40 points [55 points]) You will prepare a notebook for a minimum of six strategies. You will write up six strategies that can be used by elementary students for reading / comprehending nonfiction texts (right side). There are to be two strategies for each division of Before, During, and After reading. You are to discover strategies not found in your textbook, therefore you will need to seek outside resources. You will use the following subtitles in your write-up: 1) Name of Strategy, 2) Source for Strategy (APA style citation), 3) Purpose for Strategy, 4) What to do, 5) Example (attach to left side of notebook – an actual product), and 6) Personal Reflection (your connection after product of strategy was achieved).

PEER EVALUATION: (15 points) On the due date, you will bring to class your Strategies Notebook. A rubric and time will be provided during a class period for you to provide constructive criticism on your peers’ products.

B) Text sets: [objective #1] (25 points—treated as the midterm [40 total points]) - Text sets are a collection of books and reading materials that you will use for a specific topic, unit or theme to be taught. The reading materials consist of picture books, chapter books (historical fiction, realistic fiction, fantasy, etc.), informational books, poems, magazines, reference books, and newspaper articles related to the topic or unit. You will need to choose a grade level and content area you are interested in teaching. After determining your grade level and content area, become familiar with the appropriate TEKS. From the TEKS, choose a topic (i.e., insects, weather, etc.) to teach. The text set is to consist of TEN related texts. You must submit an annotated list of the reading materials (APA format). This will be word-processed in Word.doc and uploaded on Blackboard and include:

- Topic, Unit or Theme (e.g., weather)
- One appropriate Grade Level
- Content area covered (i.e. science, math, social studies, health) – plus integrate with two other content areas
• TEKS that apply (focus on one grade level and be inclusive cross-curricular/content)
• Full APA format 6th edition publication information for each source, (book, poem, article, website)
• A brief summary of the book or material (in your own words) (50 - 75 words)
• Connect each text to a strategy to Tompkins (do not repeat strategies within the set)

Each text set must include a combination of:
✓ Two fictional picture books
✓ Four informational (nonfiction-chapter/picture) books
  • All texts must identify reading level and are to be a range of +/- 1 or 2 levels to targeted grade level
✓ One reference book (textbook)
✓ One poem
✓ Two other texts (child appropriate) that can include any of the following: newspapers, magazines, journal articles, website, etc.

PEER EVALUATION: (15 points) You will bring to class a hard copy / product of your text set. A rubric and time will be provided during a class period for you to provide constructive criticism on your peers’ products.

C) Demonstration Lessons [objective #1](40 points / 60 total points) You will present a lesson alone or with other students in which you use non-fiction text to teach a concept to the class. You will need to write a LESSON PLAN (use the lesson plan format attached) for the demonstration that will include the following: appropriate TEKS, and a description of Before, During, and After reading instructional techniques. The lesson will be conducted with the rest of the class participating. The lesson will use an appropriate strategy and address a specific content objective and the ELA TEKS. The lesson will be segmented and must include: Reading with a strategy (before, during, and after), Vocabulary Activity, Using a Graphic Organizer for the content, and Questioning, and / or Writing Activity. Handouts are required. The lesson should be no more than 30-40 minutes. The class receiving the lesson will be asked to complete a written evaluation (10 points) of the lesson presented. This evaluation will be completed in class and turned in BEFORE you dismiss on the day of that presentation. You will also prepare an individual written evaluation (10 points) of the strategy to be submitted via Blackboard within 24 hours AFTER you have conducted your lesson.

D) Book Talk: [objective #2](40 points) (5-10 minutes)
  ➢ Select a K-6th grade content related picture or chapter book
  ➢ You will read the book, or parts of a book, to the class on an assigned date giving a brief summary and highlighting interesting parts of the book.
    o Include the following:
      o What type of nonfiction?
      o Identify the reading level / interest level of the text.
      o How is the book organized?
What access features are presented?
Are there visuals, if so what type and how are they useful?

- Connect to a literacy strategy from Tompkins. You will describe/demonstrate a reading activity young children could do with the book.
  - You must upload your attachment onto the discussion board on Blackboard for your fellow class members and me. This “handout” will provide the book title, author, illustrator, date published, and publisher as well as a brief summary of the book and a recommendation of how to use the book in the classroom. (Describe/demonstrate the strategy.)

E) Content Textbook Evaluation: [objective #2] (10 points) Go to the TAMUCC Bell Library (second floor) and select a Teacher’s Edition of a content area textbook (math, social studies, or science; K-6). Bring this book to class on the assigned day for discussion and in-class evaluation. Do not select ELA texts (Language Arts).

F) Participation Activities:
  - Textbook Group (Literature Circles): (10 points each) (Group assignment 20 points) As a small group, you will prepare an oral 10 to 15 minute discussion of the assigned chapter. You will use the text to demonstrate a strategy in a format as Literature Circle, Text Response, Jigsaw, or etc. to present a discussion to the class.
  - Perfect Attendance: (10 points) Attendance and participation in class is very important.

G) Final (15 points) You will take a final exam. This exam will evaluate your understanding of the material discussed in class and presented in your assigned readings. I may not discuss all topics from the assigned reading; however, you are responsible for knowing the material.

H) End of Course Exam: This exam is reflective of the content you have learned during the course of this class, the integration of reading into content areas using non-fiction literature. It is MANDATORY that you take and pass the exam with a score of at least 80% to receive credit for this course. Each student has two (2) opportunities to take this exam.

Required or Recommended Readings:

Textbook:

Recommended or Supplemental Reading:


**State Adopted Proficiencies / TExES competencies (COE):**

A. The teacher possesses and draws on a rich knowledge base of content, pedagogy, and technology to provide relevant and meaningful learning experiences for all students.

B. The teacher creates a learner-centered community; the teacher collaboratively identifies needs; and plans, implements, and assesses instruction using technology and other resources.

C. The teacher responds appropriately to diverse groups of learners.

D. While acting as an advocate for all students and the school, the teacher demonstrates effective professional and interpersonal communication skills.

E. The teacher, as a reflective practitioner dedicated to all students’ success, demonstrates a commitment to learn, to improve the profession, and to maintain professional ethics and personal integrity.

**IV. SBEC Competencies**

**English Language Arts and Reading**

**Standard I  Oral Language**

Teachers of young students understand the importance of oral language, know the developmental processes of oral language, and provide a variety of instructional opportunities for young students to develop listening and speaking skills.

**Standard II  Phonological and Phonemic Awareness**

Teachers of young students understand the components of phonological and phonemic awareness and utilize a variety of approaches to help young students develop this awareness and its relationship to written language.

**Standard III  Alphabetic Principle**

Teachers of young students understand the importance of the alphabetic principle to reading English, know the elements of the alphabetic principle, and provide instruction that helps students understand that printed words consist of graphic representations that relate to the sounds of spoken language in conventional and intentional ways.

**Standard IV  Literacy Development and Practice**

Teachers of young students understand that literacy develops over time and progresses from emergent to proficient stages. Teachers use a variety of contexts to support the development of young students’ literacy.

**Standard V  Word Analysis and Decoding**
Teachers understand the importance of word analysis and decoding to reading and provide many opportunities for students to improve word analysis and decoding abilities.

**Standard VI  Reading Fluency**
Teachers understand the importance of fluency to reading comprehension and provide many opportunities for students to improve reading fluency.

**Standard VII  Reading Comprehension**
Teachers understand the importance of reading for understanding, know the components of comprehension, and teach young students strategies for improving comprehension.

**Standard VIII  Development of Written Communication**
Teachers understand that writing to communicate is a developmental process and provide instruction that helps young students develop competence in written communication.

**Standard IX  Writing Conventions**
Teachers understand how young students use writing conventions and how to help students develop those conventions.

**Standard X  Assessment and Instruction of Developing Literacy**
Teachers understand the basic principles of assessment and use a variety of literacy assessment practices to plan and implement literacy instruction for young students.

**Expanded Objectives for State Board for Educator Certification (SBEC)**

**Standard I. Oral Language:** Teachers of young students understand the importance of oral language, know the developmental processes of oral language, and provide a variety of instructional opportunities for young students to develop listening and speaking skills.

