

Course & Section Nos.	EDMI 543 Section 1
Course Title	Middle Level Mathematics Education
Class Roster No.	40374
Course Days & Time	Mon 12:45-3:30 PM & Wed 9-11:45 AM for synchronous classes
Course Location	Online (due to COVID-19 Pandemic)
Semester / Year	Fall 2020
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Office Hours	By Appointment or before and after class

SCHOOL OF EDUCATION MISSION & VISION STATEMENT

(Adopted by SOE Governance Community, January 2013)

Vision

To serve the educational needs of local, regional, and global communities, the School of Education advances innovative practice and leadership by generating, embracing, and promoting equitable and creative solutions.

Mission

The mission of the School of Education community is to collaboratively transform education. We:

- Create community through partnerships
- Promote and foster social justice and educational equity
- Advance innovative, student-centered practices
- Inspire reflective teaching and learning
- Conduct purposeful research
- Serve the School, College, University, and Community

BASIC TENETS OF OUR CONCEPTUAL FRAMEWORK

- Student centered education
- Research and theory specific to the program field inform practice
- Connections and links between coursework and application
- Strong engagement between faculty and candidates
- Co-teaching clinical practice
- Culturally responsive pedagogy and socially just outcomes

COURSE DESCRIPTION

This course focuses on developing an understanding of theory, methodology, and assessment of mathematics in departmentalized settings.

Course Prerequisites

Admission to the Middle Level Credential Program.

Remote Learning in Fall 2020: Some Considerations

Due to the COVID-19 pandemic, this class will be held online with both synchronous sessions and asynchronous learning modules (see the schedule a few pages below). Such remote teaching and learning brings many challenges (and flexibility). A challenge is community building. We will meet virtually via Zoom, and there will be discussion forums on Cougar Courses. All class members are expected to actively participate in both venues and pitch in to make this a wonderful class for everybody. **Remember that effective learning happens in a caring community and that every class member is responsible for the collective learning of the class.**

Access to Technology: It's crucial for you to log into Cougar Courses a few times every week to stay engaged. If you have any technology needs such as access to the Internet or a computer, please contact [IITS for Students](#). For example, you may be able to check out a laptop or a webcam.

Camera On: During a synchronous Zoom session, I'd love to see your face and get to know you. So I expect you to turn on your camera. However, if you have a good reason for not showing your face in a particular session, please let me know. See this quick guideline: [Camera on? Camera Off?](#)

Civility: This fall semester brings heightened concerns related to COVID-19, the political climate, social unrest, financial hardships, online learning, and many other issues. It will therefore be especially important for all of us to be highly self-aware and self-monitoring to ensure that stress does not negatively influence the way we interact with others. It is the expectation that students' words and actions will be professional, collaborative, courteous and supportive at all times. Instances of a failure to display a civil disposition, that violates CSUSM's student code of conduct, will be directed to the appropriate campus administrator.

Cougar Care Network: The pandemic can be stressful for many people. If you need help dealing with issues in your study, work, or life, use Cougar Care Network (CCN). It provides information, connection to resources, advocacy and support for students dealing with personal, academic, financial or other challenges which may adversely affect their academic success and/or collegiate experience. Contact Cougar Care Network at (760) 750-7627 or via ccn@csusm.edu.

Academic Honesty: Each student shall maintain academic honesty in the conduct of their studies and other learning activities at CSUSM. The integrity of this academic institution, and the quality of the education provided in its degree programs, are based on the principle of academic honesty. The maintenance of academic integrity and quality education is the responsibility of each student within this university and the California State University system. Cheating and plagiarism in connection with an academic program at a campus is listed in Section 41301, Title 5, California Code of Regulations, as an offense for which a student may be expelled, suspended, put on probation, or given a less severe disciplinary sanction.

CSUSM has established a resources portal called [CSUSM as One](#). Check it out.

Course Objectives

Learning to teach mathematics in a Single Subject assignment is challenging and, therefore, this course is but one stage in your process of becoming a mathematics teacher. We are expected to: (a) increase our skills of listening to students and asking questions, (b) develop an understanding of students' content specific thinking, (c) develop strategies to create a classroom environment that promotes the investigation and growth of mathematical ideas and to ensure the success of all students in multi-cultural settings, (d) deepen

our understanding of the mathematics taught at the middle school level, including such topics as rational and real numbers, proportions, statistics, probability, geometry, and algebra, (e) develop an understanding of the current issues and best practices in mathematics education, (f) develop a familiarity with the NCTM standards and California Common Core State Standards, (g) understand the nature, purposes, and application of mathematics assessment and its relationship with curriculum, teaching, and learning, and (h) learn to teach content specific concepts using effective and appropriate strategies, including the educational use of technology. The course also provides an opportunity for you to reconsider your relationship to mathematics.

