Updated 01/04/2026

McLENNAN COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTRODUCTION TO THE TEACHING PROFESSION

EDUC_1301_B001

DR. KAYLA WILLIS

NOTE: This is a 16-week <u>blended</u> course.
We will meet Mondays from 9:35-10:55 AM in CSC E256.
You will also have online lectures and activities to complete.

You are required to complete 16 hours of observation in a PK-12 school setting to earn credit for this course. Failure to complete observations will result in a failing grade in the class (per state requirements).

Course Description:

EDUC 1301 Introduction to the Teaching Profession is an enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields. The course provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. Course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and the course must include a minimum of 16 contact hours of field experience in P-12 classrooms. Semester Hours 3 (3 lec/lab).

Prerequisites and/or Corequisites:

No Prerequisites Required

Course Notes and Instructor Recommendations:

This course will provide foundational and occupational insight into the field of education, especially related to meeting the diverse needs of stakeholders within education. Students will be provided opportunities to observe teaching in action with the mandated 16 hours of observation/laboratory experience, case studies, and supplemental assignments. Students will gain an understanding of the various groups that compose a school culture and climate among a multitude of distinct populations (culturally diverse, learning diverse, and socioeconomically diverse). Students will also reflect on the professional nature of an educational occupation, their own motivations for choosing the teaching profession, and their philosophy of education. **Please note that failure to complete all 16 hours of observation/documentation at a PK-12 school will result in an automatic "F" for the course grade. Observation hours (16 hours) are required for credit (per state guidelines).**

Please check your MCC student email and Brightspace daily. I will use these methods to communicate with you often. Please sign up for MyAlert (information can be found on

MCC homepage). The College uses this system to communicate important information to students.

I am here to help you succeed. Please use me as a resource. If you need help, don't understand something, or just need to talk, I'm here for you.

Instructor Information:

Instructor Name: Kayla Willis, EdD
MCC Email: kmwillis@mclennan.edu
Office Phone Number: 254-299-8788
Cell Phone: 254-826-6101 (When using this form of communication, text messages are preferred. Note that I will not respond after 9:00 PM or before 7:00 AM)
Zoom ID: 254 299 0000
Office Location: CSC D39 (in the Child Development Center lobby area)

Drop In Office/Teacher Conference Hours:

These times are set aside for ***you***. This is a great time to get help and support! Come to my office in CSC D39 or via Zoom.

Mondays:
8:15-9:15 AM (CSC D39)
11:00 AM-12:00 PM (CSC D39)

Tuesdays:
8:15-10:15 AM (CSC D39)

Wednesdays:
By Appointment

Thursdays:
10:00-11:00 AM (Zoom)

Fridays:
By Appointment

****Other days/times available by appointment. We can meet in-person or via Zoom.**

Contacting Me:

The **best** way to reach me is by using your **MCC student email address to email me** (**kmwillis@mclennan.edu**) *or* by messaging me on the cell phone number listed above (**254-826-6101**). Emailing me from your MCC student email address ensures that your email doesn't go to the spam filter or junk email box. On Mondays through Fridays, I typically return any received messages within 24 hours. I reserve evenings and weekends for my family, and do not always check email on Saturday or Sunday. If you email me over the weekend or on a day when the college is closed, you ***may*** not receive a response until Monday or the next business day that the college is open. Please do not wait until hours before an assignment is due to email questions about it. I may not be able to respond quickly enough to answer your question before the deadline. Please note that if you call one of the phone numbers provided above and do not leave a voice message, I will not return the call. You must leave a clear message to receive a call back.

I am here for you! Don't hesitate to let me know how I can help you be successful!

Required Text & Materials:

Title: *Becoming a Teacher (11th Edition)*
Author: Forrest W. Parkay
Edition: 11th Edition
Publisher: Pearson
ISBN: 9780137527441
Note that you do not need to purchase this book. It is included with the course fees. Look for an email from Brytewave for instructions on how to access the book.

MCC Bookstore Website: http://www.mclennan.edu/bookstore/

Methods of Teaching and Learning:

- In class lessons/activities
- Online lessons
- Reading assignments
- Reading textbook chapters

- Small and large group collaboration
- Online discussion
- PK-12 Observation Hours
- Lab Journals
- Review of relevant research
- Individual research
- Reflection activities
- Projects
- Presentations
- Use of digital media

You will be expected to complete the weekly reading, attend the weekly class session, view and complete any online activities, participate in weekly activities in class and on Brightspace (discussions, reflections, lab journals, and other activities as assigned), complete a research project and presentation, complete 16 hours of observation in a PK-12 educational environment, maintain regular participation, and complete all acivities as assigned.