1.1k basic linguistic concepts (e.g., phonemes, segmentation) and developmental stages in acquiring oral language, including stages in phonology, semantics, syntax, and pragmatics, recognizing that individual variations occur;

1.2k how to build on students’ cultural, linguistic, and home backgrounds to enhance their oral language development;

1.3k the relationship between the development of oral language and the development of reading;

1.4k skills for speaking to different audiences for various purposes;

1.5k active, purposeful listening in a variety of contexts;

1.6k the use of critical listening to analyze and evaluate a speaker’s message;

1.7k listening skills for enjoying and appreciating spoken language;

1.8k the use of technology in promoting oral communication skills;

1.9k how to use effective informal and formal assessments to evaluate students’ oral language skills, and recognize when speech or language delays or differences warrant in-depth evaluations and additional help or intervention;
1.10k similarities and differences between oral and written language conventions and how to promote young students’ awareness of these similarities and differences; and

1.11k how to use instruction that interrelates oral and written languages to promote student reading and learning (e.g., preview-review, discussions, and questioning) when speech or language delays or differences warrant in-depth evaluations and additional help or interventions.

**Application: What Teachers Can Do**

**Teachers of Students in Grades EC–6** The beginning teacher is able to:

1.1s acknowledge students’ current oral language skills and build on these skills to increase students’ oral language proficiency through specific language instruction using such activities as meaningful and purposeful conversations, dramatic play, songs, rhymes, stories, games, language play, discussions, questioning, and sharing information;

1.2s strengthen vocabulary and narrative skills in spoken language by reading aloud to students and teaching them to recognize the connections between spoken and printed language;

1.3s provide direct and indirect instruction, including modeling and reading aloud, in “classroom” English (e.g., language structures and pronunciations commonly associated with written English) and support students’ learning and use of classroom English through meaningful and purposeful oral language activities;

1.4s select and use instructional materials and strategies that promote students’ language development, respond to students' individual strengths, needs, and interests, and reflect cultural diversity;

1.5s help students learn how to adapt students’ spoken language to various audiences, purposes, and occasions;

1.6s help students learn how to evaluate the content of their own spoken messages and the content and effectiveness of the messages of others;

1.7s plan, implement, and monitor instruction that is focused on individual student’s needs, strengths, and interests and is based on informal and formal assessment of students’ progress in oral language development;

1.8s communicate with student’s families about ways that they can encourage their student’s language development;

1.9s provide opportunities for students to engage in active purposeful listening;

1.10s communicate with other professionals and continually seek implications for practice from current research about oral language development; and

1.11s support students’ development of communication skills through the use of technology.
Standard II. Phonological and Phonemic Awareness: Teachers of young students understand the components of phonological and phonemic awareness and utilize a variety of approaches to help young students develop this awareness and its relationship to written language.

Teacher Knowledge: What Teachers Know

Teachers of Students in Grades EC–6 The beginning teacher knows and understands:

2.1k the concept of phonological awareness, its relationship to the ability to read an alphabetic language, and the development of phonological awareness in students (a student who has phonological awareness hears distinct words, syllables, and sounds in language separate from print);

2.2k the significance of phonological and phonemic awareness for reading and typical patterns in the development of phonological and phonemic awareness, and recognizes that individual variations occur (A student who has phonological awareness hears distinct words, syllables, and sounds in language separate from print. A student who has phonemic awareness can identify individual sounds in spoken words, blend together the separated sounds of spoken words to form words, and play with the sounds of spoken language by adding or taking away sounds from words.); and

2.3k effective formal and informal assessments of phonological and phonemic awareness and be able to analyze results, and identifying appropriate instructional strategies for teaching phonological and phonemic awareness to individual student.

Application: What Teachers Can Do

Teachers of Students in Grades EC–6 The beginning teacher is able to:

2.1s plan, implement, and monitor instruction that is focused on individual students’ needs and is based on continuous use of formal and informal assessments of individual students' phonological development;

2.2s use instructional approaches, including language games, activities, materials, and direct teacher instruction, that promote students' phonological awareness;

2.3s select and use instructional materials that promote students’ phonological and phonemic awareness and build on students' current language skills;

2.4s inform parents of their child’s phonological development and its importance to reading and communicate with families about ways to encourage students’ phonological awareness at home; and

2.5s communicate with other professionals and continually seek implications for practice from current research about phonological awareness.

Standard III. Alphabetic Principle: Teachers of young students understand the importance of the alphabetic principle to reading English, know the elements of the alphabetic principle, and provide instruction that helps students understand that printed words consist of graphic representations that relate to the sounds of spoken language in conventional and intentional
Teacher Knowledge: What Teachers Know

Teachers of Students in Grades EC–6 The beginning teacher knows and understands:

3.1k the importance of the elements of the alphabetic principle, including letter names, graphophonemic knowledge, and the relationship of the letters in printed words to spoken language;

3.2k expected patterns of students’ alphabetic skills development and knowledge that individual variations may occur;

3.3k that not all written languages are alphabetic, that many alphabetic languages are more phonetically regular than English, and know how to help English language learner deal with positive and negative transfer related to the alphabetic principle; and

3.4k how to select, administer, and analyze results from informal and formal assessments of alphabetic knowledge.

Application: What Teachers Can Do

Teachers of Students in Grades EC–6 The beginning teacher is able to:

3.1s respond to individual student's needs by providing focused instruction on the letters of the alphabet and the relationships of sounds and letters;

3.2s select and use instructional materials and strategies, including multisensory techniques (e.g., letter names, graphophonemic knowledge, and the relationship of letters and printed words to spoken language) to promote students’ understanding of the elements of the alphabetic principle;

3.3s use formal and informal assessments to analyze individual student's alphabetic skills, monitor learning, and plan instruction;

3.4s communicate with parents about ways to increase students’ alphabetic knowledge;

3.5s communicate with other professionals and continually seek implications for practice from current research about the development of alphabetic knowledge; and

3.6s provide learning experiences that promote students’ ability to read critically and evaluate information presented in nonliterary texts.

Standard IV. Literacy Development and Practice: Teachers of young students understand that literacy develops over time and progresses from emergent to proficient stages. Teachers use a variety of contexts to support the development of young students’ literacy.

Teacher Knowledge: What Teachers Know

Teachers of Students in Grades EC–6 The beginning teacher knows and understands:
4.1k that literacy acquisition develops in an often, predictable pattern from pre-reading (sometimes referred to as emergent literacy) to conventional literacy and that individual variations occur in literacy acquisition;

4.2k that the developing reader has a growing awareness of print in the environment, of the sounds in spoken words, and of the uses of print;

4.3k that literacy development occurs in multiple contexts through reading, writing, and the use of oral language;

4.4k a wide range of student literature and other texts written for students;

4.5k the importance of modeling and encouraging reading for pleasure and lifelong learning;

4.6k the difference between guided and independent practice in reading;

4.7k the importance of reading as a skill in all content areas;

4.8k the use of technology in promoting literacy; and

4.9k how to select, administer, analyze, and use results from informal and formal assessments of literacy acquisition, including assessments of phonological and phonemic awareness and alphabetic skills.

**Application: What Teachers Can Do**

*Teachers of Students in Grades EC–6* The beginning teacher is able to:

4.1s provide instruction that focuses on concepts about print and functions of print, including book handling, parts of a book, orientation, directionality, and the relationships between written and spoken words;

4.2s assist young students in distinguishing letterforms from number forms and text from pictures;

4.3s provide multiple opportunities for young students to listen to and respond to a wide variety of student literature, both fiction and non-fiction, and to recognize characteristics of various types of narrative and expository texts;

4.4s talk with students about their favorite books;

4.5s engage students in story reading experiences and encourage young students to interact with others about stories;

4.6s provide many opportunities for students to read and write in order to develop an extensive reading and writing vocabulary;
4.7s assist young readers in selecting their own books for independent reading;

4.8s teach students about authors and their purposes for writing;

4.9s use formal and informal assessments of individual student’s literacy development to plan, implement, and monitor instruction;

4.10s communicate with families about ways to enhance students’ literacy development;

4.11s communicate with other professionals and continually seek implications for practice from current research on literacy acquisition; and

4.12s use technology to help students access a wide range of narrative and expository texts.

**Standard V. Word Analysis and Decoding**: Teachers understand the importance of word analysis and decoding to reading and provide many opportunities for students to improve word analysis and decoding abilities.