The course will also address the five themes in the Middle Level Program: (1) Learning happens in caring communities. (2) Students are the center of our work. (3) Teaching is the negotiation among theory, practice, and students. (4) Empowerment of students is essential to the students' meaningful participation in a democratic society. (5) Education requires political action to achieve a just society.

REQUIRED TEXTS, MATERIALS AND ACCOUNTS

Required Texts

- Boaler, J. (2016). *Mathematical mindsets: Unleashing students' potential through creative math, inspiring messages and innovative teaching*. San Francisco, CA: Jossey-Bass. ISBN 9780470894521. For access to an eCopy of this book, follow this link: <https://goo.gl/kKfJih>
- Smith, M. S., Steele, M. D., & Raith, M. L. (2017). *Taking action: Implementing effective mathematics teaching practices in grades 6-8*. Reston, VA: National Council of Teachers of Mathematics. ISBN 9780873539753
- California Department of Education (2013). *California common core state standards for mathematics*. Sacramento, CA: Author. <http://www.cde.ca.gov/ci/cc/> (PDF, free download)
- California Department of Education (2016). *Mathematics framework for California public schools: Kindergarten through grade twelve*. Sacramento, CA: Author. <http://www.cde.ca.gov/ci/ma/cf/mathfwchapters.asp> (PDF, free download)
- Several other readings are required and will be available in library databases.

Recommended Texts

- Boaler, J., & Humphreys, C. (2005). *Connecting mathematical ideas: Middle school video cases to support teaching and learning*. Portsmouth, NH: Heinemann.
- Goffney, I., Gutiérrez, R., & Boston, M. (2018). *Rehumanizing mathematics for black, indigenous, and Latinx students*. Reston, VA: National Council of Teachers of Mathematics.
- National Council of Teachers of Mathematics (NCTM) (2014). *Principles to actions: Ensuring mathematics success for all*. Reston, VA: Author. <http://www.nctm.org/PrinciplestoActions/> (eBook/PDF \$5 or print edition \$29)
- NCTM's professional journals: (a) *Mathematics Teaching in the Middle School* (<https://www.nctm.org/publications/mathematics-teaching-in-the-middle-school/>), (b) *Teaching Children Mathematics* (<https://www.nctm.org/publications/teaching-children-mathematics/>), and (c) *Mathematics Teacher: Learning and Teaching PK-12* (<https://www.nctm.org/mtlt/>).
- Smith, M. S., & Stein, M. K. (2011). *Five practices for orchestrating productive mathematics discussions*. Reston, VA: National Council of Teachers of Mathematics.
- Stein, M. K., Smith, M. S., Henningsen, M. A., & Silver, E. A. (2009). *Implementing standards-based mathematics instruction: A casebook for professional development* (2nd ed.) New York, NY: Teachers College Press.
- Van de Walle, J. A., Karp, K. M., & Bay-Williams, J. M. (2018). *Elementary and middle school mathematics: Teaching developmentally* (10th ed.). Boston, MA: Allyn & Bacon.

Hansen Curriculum Library: You are encouraged to use the books, manipulatives, and multimedia in the Hansen Curriculum Library, located on the 5th floor of the Kellogg Library on the CSUSM main campus.

Cougar Courses

The course materials and assignments are posted at Cougar Courses, accessible at <https://cc.csusm.edu/>.

COURSE AND PROGRAM LEARNING OUTCOMES

Upon successful completion of this course, teacher candidates will demonstrate the course objectives listed above. Teacher candidates will also complete other courses, clinical practice, and additional requirements for the credential program. Upon successful completion of the program, teacher candidates will demonstrate the following competencies and dispositions:

Authorization to Teach English Learners

This credential program has been specifically designed to prepare teachers for the diversity of languages often encountered in California public school classrooms. The authorization to teach English learners is met through the infusion of content and experiences within the credential program, as well as additional coursework. Candidates successfully completing this program receive a credential with authorization to teach English learners. (*Approved by CCTC in SB 2042 Program Standards, August 02*)

