Professional Development
Course Syllabus

Course Number: EDPD 5361 (Sec.04)  Sponsor ID: 59334
Course Title: Increasing Teacher Professionalism
Course Prerequisites: Degree

Students must register online by June 11, 2010. www.nnu.edu/cereg

Instructor: Dr. Martin Seidenfeld  Continuing Education Credit(s): 2
Total Cost for Credit: $236 Member Fee or $289 Non-Member Fee

NOTE: Continuing Education courses are designed for professional development and do not normally count toward an academic degree.

1. Educational Goals for the Course:
   - This course examines the essential rules teachers must follow to maximize their professionalism in the classrooms.

2. Instructional Learning Objectives – Educators will:
   (What will participants learn and put into practice as a result of completing this process?)
   - Explore what it means to be a professional.
   - Gain an understanding of the mentoring process.
   - Understand the impact of physical appearance of a classroom teacher.
   - Learn communication strategies for working with parents and students.
   - Explore time management analysis and planning.
   - Learn strategies for balancing professional and personal life.

3. Course Requirements – Educators will:
   - Complete all reading and assignments as outlined on attached curriculum guide.
   - Submit all course work to Dr. Marty Seidenfeld at hrcmarty@msn.com

4. Dates, Times and Location of Proposed Course:
   (1 Semester Credit Equals 15 Professor Contact Hours plus an additional 30 Hours outside Work)
   Home study course. 30 contact hours plus 60 hours of outside course work to be completed between May 17 and August 15, 2010 to meet the requirements for a two-credit course.

5. Due Date for Completion of Course Requirements: August 15, 2010

6. Learning Resources and Required Text:

7. Evaluation Procedure: Pass/Fail
Welcome to *Increasing Teacher Professionalism*!

I hope that this course will make a significant contribution to your ongoing development as a classroom teacher. I also hope you will find it enjoyable. Accompanying this memo is a class syllabus. It contains complete assignments and describes what is expected of you. Here are a few things to keep in mind as you go through the course. All of the reading assignments refer to the textbook, *The Ten Commandments of Professionalism for Teachers*, by Vickie Gill, Corwin Press, 2005, ISBN 1-4129-0419-6. The book may be ordered through Corwin Press at 800-818-7243 or CorwinPress.com.

1. The paper lengths indicated for each assignment are minimal lengths; you may write a somewhat longer paper if you wish. **Each assignment sent in should be clearly marked on top with your name and the number of the assignment.**
2. Required paper lengths are described in numbers of words. By using your computer’s word-count tool you’ll be able to know just how complete your assignment is. **Incomplete assignments will not be accepted.**
3. Papers can be sent to me most conveniently through E-mail. The very easiest way, if your computer allows it, is to include the paper in the actual body of the E-mail. If this is not feasible, send the assignment as an attachment. Because computers are not all built to the same standards, some attached documents are hard to open.
4. A viable alternative is to fax your paper to me. A fax has the advantage of retaining your actual page layout—which E-mail does not always do. While this may involve the cost of a telephone call (if you live at a toll-charge distance from Boise) it is a sure, quick, safe way to get your assignments in.
5. Don’t ignore snail-mail! If you like to see what your work looks like on paper, this should certainly be considered. Snail mail (U.S. Post Office mail) is slower and usually costs more.
6. I will do my best to provide acknowledgement of your work, with some feedback, within one week of their receipt. From time to time I will be unavailable for a while. On those occasions I will try to let you know of my absence in advance.
7. If you have questions or just would like to discuss something with me, please feel free to contact me directly. Email is probably the surest way to reach me. Telephoning is always iffy, since I am often gone from my office. However, I do return phone calls. So if you should call and leave me a call-back message, be sure to tell me when would be a good time to reach you. If possible, instead of just saying “please call me back”, try to leave a substantive message. Hopefully this will eliminate much telephone tag.
8. **DO NOT WAIT UNTIL THE LAST MINUTE!** Please try to pace yourself, e.g. do one or two assignments each week. All work must be completed and sent in before the end of the course, **August 14, 2010. Students failing to send in all of their course work by the due date for completion will not receive credit for this course.** If more than two assignments are sent in at the same time I will not be able to provide complete feedback to you.
9. This course is graded only on a Pass/Fail basis.
10. Enjoy!