**Teacher Knowledge: What Teachers Know**

**Teachers of Students in Grades EC–6** The beginning teacher knows and understands:

5.1k that many students develop word analysis skills (e.g., decoding, blending, structural analysis, sight word vocabulary) and reading fluency in a predictable sequence, recognizing that individual variations occur;

5.2k the continuum of word analysis skills and grade-level expectations for these skills;

5.3k the norms for reading fluency that have been established for various age and grade levels;

5.4k important phonetic elements and conventions of the English language;

5.5k strategies for decoding and determining the meaning of increasingly complex words;

5.6k the importance of word recognition skills (e.g., decoding, blending, structural analysis, sight word vocabulary) to reading comprehension and know a variety of strategies to help young student develop and apply word analysis skills;

5.7k differences in students’ development of word analysis skills and know how to adjust instruction in response to various students' needs;

5.8k a variety of formal and informal procedures for assessing students’ word identification and decoding skills; and

5.9k instructional practices to meet students’ individual needs in decoding and word identification.

**Application: What Teachers Can Do**
**Teachers of Students in Grades EC–6** The beginning teacher is able to:

5.1s teach the analysis of phonetically regular words in a simple-to-complex progression, i.e., phonemes, blending onsets and rimes, short vowels, consonant blends, other common vowel and consonant patterns, and syllables;

5.2s teach students to read passages using decodable texts and provide opportunities for students to progress from sounding out words orally to decoding words silently;

5.3s teach students to recognize high-frequency irregular words by selecting words that appear frequently in students’ books and reviewing difficult words often;

5.4s teach students ways to identify vowel sound combinations and multisyllabic words;

5.5s provide instruction in how to use structural cues to recognize compound words, base words, and inflections (e.g., prefixes and suffixes);

5.6s teach students to use knowledge of word order (English syntax) and context to support word identification and confirm word meaning;

5.7s use formal and informal assessments to analyze individual student’s word identification and decoding skills in order to plan and monitor instruction;

5.8s communicate with parents about ways to support students’ word identification and decoding skills; and

5.9s communicate with other professionals and continually seek implications for practice from current research about the development of decoding and word identification.

**Standard VI. Reading Fluency:** Teachers understand the importance of fluency to reading comprehension and provide many opportunities for students to improve reading fluency.

Teacher Knowledge: What Teachers Know

**Teachers of Students in Grades EC–6** The beginning teacher knows and understands:

6.1k how students’ reading rate and fluency affect comprehension;

6.2k how young students develop reading fluency and that fluency involves rate, accuracy, and intonation;

6.3k how to assess students’ reading fluency on an ongoing basis and know the norms that have been established for various age and grade levels;

6.4k instructional practices that enhance the development of fluency, including providing opportunities for students to read regularly, both orally and silently, in independent-level materials and to do repeated reading and partner reading;

6.5k instructional strategies and practices for promoting students’ word analysis skills and reading fluency;
6.6k differences in students’ development of word analysis skills and reading fluency, and instructional practices for meeting students’ individual needs in these areas; and

6.7k a variety of informal and formal procedures for assessing on an ongoing basis students’ reading fluency.

**Application: What Teachers Can Do**

*Teachers of Students in Grades EC–6* The beginning teacher is able to:

6.1s identify and monitor on an ongoing basis young students’ fluency levels by using leveled passages or reading materials on a daily basis;

6.2s provide frequent opportunities for fluency development through reading in independent-level materials, reading orally from familiar text, repeated reading activities, and silent reading for increasingly longer periods;

6.3s apply norms for reading fluency to evaluate students’ reading fluency;

6.4s communicate with families about students’ reading fluency and ways they can help to increase students’ fluency;

6.5s communicate with other professionals and continually seek implications from current research about the development of students’ reading fluency; and

6.6s provide opportunities for students to improve reading fluency through self-correction.

**Standard VII. Reading Comprehension:** Teachers understand the importance of reading for understanding, know the components of comprehension, and teach young students strategies for improving comprehension.

*Teacher Knowledge: What Teachers Know*  
*Teachers of Students in Grades EC–6* The beginning teacher knows and understands:

7.1k that reading comprehension begins with listening comprehension and knows strategies to help students improve listening comprehension;

7.2k how to model and teach literal comprehension skills (e.g., identifying stated main idea, details, sequence, and cause-and-effect relationships);

7.3k the continuum of reading comprehension skills and grade-level expectations for these skills;

7.4k reading comprehension as an active process of constructing meaning;

7.5k factors affecting students’ reading comprehension, such as oral language development, word analysis skills, prior knowledge, previous reading experiences, fluency, ability to monitor
understanding, and the characteristics of specific texts (e.g., structure and vocabulary);

7.6k the role of visualization skills in reading comprehension;

7.7k the relationship between extensive reading, vocabulary development, and reading comprehension;

7.8k the use of meta-cognitive skills in reading comprehension;

7.9k various literary genres (e.g., historical fiction, poetry, myths, and fables) and their characteristics;

7.10k how to model and teach inferential comprehension skills (e.g., inferring main ideas, comparisons, unstated and stated cause-and-effect relationships; summarizing; making predictions; drawing conclusions; making generalizations);

7.11k how to model and teach evaluative comprehension skills (e.g., distinguishing between fact and opinion; detecting faulty reasoning; reacting to a text’s content, characters, and use of language);

7.12k how comprehension can be improved through wide reading, the importance of allocating time to wide reading, and how to develop and maintain classroom libraries and “sending home” libraries;

7.13k the importance of vocabulary development through wide reading and experiences, such as interpreting idioms, multiple-meaning words and analogies;

7.14k a variety of formal and informal procedures for monitoring students’ reading comprehension and instructional practices to meet individual student’s needs;

7.15k comprehension skills and strategies for understanding and interpreting different types of written materials, including narratives, expository texts, technical writing, and content-area textbooks;

7.16k different purposes for reading and associated reading strategies;

7.17k how to interpret and evaluate information presented in various formats (e.g., maps, tables, and graphs);

7.18k the importance of providing students with direct, explicit instruction in the use of comprehension strategies;

7.19k a range of strategies that students can use to facilitate comprehension before, during, and after reading (e.g., previewing, making predictions, questioning, self-monitoring, rereading, mapping, using reading journals, and discussing texts);
the importance of locating the meanings, pronunciations, and derivations of unfamiliar words using dictionaries, glossaries, and other sources;

literary response and analysis and ways to promote students’ development of literary response and analysis;

strategies for helping students comprehend abstract content and ideas in written materials (e.g., by using manipulatives, examples, and diagrams);

the reading comprehension needs of students with different needs (e.g., English Language Learners and students with disabilities) and how to provide instruction for those students; and

the use of technology in promoting reading comprehension.

Application: What Teachers Can Do

Teachers of Students in Grades EC–6 The beginning teacher is able to:

formally and informally assess students’ reading comprehension and provide focused instruction in reading comprehension based on individual student’s needs;

use a variety of instructional strategies to enhance students’ listening and reading comprehension, including helping students link the content of texts to students’ lives and connect related ideas across different texts;

guide students in developing and using metacognitive skills;

model strategies for improving reading comprehension such as previewing texts, self-monitoring, and retelling;

provide frequent opportunities for students to engage in silent reading, both at school and at home;

guide students to generate questions and apply research about topics introduced in reading selections, both fiction and nonfiction;

provide time for extended reading of a wide range of materials, including expository texts;

use instructional strategies that help increase students’ reading vocabulary;

provide instruction that increases knowledge of students’ own culture and the cultures of others through reading;

provide instruction in how to use graphics (e.g., tables, charts, and signs) and other informational texts and technologies (e.g., the Internet) to acquire information;

provide opportunities for students to apply comprehension strategies to literature and to respond to literature in a variety of ways (e.g., using reading journals and discussions), including
relating background knowledge to literary texts;

7.12s teach elements of literary analysis, such as story elements and features of different literary genres;

7.13s provide instruction in comprehension skills that support students’ transition from “learning to read” to “reading to learn,” (e.g., recognizing different types and functions of texts and matching comprehension strategies to the type of text) and teach students how to locate, retrieve, and retain information from a range of content-area and expository texts;

7.14s provide frequent opportunities for students to engage in silent reading at school and encourage opportunities for silent reading at home through the development and maintenance of classroom libraries and home libraries;

7.15s communicate with families about students’ reading comprehension and ways to encourage students’ reading; and

7.16s communicate with other professionals and seek implications for practice from ongoing research about the development of students’ reading comprehension.

**Standard VIII. Development of Written Communication:** Teachers understand that writing to communicate is a developmental process and provide instruction that helps young students develop competence in written communication.

