



Course Syllabus

Chaminade University Honolulu

3140 Waialae Avenue - Honolulu, HI 96816

www.chaminade.edu

Course Number: EDUC 766/ED 440
Course Title: Early Childhood Language Arts Methods
Credit: 3 Credits
Department Name: Education Division

Instructor Name: Sylvia Loveless, MEd.

Email: sylvia.loveless1@adjunct.chaminade.edu

Phone: 916-588-7082

Office Location: Brogan Hall 118

Office Hours: By appointment

Instructor Information: Sylvia Loveless, MEd

Other Contact Information (Zoom): <https://zoom.us/j/4044973222>

Term: Summer 2015

Class Meeting Days: July 14, 2015-July 18, 2015

Class Meeting Hours: 9 a.m. - 6 p.m.

Class Location: Brogan Hall 101

AMS Curriculum Summary:

- **AMS Course Component Name:** Sensorial Curriculum
- **Hours:** 40 Hours
- **Specified Dates:** July 14, 2015-July 18, 2015-IR
- **Instructor(s):** Sylvia Loveless, MEd.
- **Course Description:** This course covers philosophy and rationale of language arts including receptive and expressive language experiences, visual and auditory perceptual experiences, vocabulary development and enrichment, materials that aid the development of these skills/concepts such as reading, penmanship, writing, function of words, children's literature, dram.

Textbooks:

Bredenkamp, S., & Copple, C. (2009). *Developmentally appropriate practice in early childhood programs serving children from birth through age 8* (3d ed.). Washington D.C: NAEYC. ISBN: 978-1-928896-64-7 <http://montessorimethods.weebly.com/textbooks.html>

Machado, J. M. (2013). *Early childhood experiences in language arts: Early literacy. (10th ed.)*. Belmont, CA: Wadsworth. ISBN: 13:978-1-111-83261-3

Montessori, M. (1988). *Dr. Montessori's own handbook*. New York: Schocken. ISBN 10: 0805209212

Montessori, M. (1995). *The absorbent mind*. New York: Henry Holt. ISBN 0-345-33656-9

Montessori, M. (1967). *The discovery of the child*. New York: Ballantine Books. ISBN 0-345-33656-9 <http://montessorimethods.weebly.com/textbooks.html>

Montessori, M. (1964) *The Montessori method*. New York: Schocken. ISBN 0-8052-0088-6

Montessori Language Arts Methods Manual

Please [click here](#) to purchase online

| | |
|--|---|
| Semester/Year Summer 2015 | Instructor: Sylvia Loveless |
| Course# and Credits: EDUC 766/ED 440 3 credits | Email: sylvia.loveless1@adjunct.chaminade.edu sloveless404@gmail.com |
| Class Title: Early Childhood Language Arts Methods | Cell Phone: 916-588-7082 |
| Course Format: Face to Face and Web based course (Online) ACCESS: Go to: http://www.chaminade.ecollege.com LOGIN: CUH ID (7 DIGIT NUMBER) PASSWORD: Last 4 Digits of Social Security | Office Hours/When to Contact: By appointment. |
| Class Time/Day: On Ground Brogan Hall Room 101 9 a.m. – 6 p.m. Online June 29-September 5 | O&P/Service Requirement: N/A |
| Text 1: Machado, J.M. (2013). <i>Early childhood experiences in language arts: Early literacy. (10th ed.)</i> . Belmont, CA: Wadsworth ISBN: 13:978-1-111-83261-3 | Text 2: Bredekamp, S., & Copple, C. (2009). <i>Developmentally appropriate practice in early childhood programs serving children from birth through age 8 (3rd ed.)</i> . Washington D.C: NAEYC. ISBN: 978-1-928896-64-7 |

