



TEXAS A&M UNIVERSITY
SAN ANTONIO

Course Syllabus

EDCI 1301 — Introduction to Teaching

Section 2 — Tuesdays 4:00 PM – 6:45 PM

Department of Curriculum and Instruction

This document has been reformatted for accessibility, including the use of structured headings, proper tables, descriptive link text, and image alternative text, consistent with the Americans with Disabilities Act (ADA).

Instructor Name Karen L. B. Burgard, Ph.D.	A&M-San Antonio Email kburgard@tamusa.edu
Office Hours and Location PHEB, Room #214G (second floor) Mondays: 3:00 PM – 5:00 PM (in-person and virtual) Tuesdays: 2:00 PM – 3:00 PM (in-person and virtual) And by appointment — both in-person and virtual appointments available	Course Location & Time: Meeting Time: Tuesdays 4:00 PM – 6:45 PM Meeting Location: Classroom #319 <u>(in-person, on-campus for all class sessions)</u>

Required Textbook

- There are no required texts for the course. All readings and articles will be available on Blackboard or in class as assigned by the instructor throughout the semester.

Recommended Course Materials

- Microsoft Office suite for a PC. All work must be submitted either as Word or PDF files; there can be compatibility issues with Mac word processing programs.
- A 3-ring binder for keeping course materials and handouts.
- Regular and reliable access to the internet and the ability to print copies for class.

Course Description

From the Course Catalog

This course is designed as an introduction to the American public education system, the history of education and the foundations of education, the Texas Essential Knowledge and Skills, and Texas teacher certification. Students will develop the skills necessary for analyzing written lesson plans and meaningful student learning objectives based on relevant content and appropriate assessment.

From the Instructor

This course is designed in the constructivist model. I intend to create a learning environment that is relevant to the students and engages them in meaningful dialogue and discussion about teaching and learning. Students enrolled in this course are expected to be active, engaged participants in all activities, dialogue, and learning. Every student learns at a deeper, more meaningful level when every member of the class contributes, and the entire class is engaged. It is imperative that every student's voice is heard and that we build a learning community throughout the semester. Therefore, there is an expressed expectation that all students will come prepared to class by doing the following: 1) actively reading all required readings for the week, 2) engaging in meaningful and purposeful discussions with classmates, and 3) being open to hearing other students' points of view and perspectives and having an open mind when it comes to the marketplace of ideas.

Major Course Components

Course Objectives

Students will:

- reflect on their understanding of themselves as students and as teachers.
- explore and discuss the history of the American public school system and the foundation of education nationally and in Texas.
- explore their opinions on contemporary issues of education.
- gain an understanding of Texas teacher certification and reflect on which types of certification they may want to pursue.
- become aware of the various teacher evaluation systems in Texas.
- develop an awareness of diverse student populations.
- gain an understanding of the content and pedagogical knowledge necessary to obtain certification.

Grading Policies

The instructional methods for this course will include small group discussion, whole group discussion, analysis of course readings, lecture, and hands-on learning activities and experiences. The course is designed to create a meaningful course that empowers all students to develop an understanding of the various facets of the field of education.

The assessments for this course, with their accompanying point value, are as follows:

Assignment	Points
Texas Teacher Certification Project:	
Practice TExES Exam DURING CLASS	25
Practice TExES Exam Reflection	50
Certification Plan	25
Attendance at JagsROAR Event	25
JagsROAR Reflection	50
TEKS Analysis Activity	25
Writing Student Learning Objectives (SLOs)	50
Lesson Planning Quiz	50
Educator Interview & Reflection	100
Completion of Mini-Teach Experience (Junior Achievement)	50
Career Reflection Paper	100
Weekly Formative Assessments of Class Learning	50

Total: 600 Points

Evaluations will be made with numbers. Final course grades of "A" through "F" will be awarded based on the A&M-SA grading policy, as follows:

Letter Grade	Range	Grade Points
A	90 – 100	4.0
B	80 – 89	3.0
C	70 – 79	2.0
D	60 – 69	1.0
F	59 & Below	0.0

- All assignments and assessments in the course are intended to provide both the student and the instructor with a gauge of students' level of understanding of the course content and ideas throughout the semester. Each assessment will build off the previous one to provide a multi-layered understanding of the concepts in the course.
- All work, except for those expressly listed otherwise, will be submitted electronically through the Blackboard site and will be due at 11:59 PM on the day it is due.
- All assignments and assessments will be explained throughout the semester and will have corresponding written explanations and descriptions, and/or grading rubrics, provided in Blackboard.
- There will be both formative and summative assessments in the course.

Grading Scale

Letter Grade	Percentage	Points Range
A	90% or above	540 – 600
B	80% – 89%	480 – 539
C	70% – 79%	420 – 478
D	60% – 69%	360 – 419
F	Below 60%	359 and below

It should be noted that the instructor does not "round up" in terms of overall points for the course. Therefore, an 89.5% is still an 89%, which would actually be a "B" for the course. In order to receive an "A" for the course, a student would need to receive a 90.0% or above.

Course Policies

Attendance

This course is offered as an in-person course. We will meet every week for an on-campus, in-person class to enable students to personally experience several different types of learning activities and learn different pedagogical strategies and techniques to use in their own future classroom.

It is expected that students will be at all class sessions as well as prepared for each class. The instructor will be conducting formative assessments throughout the semester. These assessments will be worth points toward the final grade in the course but, equally as important, are used to gauge students' level of understanding in the course. Therefore, formative assessment points, based on student learning, will be taken every class period. Emergencies or crisis situations that cause a student to miss a class period do, at times, occur. If such an emergency arises, it is the student's responsibility to contact the instructor as soon as possible, alerting them to the situation.

This course is designed to prepare future teachers for the classroom, and a large part of that preparation is being part of the learning community. Daily attendance enables this preparation and community building to happen, and the manner in which students conduct themselves, including attendance, reflects on the teacher candidate and their commitment to the profession.

Late Work Policy

Any papers submitted after the date they are due will be subject to a grade reduction. Late work will be accepted at the discretion of the professor and may not receive full credit.

Assignment Submission in Blackboard

All assessments must be neatly typed. The content of tests and assessments will be evaluated based on the level of higher-order thinking skills demonstrated by the student, according to the criteria for grading included in this syllabus, Blackboard, and the expectations explained in class. All assessments must be submitted through Blackboard unless otherwise specified by the instructor.

- All work, except for those expressly listed otherwise, will be submitted electronically through the Blackboard site and will be due at 11:59 PM on the day it is due.
- All assignments and assessments will be explained throughout the semester and will have corresponding written explanations and descriptions, and/or grading rubrics, provided in Blackboard.
- There will be both formative and summative assessments in the course.

Communication Skills

All students must have adequate writing skills in English to communicate content in a professional and concise manner. Students must be proficient in their written presentations, including strategies for developing ideas, citing scholarly references, writing style, wording, phrasing, and using language conventions. Students must follow APA guidelines, use non-racist and non-sexist language, and include sufficient references and evidence to support their thesis and ideas in their papers and projects.

Recording of Classroom Lectures and Discussions

Recording of class lectures, discussions, and interactions between students and the course instructor, including taking photographs during class, is strictly prohibited and not allowed unless with the expressed written consent of the instructor.

If recording of classroom lectures and discussions is necessary due to a documented disability, the student will need the Office of Disability Support Services to contact the instructor with this information. No recordings will be allowed unless under the direction of the Office of Disability Support Services.

Regarding Readings and Class Discussion Topics

Should a student have a concern with any of the readings or classroom materials used in this course, or the particular weekly topics that will be discussed, they should reach out to the instructor for an explanation of why these materials are disciplinarily legitimate and to discuss strategies for completing the work in a manner that is acceptable to the student and that meets course objectives.

