



Course Syllabus: Teacher Residency I

College of West College of Education and Professional Studies

EDUC 4323 Section 103

Fall 2026: August 24, 2026-December 12, 2026

Contact Information

Instructor: Suzanne Lindt

Office: BH 301C

Office hours: Tues 12:00-1:00pm; Wed 11:00am-1:00pm; Thurs 11:00am-12:00pm

Office phone: (940) 397-6334

E-mail: suzanne.lindt@msutexas.edu

Course Description

Supervised co-teaching in a public school for an entire semester. MSU Texas Teacher Residents will be placed in a state-accredited public school all day under the guidance of an experienced and accomplished classroom teacher. Teacher Residents will demonstrate professional development and growth in the implementation of effective instruction, assessment, technology integration, and classroom management.

Textbook & Instructional Materials

No required textbook or materials.

Instructor Response Policy

The best way to contact me is via email. I will check my email daily between 8:00 AM and 5:00 PM, Monday through Friday. I will make every effort to respond within 24 hours; however, this does not apply to weekends or holidays. You are welcome to visit my office during office hours (see above), or we can set up a time to talk virtually, on the phone, or in person outside those hours. I am typically flexible.

Required Technology

All students must have internet access and the following technology applications: Google docs and word processing applications.

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Grading

Correct spelling and use of appropriate grammatical skills are expected on each written assignment or project. Most of the assignments/projects will be typed and utilize an appropriate style (*Times New Roman, 12-point font, double-spaced*). Handwritten assignments must be legible, neat, and clean.

Unacceptable work will be returned ungraded or will result in a grade reduction. In addition, plagiarized or copied work will receive a grade of ZERO with no make-up allowed.

Table 1: Points allocated to each assignment

Assignments	Submission Location
Code of Ethics	TK20
Formal Observations 1-4	TK20
Lesson Plans and Reflections 1-4	TK20
Informal Observations 1-4	TK20
MISL	TK20
Orientation Attendance	Sign-in Sheet
Career Fair Attendance	Sign-in Sheet
MISL Training Attendance	Sign-in Sheet
Test Prep Attendance	Google Form
Virtual Lesson Plan	TK20

Code of Ethics

You will complete the Code of Ethics certificate following training at orientation. The signed signature sheet must be uploaded to TK20 within one week of the orientation date. Submission will be approved by your university supervisor.

Formal Observations

Your University Field Supervisor (UFS) will conduct four observations during your clinical teaching, two in the first half and two in the second half. Prior to each observation, you will create a lesson plan that you will share with your supervisor. Your UFS will meet with you for a pre-conference to give you feedback over the lesson plan before it is taught. Following your observation, your UFS will give you an evaluation form that will be signed by you, the UFS, and your cooperating teacher. You will also complete a reflection after you teach the lesson. All four lessons, reflections, and observation sheets will be uploaded to TK20. Formal Observations include: Observations 1-4, Midpoint Evaluation, Lesson Plans, and Reflections.

MISL (Midwestern Impact on Student Learning)

The MISL will be completed in the first half of clinical teaching. After describing the students, school, classroom, and community, you will create unit objectives and assessments in addition to lessons within the unit. The MISL lessons will be developed with the help of your cooperating teacher and under the guidance of your university supervisor. Data from the pre-and post-assessments will be reported and analyzed to determine student learning. You will provide a reflection on the unit and your plans for future opportunities and professional development. You will upload the final MISL to TK20 for evaluation.

Informal Observations

Your University Field Supervisor (UFS) will conduct four informal observations during your clinical teaching. Following your informal observation, your UFS will give you an evaluation form that will be signed by you, the UFS, and your cooperating teacher.

Virtual Lesson Plan

The Virtual Lesson Plan can be modeled off of one of your MISL lessons. Using the template provided on our Google site, adapt a lesson to a virtual format and upload the lesson plan into TK20 for UFS approval.

Required Training and Workshops

During clinical teaching, you will be required to attend various trainings and workshops, some in person and some virtually. The required trainings are New

Clinical Teacher Orientation, MSU Education Career Fair, MISL Training, and Test Prep Workshop.

Written Work

All written work should be completed in a professional style. Using correct spelling and grammar are important writing skills you must know well because your students will learn from you. Therefore, all written assignments will have 10% -20% of the grade based on spelling and grammar. Expectations are for quality work.

Late Work

Assignments are expected to be turned in by the due date. Ten percent of the total points will be deducted per day late, and any assignment submitted more than two weeks late will not be accepted. Arrangements must be made at least two days in advance for any exceptions to be given.