| | |
|---|---|
| <p style="text-align: center;">Text 3:</p> <p>Montessori, M. (1995). <i>The absorbent mind</i>. New York: Henry Holt. ISBN 0-345-33656-9</p> | <p style="text-align: center;">Text 4:</p> <p>Montessori, M. (1988). <i>Dr. Montessori's own handbook</i>. New York: Schocken. ISBN 10: 0805209212</p> |
| <p style="text-align: center;">Text 5</p> <p>Montessori, M. (1967). <i>The discovery of the child</i>. New York: Ballantine Books ISBN 0-345-33656-9</p> | <p style="text-align: center;">Text 6</p> <p>Montessori, M. (1964) <i>The Montessori method</i>. New York: Schocken. ISBN 0-8052-0088-6</p> |
| <p style="text-align: center;">Text 7</p> <p>Montessori Language Arts Methods Manual Please click here to purchase online</p> | <p style="text-align: center;">Text 8</p> <p>American Psychological Association. (2010). Publication manual of the American psychological association. Washington, DC: Author.</p> |

Catalog Description:

Focuses on the development of language skills of children from ages 2 ½ -8 with attention to the influence of culture in language. Content includes how to develop a developmentally appropriate model for a language rich environment at the early childhood level using Montessori methods and materials. *Prerequisite: EDUC762.*

Conceptual Framework:

The Education Division's Conceptual Framework is based upon a set of beliefs that flow from the University's vision and mission statements, the Division's vision and mission statements, and the core academic beliefs of Chaminade University. These values and beliefs are based on the Catholic Marianist principles; a commitment to mentor teacher and educational leader candidates to their fullest potential; a commitment to teaching, scholarship and research; and a commitment to serve the university and the larger community. This alignment is designed to prepare education professionals who meet the National Council for Accreditation of Teacher Education (NCATE) standards for effective teaching by demonstrating professional dispositions and empathy, content knowledge, and the pedagogical/leadership skills to work effectively work with a diverse community of learners.

Major Course Topics:

1. The developmental nature of language and language arts instruction;
2. The nature of the English language (history, structure, sounds, word meanings and form, grammar);
3. Specific methods for diagnosing and teaching children the skills for writing and reading through early literacy;
4. Integrate the language arts through all curricular areas;
5. Montessori materials sequence for the language arts.

Program Learning Outcomes (PLOs):

Successful teacher candidates in Chaminade University of Honolulu's initial teacher licensure programs will demonstrate knowledge, skills, and dispositions in the following areas:

1. **Content Knowledge** (*Knowledge of subject matter*)
2. **Developmentally Appropriate Practice** (*Knowledge of how students develop and learn, and engagement of students in developmentally appropriate experiences that support learning*)
3. **Pedagogical Content Knowledge** (*Knowledge of how to teach subject matter to students and application of a variety of instructional strategies that are rigorous, differentiated, focused on the active involvement of the learner*)
4. **Educational Technology** (*Knowledge of and application of appropriate technology for student learning*)
5. **Assessment for Learning** (*Knowledge of and use of appropriate assessment strategies that enhance the knowledge of learners and their responsibility for their own learning*)
6. **Diversity** (*Skills for adapting learning activities for individual differences and the needs of diverse learners and for maintaining safe positive, caring, and inclusive learning environments*)
7. **Focus on Student Learning** (*Skills in the planning and design of meaningful learning activities that support and have positive impact on student learning based upon knowledge of subject matter, students, the community, curriculum standards, and integration of appropriate technology*)
8. **Professional & Ethical Dispositions and Communication** (Professional dispositions, professionalism in teaching, and ethical standards of conduct consistent with Marianist values, and positive and constructive relationships with parents, the school community and professional colleagues)

COMPETENCIES FOR MONTESSORI TEACHER CANDIDATES (2013)**I. Knowledge**

- A. Montessori Philosophy
- B. Human growth and Development
- C. Subject matter for each Course Level* not to exclude:
 1. Cosmic education
 2. Peace education
 3. Practical life
 4. The arts
 5. Fine and gross motor skills
- D. Community resources for learning

