



On-Campus Course Syllabus

EDU 312 L00.A

Discipline and Classroom Management

Summer 2019

Class Information

Day and Time: May 28 to May 31, and June 3 to June 6, 2019; 9:00 am to 2:00 pm
Room Number: E 202

Contact Information

Instructor Name: Dr. Vickie S. Brown
Instructor Email: vbrown@criswell.edu
Instructor Phone: 214.818.1341
Instructor Office Hours: M-F 2:00 to 3:00

Course Description and Prerequisites

Describes what the prospective teacher can do to create a well-managed classroom. Principles include planning in several key areas before the school year begins; implementing that plan; establishing good management at the beginning of the year and maintaining good management procedures throughout the year. Instructional leadership and excellent communication skills are key elements of this course.

Course Objectives

1. Organize the classroom and supplies.
2. Select and teach rules and plan classroom procedures.
3. Communicate clearly, various student assignments and requirements.
4. Monitor progress on and completion of assignments.
5. Maintain good student behavior through monitoring and consistency.
6. Plan, organize, and conduct instruction through various individual and group activities.
7. Plan strategies for handling individual differences.
8. Develop necessary leadership and communication skills needed for effective teaching.

Required Textbooks

Classroom Management for Elementary Teachers, Everston & Emmer, 10th edition, New York: Pearson, 2017, ISBN-9780134028941, Publisher only

Course Requirements and Assignments

1. Classroom Plan: After being given specification, you will design a classroom plan that makes provisions for high traffic areas, visibility of teacher and all students, and reduces distractions. This design is to be a scaled drawing, on a single page, and of professional quality. You will share your design with your peers, in class.

DUE: 5/29/19

POINTS: 5 points

2. Classroom Rules: You will compose a set of five (5) to eight(8) classroom rules. These are to be broad, clear, and positively stated. They are to be neatly written on poster board so as to be appropriate for classroom display. You will share your rules in class with your peers.

DUE: 5/9/19

POINTS: 5 points

3. Journal Articles: You will locate and summarize journal articles on designated topics. Each article summary is to be two typed pages in length, be double-spaced and 12cpi, be bibliographically notated, and be accompanied by a copy of the article. **The articles are to be from journals or magazines published later than 2010.** The article summaries are due on the designated dates. You will be expected to discuss the information gleaned from your article on those dates.

Due: 5/30/19 Classroom Rules

POINTS: 5 points each/25 total

5/31/19 Starting the Year

6/03/19 Planning Instruction to Meet TEK Standards

6/05/19 Managing Problem Behaviors

6/05/19 Free Choice

4. Chapter Assignments: You will be assigned various case studies and chapter activities to complete in order to help you prepare yourself for class discussions. Each assignment is due on the designated date.

DUE: 5/29/19 Chapter 2

POINTS: 5 points each/30 total

5/30/19 Chapter 3

5/31/19 Chapter 5

6/03/19 Chapter 7

6/04/19 Life Would Be Easy (3) Written Response

6/04/19 Chapter 8

5. Teacher Interview: You are to interview a teacher with a minimum of three (3) years of teaching experience. You are to use the provided questionnaire as a guide. The interview summary is to be a minimum of three typed pages, double-spaced, and 12 cpi. You will share your interview with your peers.

DUE: 6/06/19

POINTS: 15 points

6. Notes: All chapter outlines are to be completed by you during the semester. Class discussions will cover portions of the notes. However, it is understood, that time constraints do not permit completion of all notes during class. Therefore, it is your responsibility to complete the remainder of the outlines during your own studies of the text material.

Due: 6/06/19

POINTS: 5 points

7. Exams: You will complete two exams during this semester. They will cover the designated text material and notes from class discussions.

