

COURSE AND SYLLABUS FORM

Syllabus Cover Sheet

Course Discipline Code & No: EDU 101 Title: Assisting in Reading & Writing Instruction Effective Term Fall 2004

Division Code: MNB Department Code: BEHD Org #: _____

Don't publish: ☐ College Catalog ☐ Time Schedule ☐ Web Page

Reason for Submission. Check all that apply.

- ☒ New course approval
☐ Five-year syllabus review (Attach assessment results.)
☐ Major change
☐ Minor change (Corrections, editing, clarification)
☐ Reactivation of inactive course
☐ Inactivation (Submit this page only.)

Change information:

Minor changes

- ☐ Course discipline code & number (was _____)
 (when changing course number, select "inactivation" to
 discontinue the old course.)
☐ Course title (was _____)
☐ Course description
☐ Course objectives (minor changes)

For major changes, consultation with all departments affected by this course is required. Attach "course use in programs" report from Curriculum Database for Faculty.

Major changes (reviewed by Curriculum Committee.)

- ☐ Credit hours (credits were: _____)
☐ Total Contact Hours (total contact hours were: _____)
☐ Distribution of contact hours (contact hours were:
 lecture: _____ lab _____ clinical _____ other _____)
☐ Pre or co-requisites
☐ Distance Learning section approval
☐ General Education Distribution Course: Add ☐ Remove ☐
☐ Honors section approval
☐ Change in Grading Method
☐ Objectives
☐ Other _____

Rationale for course or course change

1. Assessment-based:

2. Non-assessment-based: This course is part of the Paraprofessional Portfolio Preparation certificate program, and will assist students in preparing the reading and writing sections of the portfolio, using Michigan Department of Education guidelines. Students also prepare for assessment of these sections by school district personnel.

Approvals Department and divisional signatures indicate that all departments affected by the course have been consulted.

Department Review by Chairperson ☐ New resources needed ☐ All relevant departments consulted

Print: _____ Signature _____ Date: _____
 Faculty/Preparer
 Print: STARKE Burke Signature Starke Burke Date: 4/29/04
 Department Chair

Division Review by Dean

☒ Request for conditional approval

Recommendation ☒ Yes ☐ No M. Showaf 4/29/04
 Dean's/Administrator's Signature Date

Curriculum Committee Review

Recommendation _____
☐ Tabled ☐ Yes ☐ No _____
 Curriculum Committee Chair's Signature Date

Vice President of Instruction Approval

Approval ☒ Yes ☐ No Prager M. Palay 4/30/04
 Vice President's Signature Date

Do not write in shaded area.

ACS Code _____ Entered in: Banner 4/30 C&A Database 4/30 Log File 4/30
 Approved for General Education Area/Group _____ Syllabus Date 4/30/04 Basic skills table updated ☒
 Contact fee ☐

MAY 05 2004

COURSE AND SYLLABUS FORM

Course Discipline & No.: EDU 101 Title: Assisting in Reading & Writing Instruction

Credit hours: <u>3</u> If variable credit, give range: <u> </u> to <u> </u> credits	Instructor contact hours per semester: Lecture: <u>45</u> Lab: <u> </u> Clinical: <u> </u> Practicum: <u> </u> Other: <u> </u> Total contact hours: <u>45</u>	Class capacity: <u>30</u> Standard capacity is 30 students unless otherwise specified in the Master Agreement.	Grading options: ☐ P/NP (limited to clinical & practica) ☐ S/U (for courses numbered below 100) ☒ Letter grades																							
Prerequisites. Select one: ☐ College-level Reading & Writing ☒ Reduced Reading/Writing Scores COMPASS Reading <u>=70</u> COMPASS Writing <u>=81</u> ☐ No Basic Skills Prerequisite (College-level Reading and Writing is <u>not</u> required.) In addition to Basic Skills in Reading/Writing: Level I (enforced in Banner) <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Course/Test</th> <th style="text-align: center;">Grade/Score</th> <th style="text-align: center;">Concurrent Enrollment</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><u>EDU 100</u></td> <td style="text-align: center;"><u> </u></td> <td style="text-align: center;">☒</td> </tr> <tr> <td>☐ and ☐ or <u> </u></td> <td style="text-align: center;"><u> </u></td> <td style="text-align: center;">☐</td> </tr> <tr> <td>☐ and ☐ or <u> </u></td> <td style="text-align: center;"><u> </u></td> <td style="text-align: center;">☐</td> </tr> <tr> <td>☐ and ☐ or <u> </u></td> <td style="text-align: center;"><u> </u></td> <td style="text-align: center;">☐</td> </tr> </tbody> </table> Level II (enforced by instructor on first day of class) <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Course</th> <th style="text-align: center;">Grade/Score</th> </tr> </thead> <tbody> <tr> <td>☐ and ☐ or <u> </u></td> <td style="text-align: center;"><u> </u></td> </tr> <tr> <td>☐ and ☐ or <u> </u></td> <td style="text-align: center;"><u> </u></td> </tr> <tr> <td>☐ and ☐ or <u> </u></td> <td style="text-align: center;"><u> </u></td> </tr> </tbody> </table> Corequisites (<u>must</u> be enrolled in this class also during the same semester): <u> </u> <u> </u>				Course/Test	Grade/Score	Concurrent Enrollment	<u>EDU 100</u>	<u> </u>	☒	☐ and ☐ or <u> </u>	<u> </u>	☐	☐ and ☐ or <u> </u>	<u> </u>	☐	☐ and ☐ or <u> </u>	<u> </u>	☐	Course	Grade/Score	☐ and ☐ or <u> </u>	<u> </u>	☐ and ☐ or <u> </u>	<u> </u>	☐ and ☐ or <u> </u>	<u> </u>
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Enrollment restrictions (In addition to prerequisites, if applicable.) ☐ and ☐ or ☐ Instructor consent required ☐ and ☐ or ☐ Admission to program required Program <u> </u> ☐ and ☐ or ☐ Other (please specify): <u> </u>		Please send syllabus for transfer evaluation to: ☐ EMU ☐ UM ☐ <u> </u> ☐ <u> </u> ☐ <u> </u> ☐ <u> </u>																								
Course Options General Education Group I (Select one area) ☐ Writing ☐ Nat. Sci. ☐ Speech ☐ Soc./Behav/ Sci. ☐ Math ☐ Arts/Hum. Courses must meet all criteria. ☐ 1. Is a standard introductory course in the discipline ☐ 2. Has a verified transfer acceptance ☐ 3. Meets the critical thinking requirement ☐ 4. Assesses academic achievement ☐ 5. Covers minimum knowledge/skills		Honors section. Not all criteria are required. Check relevant items. ☐ 1. Emphasis on primary source materials ☐ 2. Emphasis on independent study/research ☐ 3. Greater rigor of course materials ☐ 4. Interdisciplinary approach ☐ 5. Development of critical thinking skills ☐ 6. Additional course objectives ☐ 7. Additional instructional methods ☐ 8. Satisfaction of the service component																								
List all new resources needed for course, including library materials. <u> </u> <u> </u> <u> </u>																										