II. Pedagogy Adult Learner understands:

- A. Correct use of Montessori materials
- B. Scope and sequence of curriculum (spiral curriculum)
- C. The prepared environment
- D. Parent/teacher/ family/community partnership
- E. The purpose and methods of observation
- F. Planning for instruction
- G. Assessment & documentation
- H. Reflective practice

- I. Support and intervention for learning differences
- J. Culturally responsive methods
- III. **Teaching with Grace and Courtesy** Adult Learner demonstrates and implements:
 - A. Classroom leadership
 - B. Authentic assessment
 - C. The Montessori philosophy and methods (materials)
 - D. Parent/teacher/ family partnership
 - E. Professional responsibilities
 - F. Innovation and flexibility

Course Learning Objectives:

| | |
|---|---|
| CLO 1 MACTE 1a <i>(HTSB 1,2,5)</i> <i>(NAEYC 1,5)</i> | Demonstrates an understanding of and implements Montessori philosophy with a focus on the early childhood years. |
| CLO 2 MACTE 1b <i>(HTSB 1,2,5)</i> <i>(NAEYC 1,5)</i> | Comprehends and utilizes an understanding of the stages of human growth, development, and educational theories with an emphasis from two and one-half (2 1/2) through six (6) years of age. |
| CLO 3 MACTE 1c <i>(HTSB 9,10)</i> <i>(NAEYC 5)</i> | Demonstrates evidence of personal growth through self-evaluation and introspection |
| CLO 4 MACTE 2b <i>(HTSB 1,2,3,4,5)</i> <i>(NAEYC1,5)</i> | Utilizes cultural sensitivity in support of the development of individual children. |
| CLO 5 MACTE 3a <i>(HTSB 1,2, 3, 4,5, 8)</i> <i>(NAEYC 1,3)</i> | Demonstrates the principles of Montessori environmental and material design. |
| CLO 6 MACTE 3b <i>(HTSB 15,6,7)</i> <i>(NAEYC 1,3,4)</i> | Articulates the rationale and sequence of the Montessori curriculum. |
| CLO 7 MACTE 3c <i>(HTSB 5, 6,7, 8)</i> <i>(NAEYC 3,4)</i> | Demonstrates proficiency in applying Montessori principles in the context of the curriculum, didactic materials, and lesson presentations. |

At the end of this course, the students will:

Linkages between Course Learning Objectives (CLOs) and Program Learning Objectives

| | PLO 1 | PLO 2 | PLO 3 | PLO 4 | PLO 5 | PLO 6 | PLO 7 | PLO 8 |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| CLO 1 | X | X | | | | | | |
| CLO 2 | X | | | | | | | X |
| CLO 3 | X | X | | | | X | X | |
| CLO 4 | X | X | | | X | X | | |

Essential Questions Addressed in This Course

| Essential Questions | Related CLOs | Related PLOs |
|---|---------------------|------------------------|
| What are the key components of Montessori's philosophy of teaching language arts and how are these practiced utilizing Dr. Montessori's methodology in the classroom? | 1, 2, 3 | 1,2, |
| What is the purpose of language arts to the overall philosophy and methodology of Montessori teaching and learning? | 6, 7 | 1,2,3,4, 5, 6, 7, 8 |
| What competencies and language arts experiences in making and presenting language arts lessons, and setting up a language arts area in a classroom based upon scope and sequence; are essential to the professional development of Montessori teachers? | 1, 2, 3, 4, 5, 6, 7 | 1, 2, 3, 4, 5, 6, 7, 8 |

Key Teaching-Learning Strategies This is an online course. The key instructional, learning, strategies and activities include:

- Readings
- In class and online lessons
- In class and online discussions
- Written assignments
- Writing a rationale
- Individual research
- Self-Reflection
- Visual presentations
- Rubrics
- Setting up a language arts area
- Practice working with language arts materials
- Creating language arts materials
- Demonstrating how to present lessons in language arts

| Course learning | Instructional Activities | Assessment/s |
|-----------------|--------------------------|--------------|
| | | |

| | | |
|---------------------|---|--|
| Objectives | | |
| <u>CLO 1</u> | Readings, Online Discussions, Making materials and lesson plan, setting up language arts shelves, writing language arts rationale. | Online Discussions, Making materials and lesson plan, setting up language arts shelves, writing language arts rationale. |
| <u>CLO 2</u> | Readings, Online Discussions, Making materials and lesson plan, setting up language arts shelves, writing language arts rationale. | Readings, Online Discussions, Making materials and lesson plan, setting up language arts shelves, writing language arts rationale. |
| <u>CLO 3</u> | Readings, Class and Online lessons, Online Discussions, Individual Research, | Self-reflections, self-assessments as a result of practice and setting up Language arts areas, creating and demonstrating language arts activity and lesson plan. |
| <u>CLO 4</u> | Readings, classroom and online discussions and lessons, writing rationale, and individual research. | Writing rationale, demonstration of competencies in presenting, demonstrating and creating language arts lessons. |
| <u>CLO 5</u> | Readings, class and online lessons, setting up a language arts area according to scope and sequence, creating a language arts activity and lesson and writing a rationale. | Setting up a language arts area according to scope and sequence, creating a language arts activity and lesson and writing a rationale. |
| <u>CLO 6</u> | Class and online lessons, setting up a language arts area according to scope and sequence, creating a language arts activity and lesson and writing a rationale. | Setting up a language arts area according to scope and sequence, creating a language arts activity and lesson and writing a rationale. |
| <u>CLO 7</u> | Class and online lessons, setting up a language arts area according to scope and sequence, creating a language arts activity and lesson and writing a rationale. | Setting up a language arts area according to scope and sequence, creating a language arts activity and lesson and writing a rationale. |

LANGUAGE ARTS ASSIGNMENTS

| Assignment | Pts | Assignment Description | Due Date |
|---------------------------------------|------------|---|--|
| Attendance & Participation (Practice) | 5 points | <p>Attendance, Participation, and Practice</p> <ul style="list-style-type: none"> ● Arrive and leave on time; attend sessions. ● Actively and enthusiastically participate in session discussions and practice. ● Practice with materials on a daily basis as assigned to develop pedagogical skill | Week 1-Week 10 |
| Discussions Online | 10 points | <p>Discussion Online (10 Points)</p> <p>You will post your thoughts on discussion questions to two topics</p> <p>For full points you will need to:</p> <ul style="list-style-type: none"> ● post discussion posting by due date ● respond to at least one other classmate's posting by due date <p>To create a threaded discussion response:</p> <p>Click on (Respond).</p> <p>To reply to your classmate's post:</p> <p>Click on (Reply). Each student will be required to post a minimum of two responses to their classmate's posts per module.</p> | <p>Post Discussion</p> <p>Week 7 Friday</p> <p>11 p.m.</p> <p>Responses to Classmates (at least two)</p> <p>Week 7 Sunday</p> <p>11 p.m.</p> |
| Reflective Blogs | 10 points | <p>Reflective Blog on Daily Experiences</p> <p>You will be using Weebly Blog to post your daily reflective blogs. You will be sharing your discoveries and new insight to daily learning by using Visual Thinking protocol. We will use the adapted Thinking Routine "Connect, Extend, Challenge" as a template for your daily reflective blog.</p> | <p>Each Day</p> <p>Week 1 - Week 4</p> <p>(24 days)</p> |
| Rationale Paper Draft (Language Arts) | 5 points | <p>Rationale Paper on Readings</p> <p>Prepare a 3-5 page rationale paper from the readings.</p> <p>For full points each reflection will:</p> <ul style="list-style-type: none"> ● Be written in Standard American English ● Include connections to personal and professional experience ● Compare Montessori's methods to DAP and contemporary research on emergent reading and writing. | <p>Week 7 Friday</p> <p>11 p.m.</p> |