Teacher Performance Expectation (TPE) Competencies

The course objectives, assignments, and assessments have been aligned with the CTC standards for the Single Subject and Multiple Subject credentials. This course is designed to help candidates seeking a California teaching credential to develop the skills, knowledge, and attitudes necessary to assist schools and district in implementing effective programs for all students. The successful candidate will be able to merge theory and practice in order to realize a comprehensive and extensive educational program for all students. You will be required to formally address the following TPEs in this course:

- TPE 2. Creating and Maintaining Effective Environments for Student Learning
- TPE 3. Understanding and Organizing Subject Matter for Student Learning
- TPE 4. Planning Instruction and Designing Learning Experiences for All Students
- TPE 5. Assessing Student Learning
- TPE 6. Developing as a Professional Educator

Developmentally Appropriate Practices in Relation to Subject-Specific Pedagogy and English Language Development in Relation to Subject-Specific Pedagogy for Mathematics.

Teacher Performance Assessment

All California credential candidates must successfully complete a state-approved Teacher Performance Assessment (TPA), as part of the credential program of preparation. The CSUSM School of Education uses the California TPA. To support your success in your credential program and with TPA, SOE classes use common pedagogical language, lesson plans (lesson designs), and unit plans (unit designs). The Cal TPA Handbook, seminar schedule, and other support materials can be found here: <https://www.csusm.edu/soe/currentstudents/tpa.html>.

Expected Dispositions for the Education Profession

Education is a profession that has, at its core, certain dispositional attributes that must be acquired and developed. Teaching and working with learners of all ages requires not only specific content knowledge and pedagogical skills, but positive attitudes about multiple dimensions of the profession. The School of Education has identified six dispositions that must be evident in teacher candidates: social justice and equity, collaboration, critical thinking, professional ethics, reflective teaching and learning, and life-long learning. These dispositions have observable actions that will be assessed throughout the preparation program. For each dispositional element, there are three levels of performance - *unacceptable*, *initial target*, and *advanced target*. The description and rubric for the three levels of performance offer measurable behaviors and examples.

The assessment is designed to provide candidates with ongoing feedback for their growth in professional dispositions and includes a self-assessment by the candidate. The dispositions and rubric are presented, explained and assessed in one or more designated courses in each program as well as in clinical

practice. Based upon assessment feedback candidates will compose a reflection that becomes part of the candidate's Teaching Performance Expectation portfolio. Candidates are expected to meet the level of *initial target* during the program.

TENTATIVE COURSE SCHEDULE/ COURSE OUTLINE

The dynamic nature of teaching and learning makes it hard to establish a set schedule. Please note that modifications will likely to occur at the discretion of the instructor. You're expected to complete a week's reading materials BEFORE coming to the class of the week.

Date	Session/Topics/Essential Questions	Reading & Assignments
9/4 Fri PM	1. Building a math learning community What are characteristics of an effective math classroom? What is your relationship with math?	Course syllabus
9/7 Mon	Labor Day – no class.	
9/9 Wed AM	2. Teaching <i>through</i> problem solving What does it mean to “do mathematics?” How can we teach through collective problem solving?	Boaler (2016) Intro & ch 1-3 Reflection 1
9/14 Mon PM	3. Teaching math through hands-on activities and games How can we tap into the math concepts & skills in games? How do we provide opportunities for hands-on explorations of math?	Boaler (2016) ch 9 Explore NCTM Illuminations
9/16 online module	4. Unpacking math standards & setting learning goals How can we unpack math standards? How do we establish learning goals to guide student learning & instructional decisions?	Smith et al. (2017) ch 1-2 Online module 1
9/21 Mon PM	5. Challenging students with rich math tasks What are different levels of cognitive demand of math tasks? How can we challenge students using appropriate math tasks? MLA implementations: Round 1*	Boaler (2016) ch 5 Smith et al. (2017) ch 3
9/23 online module	6. Equity and social justice in math education How does traditional math education preserve elite groups while denying other children access to powerful math? How is math education related to civil right and social justice?	Boaler (2016) ch 6-7 Online module 2
9/28 online module	7. Conceptual understanding What are the relationships between conceptual understanding of math and procedural fluency? How can we help students build conceptual understanding?	Smith et al. (2017) ch 4 Online module 3
9/30 Wed AM	8. Questioning What questions can we ask to foster math discussion and advance student learning? MLA implementations: Round 2*	Smith et al. (2017) ch 5
10/5 online module	9. Multiple representations What different representations contribute to the development of students' math understanding? How can we help students make connections among different representations?	Smith et al. (2017) ch 6 Online module 4
10/7 Wed PM (swapped w 521)	10. Math discourse How can we use student work to conduct whole-class discussion on important math concepts? How can we select and sequence students' responses to foster classroom discussion? MLA implementations: Round 3*	Smith et al. (2017) ch 7-8 Reflection 2
10/12 online module	11. Less is more: Letting students struggle What do teachers mean when they say, “I want to make math easy for kids?” How can we support students' productive struggle?	Smith et al. (2017) ch 9 Boaler (2016) ch 4 Online module 5
10/14	12. Lesson design (1)	Smith et al. (2017) ch 10