Teacher Knowledge: What Teachers Know

**Teachers of Students in Grades EC–6** The beginning teacher knows and understands:

8.1k predictable stages in the development of written language and writing conventions, including the physical and cognitive processes involved in letter formation, word writing, sentence construction, spelling, punctuation, and grammatical expression, while recognizing that individual variations occur;

8.2k writing processes, including the use of self-assessment in writing;

8.3k writing for a variety of audiences, purposes, and settings;

8.4k the differences between first draft writing and writing for publication;

8.5k appropriate instructional strategies and sequences for developing students’ writing skills;

8.6k the development of writing in relation to listening, speaking, and reading, and know instructional strategies that connect these various aspects of language;

8.7k the similarities and differences between language (e.g., syntax and vocabulary) used in spoken and written English and how to help students recognize these similarities and differences to promote effective use of written English conventions;

8.8k the benefits of technology for teaching writing and writing for publication; and

8.9k informal and formal procedures for ongoing monitoring and assessment of writing
development and writing conventions, and know how to use assessment results to help plan instruction for individuals and groups.

**Application: What Teachers Can Do**

**Teachers of Students in Grades EC–6** The beginning teacher is able to:

8.1s create an environment in which students are motivated to express ideas in writing;

8.2s teach purposeful, meaningful writing in connection with listening, speaking, and reading;

8.3s formally and informally monitor students’ writing development and provide focused instruction to address students’ individual strengths, needs, and interests;

8.4s provide instruction in various stages of writing, including prewriting, drafting, editing, and revising;

8.5s provide instruction in the use of available technology that facilitates written communication;

8.6s provide opportunities for students to write in a variety of forms and modes and for various purposes and audiences;

8.7s provide opportunities for students to self-assess both personal writings (e.g., for clarity, comprehensiveness, and interest to audience) and development as a writer and to elicit critiques from others;

8.8s communicate with families about students’ development of written communication and ways to encourage students’ written communication;

8.9s communicate with other professionals and continually seek implications for practice from current research about students’ development of written communication; and

8.10s provide opportunities for students to conference with peers and the teacher.

**Standard IX. Writing Conventions:** Teachers understand how young students use writing conventions and how to help students develop those conventions.

**Teacher Knowledge: What Teachers Know**

**Teachers of Students in Grades EC–6** The beginning teacher knows and understands:

9.1k that young students go through predictable stages in acquiring writing conventions, including the physical and cognitive processes involved in letter formation, word writing, sentence construction, spelling, punctuation, and grammatical expression, but that individual students vary in development of these conventions;

9.2k the relationship between spelling and phonological, graphophonemic knowledge, alphabetic awareness, and the importance of this relationship for later success in reading and writing;

9.3k the stages of spelling development (pre-phonetic, phonetic, transitional, and conventional)
and how and when to support students’ development from one stage to the next;

9.4k the similarities and differences between language (e.g., syntax and vocabulary) used in spoken and written English and how to help students recognize these similarities and differences to promote effective use of written English conventions;

9.5k formal and informal ways to assess young students’ development of writing conventions;
9.6k the importance of spelling and graphophonemic knowledge for success in reading and writing; and

9.7k the appropriate use of writing conventions and appropriate grammar and usage for communicating clearly and effectively in writing.

Application: What Teachers Can Do

Teachers of Students in Grades EC–6 The beginning teacher is able to:

9.1s formally and informally assess young students’ development of writing conventions and provide focused instruction based on individual students' strengths, needs, and interests;

9.2s provide hands-on activities to help young students develop the fine motor skills necessary for writing;

9.3s teach pencil grip, paper position, and beginning stroke;

9.4s provide direct instruction and guided practice in English writing conventions (e.g., grammar, spelling, capitalization, and punctuation);

9.5s provide systematic spelling instruction in common spelling patterns based on phonics skills already taught and provide opportunities for student to use and develop spelling skills in the context of meaningful written expression (e.g., applying decoding skills as one strategy to help proofread spelling during the editing process);

9.6s work with students to select pieces of their work to teach writing conventions, recognizing that first drafts are not always edited and revised, but help students realize that accuracy in conventions is necessary when preparing a piece for publication;

9.7s communicate students’ performance in the use of writing conventions to families and discuss ways to encourage students’ use of writing conventions; and

9.8s communicate with other professionals and seek implications for practice from ongoing research about student’s development of writing conventions.

Standard X. Assessment and Instruction of Developing Literacy: Teachers understand the basic principles of assessment and use a variety of literacy assessment practices to plan and implement literacy instruction for young students.
Teacher Knowledge: What Teachers Know

**Teachers of Students in Grades EC–6** The beginning teacher knows and understands:

10.1k appropriate uses and characteristics of screening devices, formal assessments (e.g., norm-referenced achievement tests and criterion-referenced state tests) and informal assessments (e.g., curriculum-based reading assessments and informal reading inventories) related to the development of literacy in young students;

10.2k formative and summative uses of assessment;

10.3k how to use multiple assessments and the results of these assessments to inform reading and writing instruction;

10.4k how to use assessment to determine when a student needs additional help or intervention to bring the student’s performance to grade level, based on state content and performance standards for reading, writing, listening, and speaking that comprise the Texas Essential Knowledge and Skills (TEKS);

10.5k how students’ use of self-evaluation and self-monitoring procedures can enhance literacy development;

10.6k the reciprocal nature of assessment and instruction and how to use assessment results to select appropriate instructional strategies and materials (e.g., basals, supplemental programs, and trade books) to ensure the literacy development of all students;

10.7k the importance of providing many opportunities for students to experience extended reading of narrative and expository texts; and

10.8k how to determine students’ independent, instructional, and frustration reading levels and the importance of using this information when selecting materials for reading instruction for individual students and guiding selection of independent reading materials.

**Application: What Teachers Can Do**

**Teachers of Students in Grades EC–6** The beginning teacher is able to:

10.1s use multiple assessments to plan instruction in and monitor the literacy development of young students;

10.2s analyze students’ errors in reading and writing and use them as a basis for future instruction;

10.3s use ongoing assessments to determine when a child may be in need of classroom interventions or specialized reading instruction and develop an appropriate instructional plan;

10.4s communicate students’ progress in literacy development to parents and other professionals through a variety of means, including the use of examples of students’ work;
10.5s communicate instructional decisions based on research, assessments, and knowledge of students; and

10.6s collaborate with other professionals and continually seek implications for practice from convergent research about assessment of students’ developing literacy.

COURSE POLICIES:

- **Class attendance and participation:** In order to socially construct knowledge, I need all class participants to be present in class and actively involved in the course discussions. Class attendance is **mandatory** and absences will impact your course grade. After the second absence, your grade will be lowered one letter grade for each additional absence. **It is your responsibility to collect any missed handouts. I do not make repeat performances. If you are absent, ask a classmate for their notes.** However, if you have a question about course material, please feel free to ask me to clarify during office hours. I will be happy to meet with you during office hours.

- **Late assignments** - I take pride in being fair to all students. It is not fair to students who are prepared and attend class when other students do not follow the due dates on the tentative schedule. Therefore, late work **will not be accepted** and communicating an excuse for a late assignment does not constitute a waiver of the deadline. *Please do not use class time to discuss your personal grade. Your grade is a private discussion between you and me. You are to schedule an appointment during office hours if you have any questions.*

- **Cell phone / Electronics:** Cell phones, text messaging, and checking your cell phone, email, and text messages or any other form of social networking which do not support course instruction during class are all **strictly prohibited**. Come to class prepared to focus on class. Violations may result in being asked to withdraw from the course and/or failure of course. If there is a potential rising emergency, then prior notification of such possibility must be made known to me **before** the start of class and phone set on vibrate.

- **Grading policy:** I take the evaluation and grading of your work very seriously, and I know that you work very hard to do your best in your courses. While it may take me a little longer to read your work and return it to you, I write many comments on papers and read exams more than once before assigning a grade to them.

- **Academic Integrity/Plagiarism:** “University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in” a penalty or penalties as stated in the TAMUCC Undergraduate Handbook, page 40, which includes:
- Written reprimand;
- Requirement to re-do work in question;
- Requirement to submit additional work;
- Lowering of grade on work in question;
- Assigning grade of “F” to work in question;
- Assigning grade of “F” for course
- Recommendation for more severe punishment, such as dismissal from the program or from the University.

**NOTE:** If a grade of “F” to the course is the appropriate penalty and this disciplinary action occurs prior to the deadline for dropping the courses, the student forfeits his/her right to drop the course in question.