| | | | |
|--|--|--|--|
| | | <p>The paper should cover the following reflective topics:</p> <p>Language Development, Philosophies of Language Instruction, the Montessori Approach to Language Arts</p> <ul style="list-style-type: none"> ● <i>Machado, Ch 1-4; 6</i> ● <i>Developmentally Appropriate Practice, Ch 1,4,6</i> ● <i>The Montessori Method Ch 6 (How the Lesson Should be Given) Ch 18 (Language in Childhood)</i> ● <i>Dr. Montessori's Own Handbook, (Language and Knowledge of the World)</i> ● <i>The Absorbent Mind, Ch 10 (Some Thoughts on Language) and Ch 11 (How Language Calls to the Child)</i> ● <i>Handouts Set ONE</i> <p>Creating a Language-Rich Environment, Oral Language, Language and Culture</p> <ul style="list-style-type: none"> ● <i>Machado, Ch 5-8; 7, 8, 13-15; 18</i> ● <i>Developmentally Appropriate Practice, Ch 5, 7</i> ● <i>The Montessori Method, Parts 2 and 3, Ch 15 (Intellectual Education)</i> ● <i>The Discovery of the Child, Ch 17 (Speech Defects Due to a Lack of Education)</i> ● <i>The Absorbent Mind, Ch 17 (Further Elaboration Through Culture and Imagination)</i> ● <i>Handouts Set TWO</i> <p>Using Standards and Assessment Strategies, Writing</p> <ul style="list-style-type: none"> ● <i>Machado, Ch 16</i> ● <i>The Montessori Method, Ch 16 (Method for the Teaching of Reading/Writing); First ½ of Ch 17 Description of the Method and Didactic Material Used)</i> ● <i>Dr. Montessori's Own Handbook, (Exercises for the Management of the Instrument of Writing)</i> ● <i>Discovery of the Child, Ch 14, (Written Language); Ch 15 The Mechanism of Writing)</i> ● <i>Handouts Set THREE</i> <p>Creating a Child-Centered Reading environment, Emergent Reading</p> | |
|--|--|--|--|

| | | | |
|--------------------------------|-----------|---|---------------------------|
| | | <ul style="list-style-type: none"> ● <i>Machado, Ch 9, 17</i> ● <i>The Montessori Method, Second ½ of Ch 17 (From Reading: The Interpretation of an Idea from Written Signs)</i> ● <i>Dr. Montessori's Own Handbook (Exercises for the Writing of Alphabetical Signs)</i> ● <i>The Discovery of the Child, Ch 16 (Reading)</i> ● <i>Handouts Set FOUR</i> <p>Working with Families and Communities, Early Reading, Recordkeeping Systems</p> <ul style="list-style-type: none"> ● <i>Machado Ch 10-12, 19</i> ● <i>Handouts Set FIVE</i> | |
| Rationale Paper Draft (Cosmic) | 5 points | <p>Rationale Paper on Field Trips & Readings</p> <p>Prepare two 3-5 page rationale paper from your field trip experience and the readings.</p> <p>For full points each reflection will:</p> <ul style="list-style-type: none"> ● Be written in Standard American English ● Include connections to personal and professional experience ● Compare Montessori's methods to DAP and contemporary research on child development <p>The Cosmic rationale paper should include your personal experience from your cosmic field trips including:</p> <ul style="list-style-type: none"> ● Information you already knew and new connections you made during the field trip about place-based education, geology and Hawai'ian culture. ● How you can use the information you learned during the field trip and apply to practice in the classroom. ● Readings: | |
| Performance Practice | 5 points | <p>Performance Practice</p> <p>For full points, performance will:</p> <ul style="list-style-type: none"> ● name activity / placement on shelf ● identify appropriate age range ● give accurate presentation ● identify direct and indirect aims ● identify points of interest and control of error | |
| Activity | 10 points | <p>Key Assignment: Activity</p> <p>Students will make and demonstrate a developmentally appropriate language activity. This activity lesson plan will include appropriate</p> | Week 10 Friday 11 p.m. |