Course Objectives and/or Competencies:

By the end of this course, you will:

1. Identify current issues influencing the field of education and teacher professional development.
2. Analyze the culture of schooling and classrooms from the perspectives of language, gender, socioeconomic, ethnic, and disability-based academic diversity and equity.
3. Provide examples from classroom observations and course activities that demonstrate understanding of educational pedagogy and professional responsibilities of teachers.
4. Evaluate personal motivations, educational philosophies, and factors related to educational career decision making.
5. Recognize the various multiple intelligences/learning styles in order to be able to implement instructional practices that meet the needs of all students.
6. Explain the professional characteristics of an educator working with children with exceptionalities.
7. Discuss ethical and legal issues facing educators.

8. Identify current trends and issues in special education with application.
9. Complete 16 hours of field observations/laboratory experiences specific to EC-12 with various and diverse populations.

Course Outline or Schedule:

The following is a **tentative** schedule for the semester. **Circumstances may cause the schedule to change.** If changes are necessary, they will be announced in Brightspace and/or through the MCC email system. Please make sure you are completing **all** assignments and activities in Brightspace.

Dates & Module	Due Date(s)	Chapter & Class Topic	Activities to Complete by the Due Date (see the checklist in each module for more information)
1/12-1/18 Module 1	1/18 at 11:59 PM	Welcome & Introduction to the Course and Expectations	• Come to Class on Monday. • Complete Discussion 1. • Review the list of schools for observation. • Review expectations for the Teaching Strategy Research Presentation. • Submit the Student Conduct Agreement. • Complete Module 1.
1/19-1/25 Module 2	1/25 at 11:59 PM	Chapter 1: Teaching: Your Chosen Profession	• Read Chapter 1. • No class on Monday: MLK Holiday/Campus is closed. • Set up observation hours & submit documentation in the A Plan for Lab Hours… assignment/begin observing. • Choose a teaching strategy to research and begin research on that strategy. Submit strategy in the appropriate assignment area. • Complete "Why I Want to Be a Teacher Reflection." • Complete Module 2.
1/26-2/1 Module 3	2/1 at 11:59 PM	Chapter 2: Today's Teachers	• Read Chapter 2. • Come to Class on Monday. • Complete the Qualities of a Good Teacher Activity. • Complete Module 3

Dates & Module	Due Date(s)	Chapter & Class Topic	Activities to Complete by the Due Date (see the checklist in each module for more information)
2/2-2/8 Module 4	2/8 at 11:59 PM	Chapter 3: Today's Schools	• Read Chapter 3. • Come to Class on Monday. • Complete Lab Journal 1 • Complete Module 4.
2/9-2/15 Module 5	2/15 at 11:59 PM	Chapter 8: Today's Students	• Read Chapter 8. • Come to Class on Monday. • Complete the Interview a Teacher assignment • Complete Module 5.
2/16-2/22 Module 6	2/22 at 11:59 PM	Chapter 9: Addressing Learners' Individual Needs	• Read Chapter 9. • Come to Class on Monday. • Submit the Professional Development List. • Complete Module 6.
2/23-3/1 Module 7	3/1 at 11:59 PM	Chapter 10: Creating a Community of Learners	• Read Chapter 10. • Come to Class on Monday. • Submit the Issues in Education List. • Submit Lab Journal 2. • Complete Module 7
3/2-3/8 Module 8	3/8 at 11:59 PM	Chapter 11: Curriculum, Standards, Assessment, and Student Learning	• Read Chapter 11. • Come to Class on Monday. • Submit the Article Review assignment. • Complete Module 8
SPRING BREAK!			
3/16-3/22 Module 9	3/22 at 11:59 PM	Chapter 12: Integrating Technology into Teaching	• Read Chapter 12. • Come to Class on Monday. • Submit the Data Discovery Activity. • Complete Module 9.