**Dropping a Class:** I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. (Friday, April 1, 2011) is the last day to drop a class with an automatic grade of “W” this term.

**Preferred methods of scholarly citations:** APA Publication #6 edition

**Classroom/professional behavior:** *PLEASE NOTE: Ground rules for discussions and assignments:* Although I am certain most of us are clear about what democratic deliberation and civil discussion entails, I want to spell out in writing how I expect our discussions to proceed, so that we may refer directly to my requirements if the situation arises.

- **Respect**-
  - We are not always going to agree or see everything the same way; each person has a right to and responsibility for his/her own feelings, thoughts and beliefs.
  - When speaking of an occurrence or relaying one’s experience outside the class refrain from disclosing identities of those involved.
  - Show courtesy and listen when others speak.

- **Comfort**-
  - Students and professor should work together to make a safe, respectful and comfortable atmosphere for associating.
  - I will not ask you to take any risks in class (such as sharing your own experiences) that I am not willing to make myself. We are all in this together!
  - No question is unintelligent! We all learn at different paces and by asking questions.

- **Honesty**-
  - You should feel comfortable and respected in the academic environment so that you speak honestly about your thoughts, ideas and opinions.
All work you submit must be your own. If you use someone’s words or work other than your own please use the appropriate citation (APA). ---- even if found on the Internet.

World Wide Web – Any work you find on the web must be cited. Provide the URL and the name of the website and the date it was accessed. Lessons found on the Web must be adapted and modified (using proper citations) for your personal use.

Academic Honesty Statement: Learning and teaching take place in an atmosphere of intellectual freedom and openness. All members of the academic community are responsible for supporting freedom and openness through rigorous personal standards of honesty and fairness. Plagiarism and other forms of academic dishonesty undermine the very purpose of the university and diminish the value of an education.

- **Statement of Civility:** Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from repression. You are responsible for following the rules on the University, city, state, and federal government. We expect that you will behave in a manner that is dignified, respectful, and courteous to all people regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

- **Grade Appeals:** As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule 13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at http://www.tamucc.edu/provost/university_rules/index.html. For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

- **Disabilities Accommodations:** 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 for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Driftwood 101.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.
Evaluation and Grading:

Grades will be determined according to the following:

**Points:**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Talk</td>
<td>20</td>
</tr>
<tr>
<td>Demonstration lesson</td>
<td>60</td>
</tr>
<tr>
<td>Text Set</td>
<td>40</td>
</tr>
<tr>
<td>Strategies’ Notebook</td>
<td>55</td>
</tr>
<tr>
<td>Content Textbook Evaluation</td>
<td>10</td>
</tr>
</tbody>
</table>

**Participation:**

<table>
<thead>
<tr>
<th>Participation</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perfect Attendance</td>
<td>35</td>
</tr>
<tr>
<td>Literature Circles</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Final</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td>235</td>
</tr>
</tbody>
</table>

**Grades:**

A (100% - 90%); B (89% - 80%); C (79% - 70%); D (69% - 60%); F (59 and below)

Grades will be assigned according to the professional level of the final submissions.

A = Excellent-All work is 100% completed in a professional manner and contains evidence of **significant effort and accomplishment**. The work is 100% professional in content and appearance.

B = Good-All work is completed in a useful manner and contains evidence of effort and accomplishment. The work is complete in content and appearance but lacks professional polish.

C = Average-The work is complete. The work contains all required parts. The work lacks evidence of time and effort.

D = Passing-The work is not adequate in details, efforts, professionalism, or completeness.

F = Failing-The work is inadequate or incomplete.

Course Schedule and Policies

A. Tentative Course Schedule

Assignments are due on the day they appear on the schedule. Topics may be added as dictated by the needs of the class. **Note:** Book talks and demonstration lessons will be scheduled throughout the course. Students will sign up for specific dates the second day of class.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Reading Assignment-due</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/08</td>
<td>1</td>
<td>Course Introduction and overview</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Course Requirements</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BlackBoard workshop</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TEKS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BRING CONTENT TEXTBOOK, TEACHER’S EDITION for next class meeting</td>
</tr>
<tr>
<td>Date</td>
<td>Topic</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td>7/09</td>
<td>2</td>
<td>Teacher/Model Book Talk / Activity</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>EVALUATE CONTENT TEXTBOOK</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>DISCUSS TEXT SETS / LESSON PLANS</strong> (demonstration lessons)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Model Literature Circle - handouts</td>
</tr>
<tr>
<td>7/10</td>
<td>3</td>
<td>Fiction / Nonfiction Text Structure</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Model literature circle process</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Class activity:</strong> <strong>TEKS K-6 apply to Tompkins Strategies</strong></td>
</tr>
<tr>
<td>7/11</td>
<td>4</td>
<td>Group discuss / share</td>
</tr>
<tr>
<td>7/15</td>
<td>5</td>
<td>Content Reading Overview / TEKS (site) Websites (Greece) (Reading Rockets)</td>
</tr>
<tr>
<td>7/16</td>
<td>6</td>
<td>Group discuss / share</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Text Structures</td>
</tr>
<tr>
<td>7/17</td>
<td>7</td>
<td><strong>Group discuss / share</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Think a louds (experience)/Youtube Dody Kinney plans</td>
</tr>
<tr>
<td>7/18</td>
<td>8</td>
<td>Group discuss / share</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cognition (PowerPoint) Reciprocal Teaching / video Graphic Organizers</td>
</tr>
<tr>
<td>7/22</td>
<td>9</td>
<td><strong>Group discuss / share</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Readability Texts / Lexiles (Youtube) Before, during, after read</td>
</tr>
<tr>
<td>7/23</td>
<td>10</td>
<td><strong>Evaluate Text Sets</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Newspaper strategies</td>
</tr>
<tr>
<td>7/24</td>
<td>11</td>
<td>Group discuss / share</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Writing in the Content Area</td>
</tr>
<tr>
<td>7/25</td>
<td>12</td>
<td><strong>Group discuss / share</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>“A Time for Nonfiction” / video</td>
</tr>
<tr>
<td>7/29</td>
<td>13</td>
<td><strong>Group discuss / share</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evaluate peers’ demonstration</td>
</tr>
<tr>
<td>7/30</td>
<td>14</td>
<td><strong>Group discuss / share</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>“A Time for Nonfiction” / video</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evaluate peers’ notebooks</td>
</tr>
<tr>
<td>7/31</td>
<td>15</td>
<td></td>
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<tr>
<td>8/01</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>8/05</td>
<td>17</td>
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<td>8/06</td>
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<tr>
<td>8/07</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>8/08</td>
<td>20</td>
<td>Final Exams</td>
</tr>
</tbody>
</table>
**Text Set Rubric**

<table>
<thead>
<tr>
<th>Element</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full citation given for each text (APA format)</td>
<td>2</td>
</tr>
<tr>
<td>Clear topic/unit/theme, appropriate grade level, and noted TEKS are correctly listed (Use full student objective stem)</td>
<td>4</td>
</tr>
<tr>
<td>Text sets include ten texts and at least 3 content areas</td>
<td>8</td>
</tr>
<tr>
<td>Summaries are thorough and thoughtful and include an image per book/site</td>
<td>5</td>
</tr>
<tr>
<td>Each text is connected to a strategy (Tomkin’s book), not repeated within single set and reflections are detailed</td>
<td>5</td>
</tr>
<tr>
<td>Writing is appropriate and readable-no spelling, mechanical, or usage errors</td>
<td>1</td>
</tr>
<tr>
<td>Peer evaluation</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>

**Textbook Response Rubric**

<table>
<thead>
<tr>
<th>Element</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content reflects the content of the class/textbook (right hand table)</td>
<td>1</td>
</tr>
<tr>
<td>Connections/ Reflections are detailed (left hand table)</td>
<td>3</td>
</tr>
<tr>
<td>Writing is appropriate and readable-no spelling, mechanical, or usage errors</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>5---- -x 13</strong></td>
</tr>
<tr>
<td></td>
<td><strong>= 65 points</strong></td>
</tr>
</tbody>
</table>

**Resources for lessons:**

- [www.readwritethink.org](http://www.readwritethink.org)
- [http://searchlight.utexas.org/searchsplash](http://searchlight.utexas.org/searchsplash)
- Any educator