| | | | |
|----------------|-----------|---|---------------------------|
| | | <p>standards and benchmarks, student learning objectives, content, assessment plan, procedures, and reflections. This lesson also examines how the lesson plan can be adapted to mainstream early childhood environment that includes developmentally appropriate modifications to meet the needs of diverse and exceptional learners.</p> <p>For full points, activity will</p> <ul style="list-style-type: none"> ● be aesthetically made ● have original elements ● be appropriate for age ● include lesson plan that includes criteria listed above ● be clearly and gracefully presented <p>Please submit your activity lesson plan write-up in Doc Sharing prior to your presentation. After your instructor's feedback you will submit your final version in LiveText by Friday (Week 10) 11 p.m.</p> | |
| Language Album | 25 points | <p>Key Assignments: Language Arts Album</p> <p>An album that incorporates language activities that promote language development. Albums will include the big idea (rationale), lessons, photos, and resources for the teaching language curriculum to young children. Each of the lessons included in these albums will include adaptation and accommodations and appropriate content standards.</p> <p>1) Rationale (10 pts.) For full points Rationale will:</p> <ul style="list-style-type: none"> ○ be written in Standard American English and APA style ○ have a clear introduction and supporting paragraphs ○ include a complete summary ○ be at least two pages with 12 point font/ one inch margins ○ answer the questions <i>what, why, where, and when</i> ○ include at least one appropriate quote from your reading <p>2) Lessons, Photos, Standards, and Accommodations (10 pts.)</p> <p>3) Resources (5 pts.)</p> <p>Please click here to view the rubric for the rationale.</p> | Week 10 Friday 11 p.m. |

| | | | |
|--------------|-----------|--|---------------------------|
| Cosmic Album | 25 points | <p>Key Assignments: Cosmic Album</p> <p>An album that incorporates developmentally appropriate Cosmic lessons and resources. Albums will include the big idea (rationale), lessons, photos, and resources for the teaching music curriculum to young children. Each of the lessons included in these albums will include adaptation and accommodations and appropriate content standards.</p> <p>1) Rationale (10 pts.) For full points Rationale will:</p> <ul style="list-style-type: none"> <input type="radio"/> be written in Standard American English and APA style <input type="radio"/> have a clear introduction and supporting paragraphs <input type="radio"/> include a complete summary <input type="radio"/> be at least two pages with 12 point font/ one inch margins <input type="radio"/> answer the questions <i>what, why, where, and when</i> <input type="radio"/> include at least one appropriate quote from your reading <p>2) Lessons, Photos, Standards, and Accommodations (10 pts.)</p> <p>3) Resources (5 pts.)</p> <p>Please click here to view the rubric for the rationale.</p> | Week 10 Friday 11 p.m. |
|--------------|-----------|--|---------------------------|

Grading Scale:**A- 90-100 points****B- 80-90 points****Below 79 Must Retake the Class**

University Policies:

Attendance: As stated in the Chaminade University Catalog, students are expected to attend all classes for courses in which they are registered. *Students must follow the attendance policy of the Division as appropriate for the course format (on-ground, hybrid, or online).* Penalties for not meeting the attendance requirements may result in lowering of the grade, withdrawal from the course, or failing the course.

A summary of the Education Division's attendance policy is attached at the end of this syllabus.

Writing Standards: All work submitted by Chaminade University students must meet the following writing standards. Written assignments should:

1. Use correctly the grammar, spelling, punctuation, and sentence structure of Standard Written English.
2. Develop ideas, themes, and main points coherently and concisely.
3. Adopt modes and styles appropriate to their purpose and audience.
4. Be clear, complete, and effective.
5. Carefully analyze and synthesize material and ideas borrowed from sources. In addition, the sources of the borrowed material should be correctly acknowledged to avoid plagiarism.