Dates & Module	Due Date(s)	Chapter & Class Topic	Activities to Complete by the Due Date (see the checklist in each module for more information)
3/23-3/29 Module 10	3/29 at 11:59 PM	Chapter 4: Philosophical Foundations of U.S. Education	• Read Chapter 4. • Come to Class on Monday. • Submit the Sample Lesson Plan. • Submit Lab Journal 3. • Complete Module 10.
3/30-4/5 Module 11	4/5 at 11:59 PM	Chapter 5: Historical Foundations of U.S. Education	• Read Chapter 5. • **Optional Class on Monday**. View one PD video in preparation for the Professional Development Review Activity. • Complete the Professional Development Review Activity. • Finalize your Research Project Presentation. • Complete Module 11.
4/6-4/12 Module 12	4/12 at 11:59 PM	Chapter 6: Governance and Finance	• Read Chapter 6. • Come to Class on Monday. • Submit Teaching Strategy Research Project Presentation. • Present projects during class. • Complete Module 12.
4/13-4/19 Module 13	4/19 at 11:59 PM	Chapter 7: Ethical and Legal Issues	• Read Chapter 7. • Come to Class on Monday. • Complete Module 13
4/20-4/26 Module 14	4/26 at 11:59 PM	Chapter 13: Becoming a Professional Teacher	• Read Chapter 13. • Come to class on Monday. • Complete Lab Journal 4. • Send Thank You Email or Note to School for allowing observation and submit screenshots or pictures of notes in the assignment. • Complete Module 14

Dates & Module	Due Date(s)	Chapter & Class Topic	Activities to Complete by the Due Date (see the checklist in each module for more information)
4/27-5/3 Module 15	5/3 at 11:59 PM	Final Reflections, What's Next, and Final Exam	• Come to Class on Monday. • Complete the Final Reflection. • Complete Module 15.
5/4-5/5 Module 16	5/5 at 11:59 PM	Final Exam (Teaching Philosophy)	• No In Person Class. • Submit your final Teaching Philosophy (this is our Final Exam) by 5/5 at 11:59 PM.

Note: Weekly modules will run from Monday (at 12:01 AM) until Sunday (at 11:59 PM). All assignments, activities, discussions, journals, quizzes, etc. are due by Sunday night at 11:59 PM, except for your **Final Exam (Teaching Philosophy), which is due May 5**. All work will be submitted through Brightspace (see supported file types here).

Other Important Dates:

- January 19: MLK Day Holiday (College is closed).
- January 28: Drop for non-attendance/non-participation. If you have not **submitted** assignments by this date at 10:00 AM, you will be dropped from the course.
- March 9-13: Spring Break (College is closed).
- March 26: Last Day for a Student-Initiated Withdrawal from class.
- April 3: Spring Holiday (College is closed).
- May 1: Last Day to Submit any Late Work.
- May 5: Final Exam (Teaching Philosophy) due.

****Note, if you have not submitted any activities/assignments in the course by January 28 at 10:00 AM, you will be dropped from the course that day. Logging into the course is not enough. You must have submitted assignments, otherwise you will be dropped for non-attendance.****

Course Grading Information:

Assignment Category	Percentage of Total Grade
Teaching Portfolio (Weekly Assignments)	30%
Lab Journals/Observation Hours	30%
Teaching Strategy Research Project/ Presentation	25%
Teaching Philosophy (Final Exam)	15%

Grading Scale:

Letter Grade	A	B	C	D	F
Total Average	90-100	80-89	70-79	60-69	59 or below

Please note that the grade you receive is the grade you earned. All work in this course should be **your own**. Cheating and academic dishonesty are taken seriously. **This includes copying a response directly from an AI tool.** The first offense will result in a failing grade on the assignment and a discipline referral. The second offense will result in a failing grade for the course and another discipline referral.

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster **prior** to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

I will keep track of in-class attendance through a sign in sheet. Please make sure you sign in during each class period. For the online portion of this blended class, I will also keep attendance using assignments submitted by the due date. Please make sure you submit assignments by the due date (unless otherwise approved by me). If you submit all assignments for the week by the due date, you will be counted "Present" for the week

for the online portion of this blended class. If you are missing one or more assignments for that week, you will be counted, "Absent" unless you have communicated with me ahead of time.

Once you have accumulated 8 absences *or* missed assignments (total of the two combined), you will be withdrawn from the course for attendance purposes. **If you wish to drop/withdraw from this course, please let me know as soon as possible.**

Please note that if you have not completed assigned work before the census date, I will be required to drop you from the course on the census date. This impacts financial aid and refunds. If you choose to withdraw from the course *after* the census date, please reach out to me and let me know. You have until the 60% day (date where 60% of the semester is completed) to request to be withdrawn from the course. Withdrawals will be marked on your transcript as a "W." Please note Texas has a withdrawal limit of 6 courses. Please view the MCC Attendance policy below for more information.

