

Effective Substitute Teaching

EDUC 1501 40

11/SP

Credits: 2-3

Instructor

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Catalog Description: The objectives of this course are to: understand professional ethics and responsibilities; expand awareness of classroom management techniques; increase knowledge of effective teaching behaviors; and develop a teaching resource file. Not applicable toward EWC graduation requirements. May be applied toward electives. This course is offered for S/U grade only. Prerequisite: Concurrent enrollment in EDUC 2005 or documented DFS Pre-screen or criminal background check within previous 24 months. Contact hours vary depending on credit hours. 2 credits = 25 hours lecture, 20 hours classroom observation. 3 credits = 25 hours lecture, 30 hours classroom observation.

Rationale: This course is a community service offering to allow students to apply for a Substitute Teaching Permit in Wyoming.

Resources: Text: [Substitute Teacher Handbook](#), Utah State University ISBN 978-0-9821657-8-2

Course Objectives

The objectives of this course are:

- Each student will become familiar with the text, useful icons used throughout, and content reading techniques using the treasure hunt, other opening exercises and reading assignments;
- Each student will be able to articulate four principals of human behavior and through scenario interaction describe how they might apply five skills for effective behavior management. They will further be able to list non-coercive strategies and apply them to written scenarios.;
- Each student will be able to describe effective teaching strategies and determine through written scenarios when to use them appropriately;
- Each student will examine positive aspects of attitude and conduct of substitute teachers and predict outcomes for each based on written scenarios;
- Each student will be able to explain key terms in Special education as they might apply to a substitute teacher and identify specific strategies for SPED students and classrooms;
- Each student will compile information about policies and procedures in schools in their community to be verified in written scenarios presented to them;

- Each student will construct a sub pack for use in their substitute teacher. They will further choose activities that work best for different student levels as described in written scenarios;
- Each student will complete the application for a Substitute Teacher permit with the Professional Teaching Standards Board in Wyoming.

Course Outline & Final Due Dates (Tentative)

Time	Assignment
Unit 1: Getting to Know You Objective: Each student will become familiar with the text, useful icons used throughout, and content reading techniques using the treasure hunt, other opening exercises and reading assignments (2) Week 1	Read: About the Instructor Discussion: Acquaint the class with who you are. Assignments: A one-page essay. Why I Want To Be a Substitute Teacher, and Textbook Treasure Hunt. This will acquaint you with the Sub Handbook we are using as a text. Do Assigned Scenarios
Unit 2: Classroom Management (5) Week 2-3	Read: "Relationships" You will find a copy on my website. Answer posts and discussions around relationships. Read Chapter 1, Classroom Management Answer posts and discussions around Classroom Management Do Assigned Scenarios
Unit 3: Teaching Strategies, Skills and Suggestions (3) Week 4-5	Read Chapter 2. Teaching Strategies, Skills and Suggestions. Answer posts and discussions around Teaching Strategies Begin Sub Pack Discussions and searches. Do Assigned Scenarios
Unit 4: The Professional Substitute Teacher (3) Week 6-7	Read Chapter 3 The Professional Substitute. Answer posts and discussions around the Professional Substitute Do Assigned Scenarios Sub Pack Search
Unit 5: Special Education (3) Week 8-9	Read Chapter 4 Special Education Answer posts and discussions around Special Education Continue Sub Pack Search Do assigned Scenarios
Unit 6: Other Things You Should Know (3) Week 10-11	Read Chapter 5 Other Things You Should Know Answer posts and discussions Do assigned Scenarios
Unit 7: Fill In activities and Your Sub Pack (3) Week 12-13	Read Chapter 6, Fill In Activities Answer posts and discussions. Finalize Sub Pack Do assigned Scenarios
Unit 8: Applying for Certification (3) Week 14-15	Download the certification form from PTSB Arrange to take the Constitution tests if needed. Your resume and application.

Course Expectations: Complete Course graded work with a 90% average. Complete all Observation requirements for certification. (10 hours at each level, Elementary, Middle and High School for 3 credits; 10 hours at two levels for 2 credits)

GENERAL EDUCATION REQUIREMENTS

- **Communication Skills:** Graduates will be able to understand and communicate ideas and information in written and spoken English that reveals a mastery of terminology appropriate to their disciplines.
- **Analytical and Quantitative Reasoning:** Graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.
- **Technology Skills:** Graduates will be able to demonstrate competence using technology appropriate to their disciplines.
- **Social Awareness:** Graduates will be able to demonstrate an awareness of the relationship between the individual and the world.
- **Information Literacy:** Graduates will be able to locate, evaluate, and use information effectively.

ADA ACCOMMODATION STATEMENT

Eastern Wyoming College is committed to providing reasonable accommodations for qualified individuals with disabilities. If a student has a disability and desires a reasonable accommodation for such disability, the student should contact Mrs. Debra Ochsner (532-8238) or Mr. Tom McDowell (532-8330) as soon as possible so that arrangements may be made.

DISCLAIMER STATEMENT

Information contained in this syllabus is, to the best knowledge of the instructor, correct and complete when distributed for use at the beginning of the course. However, this syllabus should not be considered a contract between Eastern Wyoming College and the student. The instructor reserves the right, acting within the policies and procedures of EWC, to make changes in course materials and course schedules.