*Marty Seidenfeld*
Getting Acquainted. List your complete postal address, your telephone numbers (both home and work), fax number, if available, and email address. Write a brief paragraph about your teaching experience and about the setting in which you teach, i.e. the school you are employed by, grade level, subject matter, number and types of students you see and any other information that will help me to understand your working environment.

Read chapter one. Note that six different answers are given to the question of what it means to be a true professional. Which of these comes closest to your own definition? Write about 200 words explaining your choice. Then, answer question No. 1 on P. 5 in 300 words. Finally, as is suggested in Reflective Question No. 2 on P. 5, ask at least three people not connected directly to education about their definitions of professionalism, describe their responses and indicating how you think those responses relate to teaching (500 words).

Read Chapter two. Do you have a mentor? How did you select him/her? Do you really feel free to discuss your concerns with your mentor, including whatever bloopers you may have made? Incorporate your answer to question No. 2 on P.10 into this paper, which should be of 800 words. Finally, discuss your own thoughts about yourself as a mentor.

Read chapter three. What do you think of the idea that “you never get a second chance to make a first impression”? How much of your teaching success depends on the physical impression you make? Describe the style of dress that you believe is the most appropriate and the most beneficial for your effectiveness as a teacher in your current position. Describe one teacher whose dress you believe detracts from his/her ability to be effective in the classroom, and one teacher whose dress increases his/her effectiveness in the classroom. This should be an 800 word paper.

Read chapter four. Write a paragraph or two (200 words) expressing your thoughts about the author’s assertion, on P. 18, that overcoming the need to be liked by students is probably the single biggest hurdle a new teacher must overcome. Then, in 200 words, explain how you feel about Freud’s comments about displaying power, quoted on P. 19? Finally, consider (in a 500-word paper) the issues raised in Reflective Question No. 2 on P. 23.

Read chapter five. How important is it for you to have some contact with the parents of your students? Do you enjoy having such contact or dread it? Why? Following the author’s suggestion about E-mailing parents after the first week of school, draft the opening lines of such an Email. Do you think you will actually use this communication device? Why or why not? This should be a 500 word paper.

Read chapter six. Think about how you use your time as a teacher. What percentage of your work time is spent in direct, face-to-face time with your students, what percentage is directly student-related (such as grading papers) and what percentage is spent on other school-related activities? Describe what you do in each of these categories and how you feel about it. Then consider the “extras” you are asked to do: how much of you is a complainer, how much a martyr, and how much a Susie, as these terms are used in the textbook? This should be a 500 word paper.

Read chapter seven. The author of your text, on P. 42, says that a professional teacher does not take things personally. Describe a situation in which you failed to keep your emotional distance and became...
personally upset. Then, think about what you might do to maintain a professional distance if such a situation were to arise again. This should be a 400 word paper. Then, in a 300 word paper, respond to reflective question No. 1, on P. 45.

Read chapter eight. How easily do you become angry? How do you show your anger? What kinds of occurrences are most likely to produce your anger? Write a 500 word paper answering these questions and describing at least one incident involving a student, and one incident involving a colleague, parent or administrator, in which you became overtly or internally angry. Then think about, and describe, what it was that “pushed your buttons.”

Read chapter nine. Do you have a “bag of tricks”, as described on P. 55, or a set-piece lecture or learning segment, that you pull out and use over and over again, without changing, year after year? If so, assess how it might be updated and approved. How do you feel about the author’s device of keeping a tally sheet regarding classroom discussions? Consider and respond to Reflective Question No. 1, on P. 59. Then, briefly describe how you try to keep abreast of new developments in your field. Your discussion of these issues should be in the form of a 900 word paper.

Read chapter ten. This chapter focuses on being yourself in the classroom, and balancing your professional teaching concerns with your personal life. How effectively have you brought your own personality into the classroom and how effective is that? How much have you attempted to borrow from others, and with what success? Finally, discuss how well you feel you are balancing the personal and professional aspects of your life. This should be a 750 word paper.

Final assignment. After considering all of the issues covered in this course, think about which ones would seem to present the greatest hurdles for you. Discuss steps you plan on taking, based on what you have learned in this course, to increase your own professionalism. There is no specific word-count requirement for this paper, but please consider these issues as carefully and objectively as you can.