Click Here for the MCC Attendance/Absences Policy
(https://www.mclennan.edu/highlander-guide/policies.html)
Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

****Note, if you have not completed any activities/assignments in the course by January 28 at 10:00 AM, you will be dropped from the course that day. Logging into the course is not enough. You must have submitted assignments, otherwise you will be dropped for non-attendance.****

Late Work and Make Up Work Policies:
I know that life happens, and for that reason, I **do** accept late work. Please note that you ***may*** lose points on an assignment if it is turned in late (unless you have communicated with me and let me know ahead of time that you need an extension and

I have approved that extension or if you have some sort of emergency/other important life happening and communicate that information to me). You can expect to lose **one point for each day the assignment is late**.

Communication is very important! If you are experiencing extenuating circumstances, please reach out to me so we can develop a plan for you to be successful. I'm here to help you and I want you to succeed! Always feel free to reach out to me via text message (**254-826-6101**), phone (**254-299-8788**), or email (**kmwillis@mclennan.edu**).

Student Behavioral Expectations or Conduct Policy:

It is very important that you complete your assignments on time and thoroughly. All responses and reflections should be respectful and should appropriately address the topic of the prompt/activity. Please pay attention to normal conventions of writing (use capitalization, punctuation, and correct spelling) so your thoughts are clear to me (the professor) and other students.

In both the face-to-face and online environments, all students are expected to maintain classroom decorum that includes: (a) respect for other students and the instructor, (b) prompt and regular attendance, and (c) an attitude that seeks to take full advantage of the educational opportunity.

While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive or derogatory comments or hostile behaviors (verbal or otherwise). This class is a safe space to share ideas and opinions. Please be respectful of those who may have an opinion that is different from your own. I (as the instructor) reserve the right to act to protect the decorum of the learning environment and the image of MCC.

If you are using Zoom to meet with me, other students, or other professors, please ensure that you are dressed appropriately and are in a location where you can focus on your responsibilities as a student. Example: It is not appropriate to attend a Zoom meeting while lying in bed and/or half dressed. Please be respectful of others and mute

yourself if background noise will be a problem. If you've read this far, send me an email and include the code word sprinkles. You'll earn extra credit just for doing this.

Ethics:

Cheating will not be tolerated. Any student found cheating will be subject to grade reduction, discipline referrals, receiving a zero on assignments that involve cheating/plagiarism, and/or dismissal from the course.

Examples of cheating include but are not limited to:

- Copying the work of another student.
- Seeking excused absences/tardiness under false pretenses.
- Plagiarism (claiming the work of another as your own).
- Submitting work generated by AI as your own work.

This course will teach you to think critically. Critical thinking is one of the top work skills in the *Future of Job* reports. Please maintain your integrity and do your own work. There is no reason to cheat in this class (or in any other class). Remember, I'm here to help you and we have many resources available to help if you are struggling with the course content.

06/24/2025

MCLENNAN COMMUNITY COLLEGE

ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact Accommodations (Disability Services) as soon as possible to begin the steps for requesting accommodations. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by Accommodations (Disability Services). For additional information, please visit www.mclennan.edu/disability

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu (254)299-8122
Room 319, Student Services

Title IX:

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. We care about your safety and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report a Title IX incident are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email titleix@mclennan.edu for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email titleix@mclennan.edu to submit a report.

Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student may report sexual harassment anonymously by visiting https://www.lighthouse-services.com

Visit McLennan's Title IX webpage at https://www.mclennan.edu/titleix/ to learn more about Title IX protections, reporting, and resources.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://calendly.com/paulannespantry-mcc/15min.

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (https://www.mclennan.edu/academic-support-and-tutoring/)

Success Coaching Services is here for you.

We know life can be overwhelming sometimes—and that challenges outside the classroom can impact your success inside it. That's why our Success Coaches provide personalized support to help you navigate it all.

Success Coaching is available to every MCC student, no matter where you're starting from. Whether you're looking for direction, need quick advice, or just want someone to talk to, our coaches are here to listen, celebrate your strengths, and help you move forward with confidence. At Success Coaching Services, your voice is heard, your goals matter, and your future is our focus.

To learn more or schedule an appointment, visit www.mclennan.edu/successcoaching, call 254-299-8226, or email success@mclennan.edu.

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing crew@mclennan.edu.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing counseling@mclennan.edu.

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html

MCC Academic Integrity Statement:

Please view our Academic Integrity statement for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:
For online and blended/hybrid courses, students must have access to a reliable computer and internet. For more information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system go to: https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/requirements.html

Minimum Technical Skills:
Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:
In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:
McLennan Community College would like to remind you of the policy (http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:
Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication

method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- Email Setup for iPhones and iPads
- Email Setup for Androids

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to MCC's Tech Support or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.