No Use of Generative AI Permitted

Dr. Burgard assumes that all work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person or entity do the writing of any portion of an assignment for them, which includes hiring a person or a company to write assignments and/or using artificial intelligence (AI) tools like ChatGPT. Use of any AI-generated content in this course qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.



EDCI 1301 — Introduction to Teaching

Department of Curriculum and Instruction

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Instructor Information

Instructor Name Karen L. B. Burgard, Ph.D.	A&M-San Antonio Email kburgard@tamusa.edu
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Tentative Course Schedule & Calendar of Assignments

Note: the course-code label on this calendar reads “EDCI 5304” in the original file; the syllabus and cover page both identify this course as EDCI 1301. This has been carried over exactly as written rather than corrected, and is flagged here for the instructor's attention.

Week #	Themes/Topics for the Week	Class Meeting Day	Readings for the Week	Assessment / Assessment Due Date
Week 1	Introduction Syllabus	Tuesday, August 25		Print off a hard copy of the course syllabus and the course calendar and bring to class with you
Week 2	What is school and schooling? The history of education Junior Achievement first presentation (Ms. Guerra)	Tuesday, September 1	Readings provided by instructor and posted to Blackboard	
Week 3	Certifications and grade level areas	Tuesday, September 8	Readings provided by instructor and posted to Blackboard	Practice TExES Exam DUE – taken in class
Week 4	Certifications and grade level areas (cont.) Junior Achievement second presentation (Ms. Guerra)	Tuesday, September 15	Readings provided by instructor and posted to Blackboard	Practice TExES Exam Reflection Paper DUE
Week 5	TExES state licensure exams	Tuesday, September 22	Readings provided by instructor and posted to Blackboard	Certification Plan DUE

Week #	Themes/Topics for the Week	Class Meeting Day	Readings for the Week	Assessment / Assessment Due Date
Week 6	Texas Essential Knowledge and Skills	Tuesday, September 29	Readings provided by instructor and posted to Blackboard	
Week 7	Texas Essential Knowledge and Skills (cont.)	Tuesday, October 6	Readings provided by instructor and posted to Blackboard	TEKS Analysis Activity DUE
Week 8	Student Learning Outcomes (SLOs) and lesson planning	Tuesday, October 13	Readings provided by instructor and posted to Blackboard	
Week 9	Student Learning Outcomes (SLOs) and lesson planning (cont.)	Tuesday, October 20	Readings provided by instructor and posted to Blackboard	SLO Writing Activity DUE
Week 10	Attributes of an effective teacher	Tuesday, October 27	Readings provided by instructor and posted to Blackboard	Lesson Planning Quiz DUE – taken in class
Week 11	Understanding our diverse student population	Tuesday, November 3	Readings provided by instructor and posted to Blackboard	JagsROAR Event Reflection DUE
Week 12	No Class – Out of Town Conference	Tuesday, November 10	No scheduled readings	Educator Interview and Reflection Paper DUE
<u>LAST DAY to turn in any missing/late work for credit — Sunday, 11/15</u>				
Week 13	Managing the learning environment/building successful relationships in the classroom	Tuesday, November 17	No scheduled readings	
Week 14	New teacher expectations	Tuesday, November 24	No scheduled readings	Mini Teach Experience Evidence DUE
Week 15	Putting it altogether	Tuesday, December 1	No scheduled readings	Career Reflection Paper DUE
Final Exam Week (Dec. 5–11)	NO FINAL EXAM for this course	N/A		

Important Policies and Resources

Texas A&M University-San Antonio, 2026 Academic Year. This document has been reformatted for accessibility, including the use of structured headings, proper tables, and descriptive link text, consistent with the Americans with Disabilities Act (ADA).