Chapters 1-3 5/30/19

POINTS: 5 points

Chapters 4-10 6/06/19

10 points

Assignment	Due Date	Point Value
Classroom Plan	5/29/19	5
Classroom Rules	5/29/19	5
Chapter 2 Questions	5/29/19	5
Journal Article 1	5/30/19	5
Chapter 3 Questions	5/30/19	5
Test I	5/30/19	5
Journal Article 2	5/31/19	5
Chapter 5 Questions	5/31/19	5
Journal Article 3	6/03/19	5
Chapter 7 Questions	6/03/19	5
Chapter 8 Questions	6/04/19	5
Life Would Be Easy	6/04/19	5
Journal Article 4	6/05/19	5
Journal Article 5	6/05/19	5
Class Notes	6/03/19	5
Test II	6/03/19	10
Teacher Interview	6/03/19	15
	TOTAL	100

Course/Classroom Policies and Information

Texas Educator Standards:

Pedagogy and Professional Responsibilities EC–12 Standard II

The teacher creates a classroom environment of respect and rapport that fosters a positive climate for learning, equity and excellence.

Pedagogy and Professional Responsibilities EC–12 Standard III

The teacher promotes student learning by providing responsive instruction that makes use of effective communication techniques, instructional strategies that actively engage students in the learning process and timely, high-quality feedback.

Pedagogy and Professional Responsibilities EC–12 Standard IV

The teacher fulfills professional roles and responsibilities and adheres to legal and ethical requirements of the profession.

Technology Applications Standard I

All teachers use technology-related terms, concepts, data input strategies and ethical practices to make informed decisions about current technologies and their applications.

Technology Applications Standard II

All teachers identify task requirements, apply search strategies and use current technology to efficiently acquire, analyze and evaluate a variety of electronic information.

Technology Applications Standard IV

All teachers communicate information in different formats and for diverse audiences.

Technology Applications Standard V

All teachers know how to plan, organize, deliver and evaluate instruction for all students that incorporates the effective use of current technology for teaching and integrating the Technology Applications Texas Essential Knowledge and Skills (TEKS) into the curriculum.

Class Attendance

Students are responsible for enrolling in courses for which they anticipate being able to attend every class session on the day and time appearing on course schedules, and then making every effort to do so. When unavoidable situations result in absence or tardiness, students are responsible for acquiring any information missed. Professors are not obliged to allow students to make up missed work. Per their independent discretion, individual professors may determine how attendance affects students' ability to meet course learning objectives and whether attendance affects course grades.

Grading Scale

A	97-100	4.0 grade points per semester hour
A-	93-96	3.7 grade points per semester hour
B+	91-92	3.3 grade points per semester hour
B	88-90	3.0 grade points per semester hour
B-	86-87	2.7 grade points per semester hour
C+	83-85	2.3 grade points per semester hour
C	80-82	2.0 grade points per semester hour
C-	78-79	1.7 grade points per semester hour
D+	75-77	1.3 grade points per semester hour
D	72-74	1.0 grade point per semester hour
D-	70-71	0.7 grade points per semester hour
F	0-69	0.0 grade points per semester hour

Incomplete Grades

Students requesting a grade of Incomplete (I) must understand that incomplete grades may be given only upon approval of the faculty member involved. An "I" may be assigned only when a student is currently passing a course and in situations involving extended illness, serious injury, death in the family, or employment or government reassignment, not student neglect.

Students are responsible for contacting their professors prior to the end of the semester, plus filing the appropriate completed and approved academic request form with the Registrar's Office. The "I" must be

removed (by completing the remaining course requirements) no later than 60 calendar days after the grade was assigned, or the “I” will become an “F.”

Academic Honesty

Absolute truth is an essential belief and basis of behavior for those who believe in a God who cannot lie and forbids falsehood. Academic honesty is the application of the principle of truth in the classroom setting. Academic honesty includes the basic premise that all work submitted by students must be their own and any ideas derived or copied from elsewhere must be carefully documented.

Academic dishonesty includes, but is not limited to:

- cheating of any kind,
- submitting, without proper approval, work originally prepared by the student for another course,
- plagiarism, which is the submitting of work prepared by someone else as if it were his own, and
- failing to credit sources properly in written work.

Institutional Email Policy

All official college email communications to students enrolled in this course will be sent exclusively to students' institutional email accounts. Students are expected to check their student email accounts regularly and to respond in an appropriate and timely manner to all communications from faculty and administrative departments.