Date	Session/Topics/Essential Questions	Reading & Assignments
Wed AM	How do we make decisions about what to teach and how we teach it? How do we monitor student learning during a lesson? MLA implementations: Round 4*	
10/19 online module	13. Lesson design (2) How do we orchestrate classroom discussion during a problem-based lesson? How do we provide opportunities for student thinking and interaction?	Boaler (2016) ch 8 Online module 6
10/21 Wed AM	14. Tools and technology for doing math How do we provide opportunities for hands-on explorations of math? How can manipulatives help or fail to help children construct math ideas? MLA implementations: Round 5*	Selected articles in MTMS Reflection 3
10/26 Mon PM	15. Math and human experience How is math part of what it means to be a human? How is participation in math related to equity and social/racial justice?	MLA reflection: final deadline 10/28 Lesson design due 10/28

Notes: * Implementation of Mathematics Learning Activities (MLA). After the implementation, you'll submit a reflection within a week. For example, if you conduct your MLA on 9/21, your paper is due on 9/28.

COURSE REQUIREMENTS AND GRADED COURSE COMPONENTS

Teaching and learning require engaged and reflective participants. It is essential that you prepare carefully for class, be ready to discuss readings and assignments thoughtfully, and actively participate in all class activities.

Course Assignments

Here is a list of the assignments and requirements, followed by descriptions of each of them:

Assignment	Points	Due Date
Reflections & Discussion Forums	30	ongoing
Lesson Design	15	10/28
Mathematics Learning Activity (MLA)	10	varies
Online Modules	30	varies
Professional Dispositions & Participation	15	ongoing

Reflections and Discussion Forums—You will reflect on the readings, observations, or our class activities.

- (1) You will submit a reflection on particular dates (see the schedule above). The focus will be on how you make sense of the information rather than a summary. The purpose of the reflections is to prepare you for class discussion and to reflect on your own experiences, beliefs, and theories about mathematics education.
- (2) There will be online discussion forums on Cougar Courses. You are expected to post your thoughts on the topics in the discussion forums and reply to class members' postings.

Lesson Design—

You will design a *problem-based* math lesson that is aligned with California Common Core State Standards and English Language Development Standards. You will demonstrate your knowledge and skills for teaching math in a Single Subject assignment, typically in middle and high schools. You are expected to:

- consider students' cognitive, cultural, & linguistic backgrounds and set clear learning goals; (TPE 1)
- Use your knowledge of math and students to design a standard-aligned lesson (TPE 3)
- use the effective math teaching practices in the NCTM's *Principles to Action* document; (TPE 3)
- integrate effective assessment and differentiation strategies; (TPE 5)
- solicit students' ideas and monitor student learning during instruction; (TPE 5)
- focus on *student thinking* and *interaction* in order to build classroom norms for students to support each other in learning; (TPE 4.7)
- appropriately use instructional materials and resources including technology. (TPE 3.6)

A lesson plan that does not promote students' conceptual understanding or problem-solving skills will be returned.

Alternatively, you may submit a lesson that provides an opportunity for students to explore math and social justice. We did a few examples in class: cost of an F-35 fighter jet vs. college attendance cost, the presidents' slaves, minimal wages, and mis-representations in maps.

Mathematics Learning Activity (MLA). In the context of this course, an MLA is a math activity, task, game, problem, and so on that students can complete in 15-20 minutes. It is like a mini lesson or a component of a larger lesson or unit. The purpose of this assignment is to provide you with opportunities to (1) experience teaching a math activity in a small group setting, (2) practice teaching mathematics in a Single Subject assignment, (3) reflect on student learning, & (4) set up learning centers in a classroom and rotate students through various activities.