Plagiarism: "Plagiarism is the offering of work of another as one's own. Plagiarism is a serious offense and may include, but is not limited to, the following:

1. Complete or partial copying directly from a published or unpublished source without proper acknowledgement to the author. Minor changes in wording or syntax are not sufficient to avoid charges of plagiarism. Proper acknowledgement of the source of a text is always mandatory.
2. Paraphrasing the work of another without proper author acknowledgement.
3. Submitting as one's own original work (however freely given or purchased) the original exam, research paper, manuscript, report, computer file, or other assignment that has been prepared by another individual.

Please refer to your **Student Handbook** and the **Graduate Catalog** for other important institutional and academic policies including more detailed information regarding Grading, Plagiarism, Classroom Department, Freedom of Expression, Add/Drop, Disabilities, and others.

Diversity/Full Inclusion: Chaminade University of Honolulu is committed to a policy of non-discrimination and recognizes the obligation to provide equal access to its programs, services, and activities to students with disabilities. If a student is in need of accommodation due to a documented disability, he/she should contact the Counseling Center at 735-4845 or 739-4603. A determination will be made if the student meets the requirements for documented disability in accordance with the Americans with Disabilities Act. It is important to contact them as soon as possible so that accommodations are implemented in a timely fashion.

Beyond the legal requirements Chaminade's Education Division is committed to an integral, quality education that begins with respect for the complexity and diversity of each person. Subsequently, faculty members attempt to engage the whole person with quality courses and activities that challenge the intellectual, emotional, aesthetic, physical, and ethical dimensions that make up each student's life experience.

Grade Dissemination (Clearly share how and when students will learn of their grades.):

Example: Graded tests and materials in this course will be returned individually only by request. You can access your scores at any time using the Grade Book function of our University Learning Management System. My goal will be to return graded assignments within one week of the due date.

Course Policies

Late Work Policy :

There are no make-ups for in-class writing, quizzes or exams. Essays turned in late will be assessed a penalty: a half-letter grade if it is one day late, or a full-letter grade for 2-7 days late. Essays will not be accepted if overdue by more than seven days.

Grades of "Incomplete":

The current university policy concerning incomplete grades will be followed in this course. Incomplete grades are given only in situations where unexpected emergencies prevent a student from completing the course and the remaining work can be completed the next semester. Your instructor is the final authority on whether you qualify for an incomplete. Incomplete work must be finished by the end of the subsequent semester or the "I" will automatically be recorded as an "F" on your transcript.

Rewrite Policy:

Example: Rewrites are entirely optional; however, only the formal essay may be rewritten for a revised grade. Note that an alternate grading rubric will be used for the rewrite, featuring an additional column that evaluates the changes made specifically.

Writing Policy:

Example: Commentary on written work will be delivered in written format, at the end of the assignment. However, upon request, an alternate delivery method can be used. If desired, instructor comments can be made verbally and delivered to the student as an mp4. This approach yields far fewer written comments, but much more commentary in general is delivered, due to the speed and specificity of speech. Those requesting mp4 feedback must state so when the essay is turned in. All papers should demonstrate mastery of grammar, punctuation, spelling and syntax expected of college level students. Use of [APA/MLA](#) is required for all papers. If you need writing assistance, please seek help from Student Support Services and the [Academic Achievement Program](#). All papers are to be word-processed, proofread, and solely the work of the author.

Group Work Policy:

Example: Everyone must take part in a group project. All members of a group will receive the same score; that is, the project is assessed and everyone receives this score. However, that number is only 90% of your grade for this project. The final 10% is individual, and refers to your teamwork. Every person in the group will provide the instructor with a suggested grade for every other member of the group, and the instructor will assign a grade that is informed by those suggestions. Also, everyone must take part in a group essay. The grading criteria are the same as the group project. Once formed, groups cannot be altered or switched, except for reasons of extended hospitalization.

Appropriate Technology:

You are expected to work with appropriate technology including mobile devices for your course work.

Student Expectations**Disability Access**

The University is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Students who need accommodations must be registered with Student Disability Services. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from the Counseling Center by the end of week three of the class in order for the instructor to plan accordingly. Failure to provide written documentation will prevent your instructor from making the necessary accommodations. Please refer any questions to the Dean of Students.