University Email Policy and Course Communications

All correspondence between professors and students must occur via university email accounts. You must have your Jaguar email account ready and working. If it is not working, contact the help desk at helpdesk@tamusa.edu or at 210-784-HELP (4357). If you don't hear back within 48 hours, contact them again. They have many requests during the first part of the semester, so you may need to follow up with them.

Academic Accommodations for Individuals with Disabilities

Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with the Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is located in the Central Academic Building, Suite 210. You can also contact Disability Support Services by phone at (210) 784-1335, by visiting the Disability Support Services website, or by email at dss@tamusa.edu. All students are encouraged to discuss their academic accommodation with Disability Support Services and their instructors as soon as possible.

Academic Learning Center

All currently enrolled students at Texas A&M University-San Antonio can utilize the Academic Learning Center for subject-area tutoring. The Academic Learning Center provides free course-based tutoring to all currently enrolled students. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform, accessible in the Tools section of Blackboard. You can contact the Academic Learning Center by emailing tutoring@tamusa.edu, calling (210) 784-1307, or visiting the Central Academic Building, room 202. Online tutoring is also available for after-hours and weekend assistance.

Tutoring hours may change based on tutor schedules and availability. The current tutoring hours for Math in the Academic Learning Center are as follows:

Day	Appointments Available	Walk-in Tutoring (No Appointment Needed)
Monday	8:00 am – 6:00 pm	9:00 am – 5:00 pm
Tuesday	8:00 am – 6:00 pm	9:00 am – 5:00 pm

Day	Appointments Available	Walk-in Tutoring (No Appointment Needed)
Wednesday	8:00 am – 6:00 pm	9:00 am – 5:00 pm
Thursday	8:00 am – 6:00 pm	9:00 am – 5:00 pm
Friday	8:00 am – 5:00 pm	11:00 am – 4:00 pm

Counseling and Mental Health Resources

As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, visit the Student Counseling Center website, call 210-784-1331, or visit Madla 120 between the hours of 8:00 AM and 5:00 PM.

All mental health services provided by the SCC are free and confidential, as the law allows. The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. Crisis support is available 24 hours a day, 7 days a week, 365 days a year by calling the SCC at 210-784-1331 or through the TELUS Student Support app.

The TELUS Student Support app provides a variety of mental health resources, including 24/7/365 support for in-the-moment distress, crisis support, an anonymous peer-to-peer support network, mental health screenings, podcasts, and articles to improve mental wellbeing. The app can be downloaded by searching “TELUS Student Support” in your device’s app store.

Emergency Preparedness

JagE Alert is Texas A&M University-San Antonio’s mass notification system. In the event of an emergency, such as inclement weather, registered students, staff, and faculty will have the option to receive a text message and email with instructions and updates. To register or update your information, visit <https://tamusa.bbcportal.com/>. More information on emergency response is available in the university’s Emergency Operations Plan and Emergency Action Plan. Download the SafeZone app at <https://safezoneapp.com/> for emergencies, or call (210) 784-1911. For non-emergencies, call (210) 784-1900.

Financial Aid and Verification of Attendance

According to federal regulation 34 CFR 668.21 (U.S. Department of Education Title IV regulation), a student can only receive Title IV funds based on Title IV eligibility criteria, which include class attendance. If Title IV funds are disbursed to ineligible students, including students who fail to begin attendance, the institution must return these funds to the U.S. Department of Education within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a

student has not attended by the published Census Date, the first week of class. Any student receiving federal financial aid who does not attend prior to the published Census Date will have their aid terminated and returned to the Department of Education. Any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

Jaguar Writing, Language, and Digital Composing Center (WLDCC)

The WLDCC provides support to graduate and undergraduate students in all three colleges, as well as faculty and staff. Writing tutors work with students to develop reading skills and to plan, draft, and revise written assignments and oral presentations. Language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Digital studio tutors support students working on digital projects such as e-portfolios, class presentations, or other digital multimedia projects.