Important Dates

- Last day for term schedule changes: August 24-27. Check date on [Academic Calendar](#).
- Deadline to file for graduation: September 21. Check date on [Academic Calendar](#).
- Last Day to drop with a grade of "W:" October 7 at 4:00pm. Check date on [Academic Calendar](#).
- Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Attendance

Students are expected to attend all meetings of the classes in which they are enrolled. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member. If at any time you are unable to attend mandatory trainings during your clinical teaching, please contact Misti Spear (misti.spear@msutexas.edu). If you miss any days clinical teaching at your assigned campus, please notify your university supervisor.

Professional teachers are dependable, reliable, and responsible. Therefore, candidates are expected to be on time and in attendance every day, and to stay for the entire teacher work day. Tardiness, leaving early, and excessive absences (3) are considered evidence of lack of dependability, and are taken seriously. Candidates will receive a grade of F on the third absence. If a candidate is taking 'blocked' courses that are taught at a Professional Development School, requiring field experience, the candidate will be dropped with an F from those classes as well.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ****Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered a reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. ****Your computer being down is not an excuse for missing a deadline!!*** You can access your class in many places! You can access our online classes from any computer in the world connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers because of liability and resource limitations; however, they can help you connect to our online services. For help, log into [D2L](#).

Recording Classes

****Recording classes is generally prohibited without the professor's explicit permission.*** Such recordings, when permitted, are for personal use only and may not be uploaded to the internet or otherwise shared, transmitted, or published without the professor's prior consent. Some faculty may not permit recordings of their classes. When it is feasible and appropriate, students may record classes to accommodate disabilities under the Americans With Disabilities Act, with prior approval of Disability Support Services. Such recordings may not be uploaded to the internet or otherwise shared, transmitted, or published.

Instructor Class Policies

Students are expected to assist in maintaining a classroom environment which is conducive to learning. In order to assure that all students have the opportunity to gain from time spent in class, unless otherwise approved by the instructor, students are prohibited from engaging in any form of distraction—this includes, but is not limited to cell phones. Electronic communications devices will be turned off anytime the class member is in the school building—in our classroom

or in a field experience classroom. Inappropriate behavior in the classroom shall result, minimally, in a request to leave class and a Professional Fitness Form will be filed for review with the college. If the instructor must file a Fitness Alert Form for any reason, including failure to demonstrate appropriate teaching dispositions, the student may receive an instructor drop with an "F" for the course.

An instructor may drop a student any time during the semester for excessive absences, for consistently failing to meet class assignments, for an indifferent attitude, or for disruptive conduct. The instructor must give the student a verbal or written warning prior to dropping the student from the class. An instructor's drop of a student takes precedence over the student-initiated course drop of a later date. The instructor will assign a grade of either WF or F through the first 8 weeks of a long semester, the first 6 weeks of a 10 week summer term, or the 11th class day of a 4 or 5 week summer term consisting of 20 days. After these periods the grade will be an F. The date the instructor drop form is received in the Office of the Registrar is the official drop date.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide

appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

Emergency Aid Resources for Basic Needs

Unexpected life circumstances can affect anyone. If you are experiencing challenges meeting basic needs—such as housing, utilities, food, transportation, healthcare, technology, textbooks or other life necessities, resources may be available to help. Visit the [Student Emergency Support and Resources webpage](#) to learn more, and explore emergency support opportunities through MSU and how to access them. For additional information, please contact the Office of Student Affairs: Clark Student Center #108, (940) 397-7500, student.affairs@mstuexas.edu.

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “*Run. Hide. Fight.*” which may be electronically accessed via the University police department’s webpage: [“Run. Hide. Fight.”](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Course Schedule:

Calendar is subject to change, please check with site coordinator for updates and changes.

Day of the Month	Event/Activity/Due Date
JULY	
28	Resident & Host Orientation BH 204 9:00am-3:00pm
30 - 31	Burkburnett - New Teacher Orientation
AUGUST	
3	Electra ISD - New Teacher Orientation Holiday ISD - New Teacher Orientation
3 - 5	Wichita Falls ISD - New Teacher Orientation
3 - 7	Burkburnett ISD - Staff Learning and Professional Development
4 - 6	Holliday ISD - Staff Development
4 - 11	Electra ISD - Staff Development
6 - 12	Wichita Falls ISD - Staff Development Days [excluding weekends]