**Strategies Rubric**

<table>
<thead>
<tr>
<th>Element</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discusses SIX strategies that are not in Kristo/Bamford (2004) or Tompkins (2009)(right side of notebook)</td>
<td>6</td>
</tr>
<tr>
<td>Explains strategies with enough detail that they can be implemented by another individual</td>
<td>6</td>
</tr>
<tr>
<td>Connections / Reflections are detailed (left side of notebook)</td>
<td>8</td>
</tr>
<tr>
<td>Apply the strategy to content, practice the strategy to create a final product</td>
<td>18</td>
</tr>
<tr>
<td>Writing is appropriate and readable-no spelling, mechanical, or usage errors</td>
<td>2</td>
</tr>
<tr>
<td>Peer review</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>55</strong></td>
</tr>
</tbody>
</table>

**Book Talks/Strategies Presentation Rubric**
<table>
<thead>
<tr>
<th>Task</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion provided a detailed description of text (title, author, illustrator, text structure, special features, reading level)</td>
<td>6</td>
</tr>
<tr>
<td>Detailed strategy to support nonfiction selection (Tompkins) was provided so that an individual could implement it in his/her classroom.</td>
<td>6</td>
</tr>
<tr>
<td>Organization of nonfiction and access features presented (including visuals)</td>
<td>3</td>
</tr>
<tr>
<td>Student demonstrated an understanding for the text and strategy presented. (e.g., able to answer questions)</td>
<td>3</td>
</tr>
<tr>
<td>Student demonstrated evidence that they properly prepared for the presentation. Reading is fluent and expressive and provided recommendations on how to use the text in the classroom.</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>
# Snapshot of Demonstration Lesson Rubric

<table>
<thead>
<tr>
<th>Element</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plans follow lesson plan format</td>
<td>10</td>
</tr>
<tr>
<td>Introduce and describe reading strategies</td>
<td>2</td>
</tr>
<tr>
<td>Provide material for content area lesson</td>
<td>3</td>
</tr>
<tr>
<td>Overall Presentation: Oral Delivery: prepared, knowledgeable of content and strategies used</td>
<td>5</td>
</tr>
<tr>
<td>Conduct hands-on activity demonstrating reading strategies</td>
<td>10</td>
</tr>
<tr>
<td>Debrief class and provide examples for using the strategies in one other content areas</td>
<td>5</td>
</tr>
<tr>
<td>Discuss the educational principles, “why,” related to the strategies</td>
<td>5</td>
</tr>
<tr>
<td>Self-Evaluation. Rubric provided on BlackBoard.</td>
<td>10</td>
</tr>
<tr>
<td>Peer-Evaluation. Rubric provided in class, the day of presentations.</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>
# TEXTBOOK EVALUATION FORM GRADES 9-12

Title __________________________________  Author(s) _____________________________________

Publisher ______________________________  Copyright date _________________________________

Subject area ________________  Grade(s) _____________  Cost _____________

Readability Level ________________________  Formula used _________________________________

(If readability level is not available, instructions to obtain the readability level are on page 2.)

5 = Excellent     4 = Above average     3 = Average     2 = Poor     1 = Unsatisfactory    0 = Not applicable

## I. ORGANIZATION OF TEXTBOOK

<table>
<thead>
<tr>
<th></th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Table of contents (easy to use, well laid out)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Glossary (easy to read and well illustrated)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3. Subject index (broad and cross-referenced)</td>
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<tr>
<td>4. Bibliography</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Unit / chapter prologue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Chapter summaries</td>
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<td></td>
<td></td>
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<tr>
<td>7. Chapter / unit questions</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Unifying theme</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

## II. SUBJECT MATTER CONTENT

1. Clear and concise
2. Sufficient scope
3. Factual information
4. Clear and concise questions
5. New terms introduction (bolded, italics, with definitions, etc.)

## III. PHYSICAL MAKE-UP

1. Attractive
2. Paper and binding quality
3. Printing and spacing

## IV. SELF-INSTRUCTIONAL AIDES

1. Footnotes / abbreviations
2. Pronunciation helps
3. Student friendly
4. Illustrations appropriate and meaningful (charts, graphs, maps, tables, etc)
5. Accompanying technology (videos, CDs, software, etc.)
6. Appropriate activity or workbook materials
7. Minority consideration
8. Adaptability

## V. TEACHER’S EDITION

## VI. OVERALL EVALUATION

State Standards addressed:
See attached Standards Map, submitted by the publisher under Education Code Section 60451, which was used in this review of the materials and their alignment with state content standards as required by CCR, Title 5, Section 9531.

Comments
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Submitted by ___________________________ Date ___________ Board agenda date ____________

READ 3352 • Dr. Corinne Valadez
Flesch Readability Level Using Microsoft Word

To use Microsoft Word to check readability complete the following steps:

1. Type 100 words of text from book to be approved
2. Spell check it
3. Then click on TOOLS, click on OPTIONS, click on SPELLING / GRAMMAR
4. Place check-mark in “show readability” box
5. Click on OK

From now on whenever you do spell check, it will also show readability level.

    You must complete a spell check in order to get readability information.
General TEXTBOOK EVALUATION FORM

Committee Member name: ________________________________________________
Textbook _______________________________ Subject _______________________________
Grade(s) _______________________________ Copyright ______________________________

RATE THE TEXTBOOK REVIEWED BY THE FOLLOWING SCALE OF 1 TO 5:
1 BEING THE LOWEST SCORE AND 5 BEING THE HIGHEST

1. Physical Features

<table>
<thead>
<tr>
<th>SCORE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Are the illustrations appealing?</td>
</tr>
<tr>
<td></td>
<td>Do the illustrations help teach the concepts and words being developed?</td>
</tr>
<tr>
<td></td>
<td>Is the print appropriate for the level of student?</td>
</tr>
<tr>
<td></td>
<td>Is the cover attractive?</td>
</tr>
<tr>
<td></td>
<td>Are there sufficient graphs, charts, and maps used at each level?</td>
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<tr>
<td></td>
<td>How sturdy is construction of the book and it’s binding--durable enough to last for years?</td>
</tr>
<tr>
<td></td>
<td>How well are references indexed?</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL SCORE</strong></td>
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</tbody>
</table>

2. Contents:

<table>
<thead>
<tr>
<th>SCORE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Does the text coincide with the content and objectives of the course?</td>
</tr>
<tr>
<td></td>
<td>Is it up to date and accurate?</td>
</tr>
<tr>
<td></td>
<td>Is it adaptable to the students’ needs, interests, and abilities?</td>
</tr>
<tr>
<td></td>
<td>How free is the content of prejudices on controversial issues?</td>
</tr>
<tr>
<td></td>
<td>Does it properly portray minorities and women?</td>
</tr>
<tr>
<td></td>
<td>Is the style of writing interesting, clear, and appropriate for the students’ reading level?</td>
</tr>
<tr>
<td></td>
<td>Does it reinforce critical thinking, problem solving, and other higher order thinking skills beyond simple recall?</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL SCORE</strong></td>
</tr>
</tbody>
</table>

3. Organization of Textbook Series (i.e. Literature Series for Several Grades)

<table>
<thead>
<tr>
<th>SCORE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Does this series follow a logical sequence of skills from the readiness level to the highest level?</td>
</tr>
<tr>
<td></td>
<td>Does this series parallel the scope and sequence of our local curriculum?</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL SCORE</strong></td>
</tr>
</tbody>
</table>
4. Accompanying Materials

<table>
<thead>
<tr>
<th>SCORE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Is the teacher’s information easy to find?</td>
</tr>
<tr>
<td></td>
<td>Are the teacher suggestions flexible and adaptable to a variety of student needs?</td>
</tr>
<tr>
<td></td>
<td>Do the lesson plans allow for creative modifications by the teachers using them?</td>
</tr>
<tr>
<td></td>
<td>Does the teacher’s edition also include the student pages?</td>
</tr>
<tr>
<td></td>
<td>Does the teacher’s manual include specific teaching strategies and additional lesson plans or suggestions to meet the needs of the following types of students: high ability, special needs, average?</td>
</tr>
<tr>
<td></td>
<td>Are there practice materials included such as a workbook?</td>
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<tr>
<td></td>
<td>Does the program provide a variety of evaluative tools?</td>
</tr>
<tr>
<td></td>
<td>Are materials provided for remediation?</td>
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<tr>
<td></td>
<td>Are pre and post-tests available?</td>
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<tr>
<td></td>
<td><strong>TOTAL SCORE</strong></td>
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</tbody>
</table>