You will select, modify, or design an MLA. You will choose a date and conduct your MLA in the 543 class with your fellow teacher candidates as target students. On a given date, there will be about 5 MLAs, so you will need to communicate with the other presenters and ensure that your MLA is not the same as or very similar to another person's MLA. The MLAs will be conducted virtually. in Zoom breakout rooms. For example, let's assume that on a particular date, 5 MLAs will be implemented. So 5 breakout rooms will be set up on Zoom during class. Each of the presenters will conduct his or her MLA in a breakout room . The rest of the class will form into 5 groups, and they will rotate through the 5 learning activities. It means that you have the opportunity to do your MLA 5 times, and chances are you will modify the activity to meet the participants' needs. See the course schedule for implementation dates.

Both Boaler's (2016) and Smith et al. (2017)) books have many good math learning activities. A few resources for finding activities, particularly online activities, are posted on Cougar Courses. You may also design your own activity. Your activity should be planned and/or adapted to show evidence of conceptual understanding, exploration, problem solving, or other higher-order thinking rather than merely memorization or procedures without understanding. Each individual activity should take about 15-20 minutes for middle school students and 8-10 minutes for your peer teacher candidates. Therefore, if the activity as the way it is described is too short or too long, you need to adapt it to fit the time frame.

After you have conducted your MLA, you need to submit a reflection within a week.

Online Modules—There will be a few asynchronous online modules. You need to complete a module for each asynchronous online session. The modules will be posted on Cougar Courses.

Professional Dispositions & Participation—You are expected to actively participate in in-class and online discussions, group work, presentations, and hands-on activities throughout the course. A positive professional disposition includes a willingness to consider and discuss new ideas objectively, curiosity, perseverance, and seriousness about improving one's self as a teacher. It can also include a sense of humor and social intelligence (e.g., the tact and ability to make others feel comfortable and to contribute).

Assignment Policy

All assignments, requirements, due dates, and scoring rubrics will be available through Cougar Courses. You are responsible to track your grades and monitor your progress in the course. In order to successfully complete this course, all assignments must be completed at an acceptable level noted on assignment directions and rubrics. Each written assignment is expected to have a clear organizational presentation and be free of grammar, punctuation, or spelling errors. There will be a reduction in points for the above-mentioned errors. All assignments are due by 11 p.m. on the due date, unless specified otherwise.

Late assignment and missed work: There will be 10% deduction for being one day late, 20% deduction two days late, and 30% deduction three days late. After three days, no assignments will be accepted. If extraordinary circumstances occur, please contact the instructor BEFORE the deadline.

Grading Standards

Final grades are calculated on the standard of:

A: 93% - 100%

A-: 90% - 92%

B+: 87% - 89%

B: 83% - 86%

B-: 80% - 82%

C+: 77% - 79%

C: 73% - 76%

C-: 70% - 72%

D: 60% - 69%

F: below 60

Failure to complete this course with a grade of C+ or higher will prohibit a teacher candidate from continuing the teaching credential program.

Final Exam Statement

There will be no final exam.

School of Education/Course Attendance Policy

Due to the dynamic and interactive nature of courses in the School of Education, all candidates are expected to attend all classes and participate actively. At a minimum, candidates must attend more than 80% of class time, or s/he may not receive a passing grade for the course at the discretion of the instructor. Individual instructors may adopt more stringent attendance requirements. Should the candidate have extenuating circumstances, s/he should contact the instructor as soon as possible. *(Adopted by the COE Governance Community, December, 1997).*

Attendance in this course: Hands-on activities and small-group and whole-class discussions are a vital part of the course. These interactive experiences are hard to make up, if possible at all. Attendance will be taken in each class. (a) During a synchronous session and whole-class discussion, you are expected to carefully watch all presentations by the instructor and class members and contribute to the discussions. In a group breakout room, you will share your ideas. Texting, online chat not related to the course, or working on an assignment for another class is not professional conduct. Your “mind” should be in attendance. (2) For an asynchronous online session, you are expected to complete the associated online module. Candidates missing more than one class or online module cannot earn an A or A-. Candidates missing more than two classes or online modules cannot earn a B or B+. Candidates missing more than three classes or online modules cannot earn a C+. Excessive tardiness in a class period, excessive mind-absence, or leaving early may count as an absence. Notifying the instructor does not constitute an excuse. All assignments must be turned in on due date even in case of an absence. If you have extenuating circumstances, contact the instructor ASAP.

GENERAL CONSIDERATIONS

CSUSM Academic Honesty Policy

Students will be expected to adhere to standards of academic honesty and integrity, as outlined in the Student Academic Honesty Policy. All assignments must be original work, clear and error-free. All ideas/material that are borrowed from other sources must have appropriate references to the original sources. Any quoted material should give credit to the source and be punctuated accordingly.