COURSE AND SYLLABUS FORM

Syllabus

Course discipline code & number EDU 101	Course title Assisting in Reading & Writing Instruction	Credit hours 3
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Course description Brief statement of the purpose and content of the course	This course prepares students to complete the reading and writing instruction sections of the Paraprofessional Portfolio. Students will read and summarize selected professional literature about reading and writing instruction. They will then prepare for classroom observation and dialog with a colleague assessments concerning the content of the selected articles, and their application to the classroom.	
Course outcomes List brief statements that indicate what students will know and be able to accomplish as a result of taking the course. Indicate how these outcomes will be assessed for NCA assessment of student achievement.	<u>Outcomes</u> 1. Complete Professional Reading Records for reading instruction literature. 2. Complete Professional Reading Records for writing instruction literature. 3. Complete preparation for classroom observation of application of content (from articles that have been recorded in the Professional Reading Records). 4. Complete preparation for dialog with colleagues of application of content (from articles that have been recorded on Professional Reading Records).	<u>Assessment Method</u> Review of professional reading and writing sections by school district personnel using MDE guidelines. Review of classroom observation and colleague dialog performances by school district personnel using MDE guidelines.
Content outline List in sequence the instructional units/modules/clusters of related topics that will be taught, and indicate the major instructional objectives for each unit. Indicate methods that will be used in each unit to evaluate student work for grading.	<u>Unit and Unit Objectives</u> Unit 1 Reading Records - Reading Instructor 1. Summarize the contents of selected articles, including main theme and supporting details. 2. Determine the implications of the content for instructional support. Unit 2 Reading Records - Writing Instruction 1. Summarize the content of selected articles, including main theme and supporting details. 2. Determine the implications of the content for instructional support. Unit 3 Classroom Observation Assessment 1. Explain the classroom observation assessment process. 2. Prepare a classroom observation performance.	<u>Evaluation Method</u> Completed Professional Reading Records for reading. Completed Professional Reading Records for reading. Model a classroom observation performance.

COURSE AND SYLLABUS FORM

WASHTENAW COMMUNITY COLLEGE

	Unit 4 Dialog Assessment 1. Explain the dialog with a colleague assessment process. 2. Prepare a dialog with a colleague performance.	Model (role play) a dialog with a colleague performance.
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COURSE AND SYLLABUS FORM

Student Materials

List examples of types		Estimated costs.
Texts	Guidelines for the Michigan Paraprofessional Portfolio Assessment, MDE: Lansing. 2004. (same text as used in EDU 100.)	\$ 5.00
Supplemental reading		
Supplies	Coursepack of articles and approved forms.	\$10.00
Uniforms		
Equipment		
Tools		
Software		

Equipment/Facilities: Check all that apply. (All classrooms have overhead projectors and permanent screens.)

Check level only if the specified equipment is needed for all sections of a course.

- ☒ Level I classroom
Permanent screen & overhead projector
- ☐ Level II classroom
Level I equipment plus TV/VCR
- ☐ Level III classroom
Level II equipment plus data projector, computer, faculty workstation

- ☐ Off-Campus Sites
- ☐ Testing Center
- ☐ Computer workstations/lab
- ☐ ITV
- ☐ TV/VCR
- ☐ Data projector/computer
- ☐ Other _____