**Questions to be answered about overall quality of textbook**

1. What are the outstanding features of the text?

2. What are the shortcomings of the text?

Comments:
**Evaluation Form for Mathematics K-12**

Please circle one for each of the following criteria: 1=strongly disagree 2=disagree 3=no opinion 4=agree 5=strongly agree

Committee member ________________________ Grade ___________
Publisher____________________________________________ Textbook ___________________________

### A. Criteria for Instructional Materials

1. Content in the instructional materials align well with Oklahoma's Core Curriculum, *Priority Academic Student Skills (PASS)*. 1 2 3 4 5
2. Materials are recently copyrighted and reflect current research for the best practices in mathematics. 1 2 3 4 5
3. Materials are interesting, engaging, and effective for all students (e.g., ethnic, rural, urban, disabilities, English language learners). 1 2 3 4 5
4. Concepts are logical and accurate. 1 2 3 4 5
5. Instructional materials provide a logical progression for developing conceptual understanding of mathematics. 1 2 3 4 5
6. Materials integrate the use of technology for teaching and learning mathematics. 1 2 3 4 5
7. Instructional materials incorporate a variety of strategies and forms of assessment. 1 2 3 4 5
8. Content integrates other subject areas and teacher's materials provide specific ideas for integration. 1 2 3 4 5

### B. Teacher's Resources

1. Resources include information and guidance to assist the teacher in implementing effective instruction and assessment of knowledge. 1 2 3 4 5
2. Resources provide guidance and assistance for actively involving administrators, parents and the community in support of mathematics. 1 2 3 4 5
3. Resources provide guidance and assistance to the teacher in locating additional resources (e.g., Web sites, CD's, other publications). 1 2 3 4 5

### C. Readability, Graphics, Illustrations and Format

1. The readability of the materials is appropriate for the age, grade and maturity level of the students. 1 2 3 4 5
2. Index, glossary and table of contents are complete and easy to use. 1 2 3 4 5
3. Mathematics vocabulary is introduced or reinforced throughout the text. 1 2 3 4 5
4. Graphics and illustrations help students understand materials and promote thinking and problem solving. 1 2 3 4 5
5. Illustrations, charts, maps and graphs are conveniently located, and are clear and meaningful. 1 2 3 4 5
6. Photographs and pictures help clarify the text. 1 2 3 4 5
7. Binding is durable and soil resistant. Paper is good quality. Print is appropriate size, color and clarity to enhance readability. 1 2 3 4 5

### D. Electronic-Based Materials (if applicable)

1. The means of response (i.e., mouse, single key-stroke, whole words or sentences, voice input) are grade level appropriate. 1 2 3 4 5
2. Sound, when present, can be controlled. Graphics, color and special effects are motivational for users. 1 2 3 4 5
3. Adequate spacing exists between lines of text. Letter size is legible. Text is formatted for easy reading. 1 2 3 4 5
4. Requires interactive response from student. 1 2 3 4 5
5. Provide for easy "entry/exit" of program, return to point of exit, "previous page", or "return to last menu" capability, and onscreen "help." 1 2 3 4 5
6. Provide record keeping for student performance. 1 2 3 4 5
7. Employ mnemonics, icons, or other common associations to aid in remembering special commands; program branches to simpler or higher level material depending on performance. 1 2 3 4 5
8. Feedback is accurate, explains why a student's answer is incorrect, is positive and free of derogatory remarks or sounds. Gives the correct answer after two or three tries. 1 2 3 4 5

---

Section A   Total:  _______

Section B   Total:  _______

Section C   Total:  _______

Section D   Total:  _______
Social Studies Textbook Evaluation Tool

Reviewer's Name: ___________________________________________ School: ______________________

Part 1: General Information

<table>
<thead>
<tr>
<th>Title:</th>
<th>Copyright date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author(s):</td>
<td>Cost (student edition):</td>
</tr>
<tr>
<td>Publisher(s):</td>
<td>Subject/Grade level:</td>
</tr>
</tbody>
</table>

Part 2: Organization/Format

<table>
<thead>
<tr>
<th>Organizational feature</th>
<th>3 fully evident</th>
<th>2 mostly evident</th>
<th>1 partially evident</th>
<th>0 little or no evidence</th>
<th>Overall rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbook provides a useful table of contents, glossary &amp; index</td>
<td>.</td>
<td>.</td>
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<tr>
<td>Layout is consistent and chapters are arranged logically</td>
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<tr>
<td>Chapters contain clear and comprehensive introductions and summaries</td>
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<td>Textbook contains references, bibliography and resources</td>
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<tr>
<td>Information is accurate &amp; current</td>
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<tr>
<td>Reading level is appropriate for age/grade</td>
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<tr>
<td>Size and format of print is appropriate</td>
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<tr>
<td>Format is visually appealing &amp; interesting</td>
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<tr>
<td>Other (please specify)</td>
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<tr>
<td>Total:</td>
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</tbody>
</table>

Part 3: Content

<table>
<thead>
<tr>
<th>Content criteria</th>
<th>3 fully evident</th>
<th>2 mostly evident</th>
<th>1 partially evident</th>
<th>0 little or no evidence</th>
<th>Overall rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real-life applications are given</td>
<td>.</td>
<td>.</td>
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<tr>
<td>Information and directions are clearly written and explained</td>
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<tr>
<td>Activities are developmentally appropriate</td>
<td>.</td>
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<tr>
<td>Non text content (maps, graphs, pictures) are accurate and well integrated into the text</td>
<td>.</td>
<td>.</td>
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</tbody>
</table>
Lessons/activities are interdisciplinary | . | . | . | . | . |
Activities apply to a diversity of student abilities, interests and learning styles | . | . | . | . | . |
Activities include guiding questions which encourage the development of higher-level thinking skills | . | . | . | . | . |
Other (please specify) | . | . | . | . | . |

<table>
<thead>
<tr>
<th>Criteria</th>
<th>3 fully evident</th>
<th>2 mostly evident</th>
<th>1 partially evident</th>
<th>0 little or no evidence</th>
<th>Overall rating</th>
</tr>
</thead>
</table>
Textbook provides a separate teacher's edition with resource package | . | . | . | . | . |
Teacher's edition is comprehensive, organized and easy to use | . | . | . | . | . |
References are readily available to the specific NJCCCS and skills addressed in each activity | . | . | . | . | . |
Supplementary materials listed below are well organized, of high quality, and are useful in enhancing instruction (rate all that apply:) | . | . | . | . | . |
Transparencies | . | . | . | . | . |
Manipulatives | . | . | . | . | . |
Prepared Kits | . | . | . | . | . |
Student practice/workbook | . | . | . | . | . |
Assessment materials | . | . | . | . | . |
Videos | . | . | . | . | . |
Software (CD-Roms, DVDs, Laserdiscs, etc.) | . | . | . | . | . |
Other (please specify) | . | . | . | . | . |

Total: .
## Part 5: Inclusion/Equity/Diversity Issues

<table>
<thead>
<tr>
<th>Criteria</th>
<th>3 fully evident</th>
<th>2 mostly evident</th>
<th>1 partially evident</th>
<th>0 little or no evidence</th>
<th>Overall rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women and minorities are featured in important roles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject matter covers a spectrum of accomplishments and contributions by all sexes, races and physical conditions</td>
<td></td>
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<td></td>
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<tr>
<td>All groups are presented in broad scope</td>
<td></td>
<td></td>
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<tr>
<td>Pronouns and descriptors of both sexes are used equally</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Nouns, adjectives, terms and illustrations are non-stereotypical and non-prejudicial</td>
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<tr>
<td>Children of both sexes and various cultures and physical conditions will use the materials without feeling excluded, estranged or diminished</td>
<td></td>
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</tr>
<tr>
<td>References and timelines feature events throughout various parts of the world</td>
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<td></td>
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<tr>
<td>Other (please specify)</td>
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</tr>
</tbody>
</table>

**Total:**
 TEAM SCIENCE TEXTBOOK RUBRIC, GRADES K-6

<table>
<thead>
<tr>
<th>INSTRUCTIONAL MATERIALS TITLE</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBLISHER/COPYRIGHT DATE</td>
<td></td>
</tr>
<tr>
<td>AUTHOR(S)</td>
<td></td>
</tr>
<tr>
<td>EVALUATOR(S)</td>
<td>DATE</td>
</tr>
</tbody>
</table>

RUBRIC: 1 = Does not address the objective; 2 = Partially addresses the objective; 3 = Addresses the objective at an adequate level; 4 = Addresses the objective at an exemplary level

PART I: Compatibility with the Alabama Course of Study, Science. If two or more items are marked “1” in Part I, do not complete Parts II, III, IV, and V.

| A. Textbooks are designed to match 80% of the objectives for each of the content strands at that grade level. [See Phase I Rubrics]. |
| B. Curriculum units (kits) are designed to match 80% of the objectives for each of the content strands at that grade level. |
| C. Materials are comprehensible, interesting, relevant to student lives, and motivating. |
| D. Materials are inquiry-based, sequenced logically to build conceptual in-depth understanding and consistent with the instructional objectives for the course/grade. |
| E. Materials provide a sufficient number of hands-on explorations, experiences, and authentic tasks in a variety of contexts that integrate multiple thinking skills and support the unifying concepts and processes of science. |
| F. Materials explicitly draw attention to appropriate connections among the objectives in the Alabama Course of Study. |
| G. Scientific concepts are modeled and represented in a variety of ways including mathematically, verbally, symbolically, graphically, and contextually. |

Documentation for Part I: (Use extra sheets if necessary.)