Academic Honesty and Integrity: Students are responsible for honest completion and representation of their work. Your course catalog details the ethical standards and penalties for infractions. There will be zero tolerance for infractions. If you believe there has been an infraction by someone in the class, please bring it to the instructor’s attention. The instructor reserves the right to discipline any student for academic dishonesty, in accordance with the general rules and regulations of the university. Disciplinary action may include the lowering of grades and/or the assignment of a failing grade for an exam, assignment, or the class as a whole.

Incidents of Academic Dishonesty will be reported to the Dean of Students. Sanctions at the University level may include suspension or expulsion from the University.

Refer to the full Academic Honesty Policy at:

http://www.csusm.edu/policies/active/documents/Academic_Honesty_Policy.html

Plagiarism

As an educator, it is expected that each candidate (course participant) will do his/her own work, and contribute equally to group projects and processes. Plagiarism or cheating is unacceptable under any circumstances. If you are in doubt about whether your work is paraphrased or plagiarized see the Plagiarism Prevention for Students website <http://library.csusm.edu/plagiarism/index.html>. If there are questions about academic honesty, please consult the University catalog.

Students with Disabilities Requiring Reasonable Accommodations

Students with Disabilities Requiring Reasonable Accommodations: Students with disabilities who require reasonable accommodations must seek approval for services by providing appropriate and recent documentation to the Office of Disability Support Services (DSS). This office is in Craven Hall 4200, contact by phone at (760) 750-4905, or TTY (760) 750-4909. Students authorized by DSS to receive reasonable accommodations should meet with their instructor during office hours or, in order to ensure confidentiality, in a more private setting.

DSS website is at <http://www.csusm.edu/dss/>. The CSUSM's accessibility policy can be found at <https://www.csusm.edu/accessibility/>.

Credit Hour Policy Statement

Per the University Credit Hour Policy, students are expected to spend a minimum of 11 hours *outside* of the classroom each week because this is a 3-unit course in an 8-week timeframe ("double dose"). The course has a few online Modules. The online tasks are designed to reflect an appropriate amount of time needed for the course credit.

All University Writing Requirement

The CSUSM writing requirement of 2500 words is met through the completion of course assignments. Therefore, all writing will be looked at for content, organization, grammar, spelling, and format. For this class please use APA Manual, 6th edition (see a guide at <http://owl.english.purdue.edu/owl/section/2/10/>).

Necessary Technical Competency Required of Students

This course has a few online sessions. To successfully complete online activities, you need to use Cougar Courses (download course documents, watch presentations and videos, upload your assignments, post discussion responses and reply to peers' posts, join online chats, etc.). You need to use e-mail effectively and know how to attach files. It is best that you know how to make minor configuration changes in a Web browser (change font sizes, open and close tabs, allow or disable pop-ups and plug-ins, enable Cookies and JavaScript, etc.). In addition, you are expected to use office applications (such as a word processor, a presentation tool, a spreadsheet tool, an image viewer, a PDF reader, etc.), engage in collaboration and file sharing (such as Dropbox and/or Google Drive & Apps), and apply Web literacy skills (conduct an effective search with a search engine, evaluate trustworthiness of web content, understand copyrights). Lastly, you may need to troubleshoot basic hardware and software problems.

Contact Information for Technical Support Assistance

If you need any technical support, contact IITS Technology Support Services: <https://www.csusm.edu/tss/>

Electronic Communication Protocol

Electronic correspondence is a part of your professional interactions. If you need to contact the instructor, e-mail is often the easiest way to do so. It is my intention to respond to all received e-mails in a timely manner. Please be reminded that e-mail and on-line discussions are a very specific form of communication, with their own nuances and etiquette. For instance, electronic messages sent in all upper case (or lower case) letters, major typos, or slang, often communicate more than the sender originally intended. With that said, please be mindful of all e-mail and on-line discussion messages you send to your colleagues, to faculty members in the School of Education, or to persons within the greater educational community. All electronic messages should be crafted with professionalism and care.

Things to consider:

- Would I say in person what this electronic message specifically says?
- How could this message be misconstrued?
- Does this message represent my highest self?
- Am I sending this electronic message to avoid a face-to-face conversation?

In addition, if there is ever a concern with an electronic message sent to you, please talk with the author in person in order to correct any confusion.