Students are permitted to setup automatic forwarding of emails from their student email accounts to one or more personal email accounts. The student is responsible to setup and maintain email forwarding without assistance from college staff. If a student chooses to use this forwarding option, he/she will continue to be responsible for responding appropriately to all communications from faculty and administrative departments of the college. Criswell College bears no responsibility for the use of emails that have been forwarded from student email accounts to other email accounts.

Disabilities

Criswell College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and similar state laws, which are designed to eliminate discrimination against qualified individuals with disabilities. Criswell College is committed to making reasonable accommodations for qualifying students, faculty, and employees with disabilities as required by applicable laws. For more information, please contact the Student Services Office.

Intellectual Property Rights

Unless otherwise specifically instructed in writing by the professor, students must neither materially nor digitally reproduce materials from any course offered by Criswell College for or with the significant possibility of distribution.

Resources and Support

Canvas and CAMS: Criswell College uses Canvas as its web-based learning tool and CAMS for student data. Students needing assistance with Canvas should contact the Canvas Help Support line at (844) 358-6140. Tech support is available at this number twenty-four hours a day. Students needing help with CAMS should contact the Campus Software Manager at bstifle@criswell.edu.

Student Services: The Student Services Office exists to foster and encourage success in all areas of life—physical, intellectual, spiritual, social, and emotional. Students are encouraged to reach out for assistance by contacting the office at 214.818.1332 or studentservices@criswell.edu. Pastoral and certified counseling services are also available to Criswell students. Appointments are scheduled through Dr. Jeff Campbell, Dean of Students, at jcampbell@criswell.edu.

Wallace Library: Students can access academic resources and obtain research assistance by visiting the Wallace Library, which is located on campus. For more information, go to the library website, or email the Wallace Library at library@criswell.edu.

Writing Center: Students are encouraged to consult with writing tutors to improve and enhance their skills and confidence by practicing techniques of clear and effective writing. To consult with a tutor, students can visit the Writing Center located on the first floor near the Computer Lab, or they can schedule an appointment by emailing writingcenter@criswell.edu or calling 214.818.1373.

Course Outline/Calendar

Date	Topic	Reading Assignment	Assignments Due
5/28/19	Syllabus Explanation	pp. 1-18	
	Chapter 1 Organizing Your Classroom	pp. 19-42	
5/29/19	Chapter 2 Establishing Classroom Norms	pp. 43-60	Classroom Plan Due
			2-1 & 2-2 Case Study
			Classroom Rules Due
5/30/19	Chapter 3 Managing Student Work		Journal Article #1 Due
	Chapters 1-3 Test	pp. 61-94	Ch. 3 Case Study Question #1
5/31/19	Chapter 4 Getting Off to a Good Start	pp. 95-120	Journal Article #2 Due
	Chapter 5 Planning and Conducting Instruction	pp. 121-142	Problems 5-1, 5-2, & 5-3
6/03/19	Chapter 6 Managing Cooperative Groups	pp. 143-160	Journal Article #3 Due
	Chapter 7 Maintaining Appropriate Behavior	pp. 161-182	Examples 7-1, 7-2, 7-3, & 7-4

6/04/19	Chapter 8 Communication Skills	pp. 183-208	Activity 8-2 &8-3
			<i>Life Would Be Easy</i>
6/05/19	Chapter 9 Managing Problem Behaviors	pp. 209-252	Journal Article #4 Due
	Chapter 10 Managing Special Groups		Journal Article #5 Due
6/06/19	Chapters 4-10 Exam		Chapter Notes Due
	Final Project		Teacher Interview Due

Selected Bibliography

Berry, S., *100 Ideas That Work!: Discipline in the Classroom.*, ACSI, Colorado Springs, CO. 1994.

Lemov, D. *Teach Like a Champion: 49 Techniques That Put Students on the Path to College.* Jossey-Bass. 2010.
ISBN 9780470550472

Podesta, C., *Life Would Be Easy If It Weren't For Other People.*, Corwin Press, Thousand Oaks, CA. 1999.

Wong, H., *How to be an Effective Teacher*, Harry K. Wong Publications, Mountainview, CA., 1998.