PART II: Readability

| A. Text is written on grade level. |
| B. Text or supplementary print materials are written on students’ independent reading level. |
| C. Vocabulary is used appropriately in context for the grade level. |
| D. Illustrations support scientific concepts and foster student understanding. |
| E. Formal assessments are appropriate for grade level. |
| F. Font is appropriate for the grade level. |

Documentation for Part II – Specific Criteria (Use extra sheets if necessary.)

PART III: Specific Criteria: Teaching and Learning

| A. Materials ask students to communicate science concepts by explaining, sharing, conjecturing and defending their ideas orally and/or in writing. Students are active learners, and are asked to engage in scientific discourse with peers and teachers as they clarify and justify their ideas orally and/or in writing. |
| B. Materials alert teachers to commonly held student misconceptions that are either troublesome or helpful. |
| C. Materials help teachers create a classroom environment that welcomes student curiosity and questions, explorations and investigations; rewards creativity; and encourages a spirit of healthy questioning. |
| D. Materials help teachers create a classroom that encourages high expectations for all students, enables all students to experience success, and provides all students the opportunity for meaningful participation. |
| E. Materials provide teachers with inquiry-based problem solving, explorations, lessons and suggestions on the structure and pace of instructional time to assist teachers in facilitating learning by all students. |
| F. Materials provide teachers with background information for important concepts, and skills relating to content. |
| G. Program integrates formal and informal student assessment in the instructional design. |
| H. Program uses technology to explore scientific concepts, model situations, make predictions, collect and analyze data, and communicate results. |
I. Program provides teachers information for appropriate safety precautions for student investigation, and field activities.

J. Program lends itself to thematic teaching regardless of maturation, ability, learning styles and use of language.

Documentation for Part III – Specific Criteria (Use extra sheets if necessary.)

PART IV: Assessment

1 2 3 4
A. Materials include specific questions or tasks to assist the teacher in identifying the concepts students have mastered before they begin new material.

B. Materials provide teachers with questions or tasks that help them to understand students' thinking and level of understanding.

C. Materials include assessments that can be used as diagnostic or formative instruments that help determine learners' needs, rather than merely as instruments for grading students at the end of a unit or chapter.

D. Materials, to be used formally and informally, provide a variety of assessment activities that allow students to apply conceptual and procedural understanding in novel situations and measure students' knowledge, thinking, and application of science to the Alabama Standard Course of Study.

E. Assessment includes the use of science equipment, such as thermometers, scales, etc.

Documentation for Part IV – General Criteria (Use extra sheets, if necessary.)

PART V: Other

1 2 3 4
A. Materials are written in language that is precise and scientifically accurate. The program is appropriate for all students, providing for differences in maturation, ability, learning styles, and use of language.

B. The program encourages and/or requires the use of inductive and deductive reasoning, questioning, explanation, and justification.

C. Materials are durable and attractive with the text printed on high quality paper; format, layout, and print are appropriate for designated student level.

D. Science equipment, computers and other technology are incorporated into the program as tools for student use. The program emphasizes the use of manipulatives and technology to explore scientific concepts, model scientific situations, analyze data, make predictions, calculate mathematical results and solve problems.

E. Supplementary materials, which may include network able software, audio-visual materials and electronic enhancements of selected text which support and supplement classroom instruction, are available.

Documentation for Part V - Other: (Use extra sheets if necessary.)

PART VI: Technology Components (if applicable)

1 2 3 4
A. MEDIA CONTENT
1. Information is accurate and well correlated to the materials in this title.

2. Format is user friendly.

3. Program is well paced and/or allows for flexible teacher use.

4. Materials provide in-depth coverage and substantial instructional support.

5. Program provides for differentiation of learning.

B. DOCUMENTATION
1. Guide is sturdily constructed.

2. Guide is well organized and user-friendly.

3. Information is detailed with clear and complete instructions.

4. Graphics are easy to follow.

5. Resources for help/customer service are provided.

Documentation for Part VI A & B: (Use extra sheets if necessary.)
**Lesson Design Format**

A. **FOCUS:** (Anticipatory Set)
The focus activity can be either a review of previous learning, a diagnosis of student needs, or a motivational activity designed to introduce a new unit of study or to recapture student interest. The focus activity should continue only long enough to insure that students are mentally and/or physically ready for the learning process that follows. Most design formats recommend a focus length from three to seen minutes. This time frame should be considered as only a suggestion.

B. **OBJECTIVE(S):** (TEKS – content and ELA)
The objective(s) should state the specific accomplishments(s) expected of the student at the conclusion of the lesson. Lesson designs may include one or more objectives. Each objective listed should be coded with the essential elements(s) related to the objective.

C. **PURPOSE:**
The purpose should state why the objective(s) is important and/or useful to the student. It may be applied to a real-life situation, or it may be stated as important for building understanding that is related to future learning.

D. **PROCEDURES:**
Procedures consist of five separate but interdependent components. These include instructional input, modeling, checking for understanding, guided practice, and closure. A brief description of each follows:

1. **INSTRUCTIONAL INPUT:** This includes the content, as well as any vocabulary, the student will need to learn to achieve the stated objective(s). It also includes those strategies and presentation methods to be used in teaching the objective(s).

2. **MODELING:** Under modeling, the teacher may either show a finished product of what is expected of the student, describe step by step what is needed, and/or illustrate key concepts.

3. **CHECKING FOR UNDERSTANDING:** This includes those strategies the teacher will utilize to determine if students possess the essential information desires. Checking for understanding may include: Sampling – asking designated students questions concerning the lesson; Choral Responses – Asking questions of the entire class and allowing all to respond; Random Sampling – Asking students at random to respond to questions.

4. **GUIDED PRACTICE:** This includes those strategies the teacher will use to insure that students practice the desired behavior while the teacher is readily available to assist.

5. **CLOSURE:** Closure may take place at the conclusion of all instructional activities designed to teach the objective(s) or at the end of any class period. Closure could include such techniques as summarizing the main points or explaining how the learning ties into past or future instruction.

E. **INDEPENDENT PRACTICE:**
Independent practice includes those activities used to provide the student with the opportunity to practice a new learning. This practice is done independently and is utilized only after the teacher is comfortable with the student’s level of understanding. Homework is an example of independent practice.
READ 3352 Verification of Understanding

The following points are part of the syllabus. The bulleted list below forms key points that the student must understand about READ 3352.

- **Participation** is based on blackboard discussion, punctuality, class activities, and class discussion. A participation grade is part of the grading for this class.

- **An End of Course Exam** will be opened for students June 25, 2012. Students will have two (2) opportunities to take the test. This test must be passed with a grade of 80% in order for the student to receive credit for the course.

- **Cell phone / Electronics**: Cell phones, text messaging, and checking your cell phone, email, and text messages or any other form of social networking which do not support course instruction during class are all **strictly prohibited**. Come to class prepared to focus on class. Violations may result in being asked to withdraw from the course and / or failure of course. If there is a potential rising emergency, then prior notification of such possibility must be made known to me **before** the start of class and phone set on vibrate.

I affirm that I have read this syllabus and understand all class policies and assignments.

____________________________________________________
Print Name

____________________________________________________
Signature          Date