Title IX Compliance

Chaminade University of Honolulu (CUH) recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. Should you want to speak to a confidential source you may contact the Chaminade Counseling Center at [808 735-4845](tel:8087354845) and/or any priest serving as a sacramental confessor or any ordained religious leader serving in the sacred confidence role.

Attendance Policy (Offer specifics about your expectations for attendance – physically and mentally – perhaps a word on engagement and what it means to be “present”. How many absences are acceptable/expected? Will students get points for attendance and/or participation? You may also describe expectation of courtesy here, i.e., when discussing, we will create an active, open environment, which encourages diverse thought and comments. We strive to create evidence-based arguments and attack the idea, never the person):

Professionalism Policy:

Please attend to all university policy and classroom etiquette procedures. Those not heeding the policies will be asked to leave the classroom/lab immediately so as to not disrupt the learning environment. Please arrive on time, be attentive, and respectful for all class meetings. Students who habitually disturb the class by talking, arriving late or other unprofessional behavior may suffer a reduction in their final class grade.

Academic Conduct Policy

The success of the Honor Code is made possible only with the acceptance and cooperation of every student. Each student is expected to maintain the principles of the Code. Example of Honor Code violations include:

- Giving or receiving information from another student during an examination;
- Using unauthorized sources for answers during an examination;
- Illegally obtained test questions before the test;

- Any and all forms of plagiarism – submit all or part of someone else’s work or ideas as your own;
- The destruction and/or confiscation of school and/or personal property.

A violation is reported either to the professor involved, who will report it to the Dean of Students, or directly to the Dean of Students.

Violations of the Honor Code are serious. They harm other students, your professor, and the integrity of the University. Alleged violations will be referred to the Office of Judicial Affairs. If found guilty of plagiarism, a student might receive a range of penalties, including failure of an assignment, failure of an assignment, and withholding of the final course grade until a paper is turned in on the topic of plagiarism, failure of the course, or suspension from the University.

Violations of Academic Integrity: Violations of the principle include, but are not limited to:

- Cheating: Intentionally using or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise.
- Fabrication and Falsification: Intentional and unauthorized alteration or invention of any information or citation in an academic exercise. Falsification is a matter of inventing or counterfeiting information for use in any academic exercise.
- Multiple Submissions: The submission of substantial portions of the same academic work for credit (including oral reports) more than once without authorization.
- Plagiarism: Intentionally or knowingly presenting the work of another as one’s own (i.e., without proper acknowledgment of the source).
- Abuse of Academic Materials: Intentionally or knowingly destroying, stealing, or making inaccessible library or other academic resource materials.
- Complicity in Academic Dishonesty: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Plagiarism includes, but is not limited to:

- Copying or borrowing liberally from someone else’s work without his/her knowledge or permission; or with his/her knowledge or permission and turning it in as your own work.
- Copying of someone else’s exam or paper.
- Allowing someone to turn in your work as his or her own.
- Not providing adequate references for cited work.
- Copying and pasting large quotes or passages without properly citing them.

One-on-One Tutoring

Student Support Services and the Academic Achievement Program offer free, one-on-one tutoring for all undergraduate students at Chaminade University. Tutoring services are designed to guide students to the point at which they become independent learners, no longer needing a tutor. Subjects tutored include, but are not limited to: biology, chemistry, math, nursing, English, etc. The tutoring corps consists of trained Peer and Professional Tutors.

Tutoring is available by appointment only. Tutoring takes place in the Student Support Services building during the hours of 9:00 am to 5:00 pm, Monday through Friday. In order to receive tutoring, a student must first complete and submit an intake form. After submitting the intake form, a staff member will assist the students in creating an online account that allows him/her to book an appointment through the online system. All appointments must be made two (2) days

prior to the desired appointment. Cancellations must be made 24 hours in advance. For further information, contact Student Support Services at [\(808\) 735-4724](tel:8087354724).