Day of the Month	Event/Activity/Due Date
7 - 11	Holliday ISD - Teacher Work Days [excluding weekends]
10 - 11	Burkburnett ISD - Planning Only
10 - 18	City View ISD - Staff Development / Teacher Work Days
12	Burkburnett ISD - Students' First Day of School Electra ISD - Students' First Day of School Holliday ISD - Students' First Day of School
13	Wichita Falls - Students' First Day of School Walkthrough #1 Window Opens [must be completed by September 11] POP #1 Window Opens [must be completed by September 22]
19	City View ISD - Students' First Day of School
20	Residency Seminar BH 204 8:00 - 11:00 am
21	Electra ISD Staff Development [no students]
24	MSU Classes Begin
27	Residency Seminar BH 204 8:00 - 11:00 am
SEPTEMBER	
3	Residency Seminar BH 204 8:00 - 11:00 am
7	Labor Day - all districts off
10	Residency Seminar BH 204 8:00 - 11:00 am [residents might attend tomorrow's training instead]
11	Walkthrough #1 Window Closes MSU Professional Development #1
14	Walkthrough #2 Window Opens [must be completed by October 9]
15	Resident Progress Report by Host Teacher (Due by 9/22)
17	Residency Seminar BH 204 8:00 - 11:00 am
18	Electra ISD - Parent Conferences

Day of the Month	Event/Activity/Due Date
21	Burkburnett ISD - Staff Learning/Planning Day [no students] Holliday ISD - Staff Development
22	Resident Progress Report by Host Teacher Due
24	Residency Seminar BH 204 8:00 - 11:00 am
25	Wichita Falls ISD - Staff Development Day [no students]
25	POP #1 Window Closes
29	Host Teacher Professional Development MSU Bridwell Hall 12:30 - 3:30 pm
30	Governance Meeting #1 Location TBD 9:00 - 11:00 am
OCTOBER	
1	Residency Seminar BH 204 8:00 - 11:00 am
2	City View ISD Holiday Electra ISD Holiday
5	City View ISD Teacher Work Day
8	Residency Seminar BH 204 8:00 - 11:00 am [residents might attend tomorrow's training instead]
9	Wichita Falls ISD - Teacher Planning Day [no students] Professional Development Day@MSU BH 204 9am-3pm Walkthrough #2 Window Closes
12	Burkburnett ISD - Holiday [no students] City View ISD - Teacher Work Day [no students] Holliday ISD - Holiday [no students] Wichita Falls ISD - Parent Conference Day [no students]
13	Burkburnett ISD - Parent Conference Day [no students] Holliday ISD - Staff Development Walkthrough #3 Window Opens [must be completed by November 6]
15	Residency Seminar BH 204 8:00 - 11:00 am Resident Progress Report by Host Teacher (Due by 10/22)
16	Electra ISD Holiday

Day of the Month	Event/Activity/Due Date
20	POP #2 Window Opens [must be completed by December 11]
22	Residency Seminar BH 204 8:00 - 11:00 am Resident Progress Report by Host Teacher Due
29	Residency Seminar BH 204 8:00 - 11:00 am
30	Burkburnett ISD Holiday [no students] Electra ISD Staff Development [no students] WFISD Opt-out Day [no students]
NOVEMBER	
3	Wichita Falls ISD - Staff Planning Day [no students]
5	Residency Seminar BH 204 8:00 - 11:00 am
6	Walkthrough #3 Window Closes
8	Virtual Lesson Plan Due
9	Walkthrough #4 Window Opens [must be completed by December 11]
11	Veterans Holiday Burkburnett ISD Holiday [no students]
12	Residency Seminar BH 204 8:00 - 11:00 am
13	Electra ISD Holiday
15	Resident Progress Report by Host Teacher (Due by 11/22)
17	Host Teacher Professional Development MSU Bridwell Hall 12:30 - 3:30 pm
18	Governance Meeting #2 Location TBD 9:00 - 11:00 am
19	Residency Seminar BH 204 8:00 - 11:00 am
22	Resident Progress Report by Host Teacher Due
23-27	Burkburnett ISD City View ISD Electra ISD Holliday ISD Wichita Falls ISD - Student Holiday
26-27	THANKSGIVING BREAK

Day of the Month	Event/Activity/Due Date
DECEMBER	
2	City View ISD Early Release for Students [professional development for staff]
3	Residency Seminar BH 204 8:00 - 11:00 am
4	MSU Last Day of Class
11	Walkthrough #4 Window Closes POP #2 Window Closes
15	Resident Progress Report by Host Teacher (Due by 12/22)
17	Electra ISD Early Release for Students Holliday ISD Early Release for Students
17 - 18	City View ISD Early Release for Students [professional development for staff]
18	Electra ISD Staff Development [no students] Holliday ISD Holiday Burkburnett ISD WFISD - Early Release for Students
21-31	Burkburnett ISD City View ISD Electra ISD Holliday ISD Wichita Falls ISD - Holiday
22	Resident Progress Report by Host Teacher Due