The WLDCC offers face-to-face, synchronous online, and asynchronous digital appointments. Students can schedule appointments in JagWire under the Student Services tab by selecting “Writing, Language, and Digital Composing Center.” Students wanting to work in real time with a tutor can schedule an “Online Appointment.” Students wishing to receive asynchronous, written feedback can schedule an “eTutoring” appointment. More information about WLDCC services and appointments is available on the WLDCC website, or by emailing wldcc@tamusa.edu.

Meeting Basic Needs

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to submit a CARE report for support. Please also notify your professor if you are comfortable doing so; this will enable them to direct you to available resources. A food pantry is available on campus, with hours and contact information posted on the university website.

Military Affairs

Veterans and active-duty military personnel are welcomed and encouraged to visit the Office of Military Affairs for any question involving federal or state VA education benefits. Visit the Patriots’ Casa building, room 202, or contact the Office of Military Affairs at military.va@tamusa.edu or (210) 784-1397.

Religious Observances

Texas A&M University-San Antonio recognizes the wide variety of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or coursework requirements that may be missed due to a religious observance, provided they notify their instructors before the end of the second week of classes for regular session classes.

The Six-Drop Rule

Students are subject to the requirements of Senate Bill (SB) 1231, passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six non-punitive course drops, meaning courses a student chooses to drop, during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

Statement of Harassment and Discrimination

Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equal opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual on our campus and within our state, nation, and world. All decisions and actions involving students and employees are to be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the University's Civil Rights Officer at 210-784-2061 or titleix@tamusa.edu.

Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking based on sex, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, and providing academic and housing accommodations, among other forms of support. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees, other than those designated as confidential resources such as counselors and trained victim advocates, are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment, sexual violence, or other related sex-based misconduct, the faculty member must share that information with the university's Title IX Coordinator (titleix@tamusa.edu, 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

Pregnant and Parenting Students

Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to: (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University.

The university will provide such reasonable accommodations to pregnant students as would be provided to a student with a temporary medical condition related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests and exams; taking a leave of absence; and access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence.

Pregnant and parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status (titleix@tamusa.edu; 210-784-2061; CAB 439K).

Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources.

Young Jaguars can support parenting students with daycare if students meet this criteria: (1) must be enrolled in classes at Texas A&M-San Antonio in the current semester; (2) must be Pell eligible or a single parent; (3) child or children must be aged 3 to 12 years old; and (4) child or children must be enrolled in Pre-K-3 through 6th grade. Hours of operation are Monday through Thursday, 3:30 pm to 9:00 pm. For more information, contact Young Jaguars at youngjaguars@tamusa.edu or call (210) 784-2636.

Students' Rights and Responsibilities

The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

Students' Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition, and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, and pregnancy/parenting or veteran status, in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

Students' Responsibilities

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, and administration.
2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, Student Code of Conduct, university website, and University Catalog, and to comply with them, as well as with federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notifications.

Students are expected to behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic or racial origin, religious background, or disability. Conduct that infringes on the rights of another individual will not be tolerated.

Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will face academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, that gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered academic misconduct. For more information on academic misconduct policies and procedures, review the Student Code of Conduct or visit the resources available on the Office of Student Rights and Responsibilities (OSRR) website.

Important Fall 2026 Dates

Date	Event
August 20	Tuition & Fee Payments deadline
August 24	First day of class
September 7	Labor Day Holiday – No Classes / University Closed
September 9	Census Date – Students not paid in full or enrolled in a payment plan by 4:59 pm may be dropped for non-payment
October 5 – October 16	Midterm grading period
November 13	Last day to drop with an automatic “W”
November 25	Study Day – No classes
November 26 – November 28	Thanksgiving Holiday – No Classes / University Closed
November 30	Last day to drop a course or withdraw from the University

Date	Event
December 4	Last day of classes
December 5 – December 11	Final exams
December 15	Commencement

The complete academic calendar is available on the university website.

No Use of Generative AI Permitted

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