



On-Campus Course Syllabus

EDU 312 L1

Discipline and Classroom Management

Spring 2023

Class Information

Day and Time: T/TH 3:15 to 4:30

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: Monday 9:00 to 12:00; Wednesday 9:00 to 10:45

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

*****Late Work Classroom Policy: Work is due at the beginning of class on the date designated unless otherwise stated by the professor. Late work will not be accepted.*****

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: 1/26/23

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: 2/02/23

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 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: 2/07/23 Classroom Rules

POINTS: 5 points each/25 total

2/23/23 Starting the Year

3/02/23 Planning Instruction to Meet TEK Standards

4/25/23 Managing Problem Behaviors

5/02/23 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: 2/02/23 Chapter 4

POINTS: 5 points each/30 total

2/09/23 Chapter 5

3/02/23 Chapter 7

3/30/23 Chapter 9

4/11/23 Chapter 10

4/18/23 *Life Would Be Easy* Review

5. 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: 5/04/23

POINTS: 5 points

6. 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: 5/09/23

POINTS: 15 points

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

Chapters 3-5 2/14/23

POINTS: 5 points

Chapters 6-8 & 2 4/04/23

5 points

Chapters 9-12 5/04/23

5 points

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.

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. Instructors are not obliged to allow students to make up missed work. Per their independent discretion, individual instructors may determine how attendance affects students' ability to meet course learning objectives and whether attendance affects course grades.

Campus Closure

To ensure the health and safety of students and employees, college administrators may decide it is necessary on rare occasions to close the campus. Once this decision is announced, instructors will contact students to provide further details regarding the campus closure's impact on those courses. Students are responsible to watch for communication from their instructors and respond appropriately. (Unless otherwise specified by the instructor in this syllabus, this communication will be sent to the student's Criswell College e-mail account.)

In order to make progress toward the courses' objectives, instructors have the freedom during most campus closures to require students to participate in activities as alternatives to meeting on campus. An instructor may, for example, hold class remotely (through Zoom) at the scheduled time, provide a recording of a class or presentation for students to watch independently, or assign other activities that students are to accomplish before returning to campus. Students are responsible for accomplishing these alternative activities as well as any course requirements listed in this syllabus during the period of the campus closure. If, during the period of the campus closure, personal circumstances prohibit a student from accomplishing these alternative activities or course requirements and assignment listed in the syllabus during the campus closure, the student is responsible for communicating with the instructor as soon as possible. Instructors will not penalize students who do not have the means to accomplish the alternative activities during the period of the campus's closure and will work with students whose circumstances during the campus closure prohibited their timely completion of course requirements and assignments in the syllabus.

Grading Scale

Assigning grade definitions (i.e., above average, average, below average) is optional. Please delete the last column below if not assigning definitions. Additionally, delete these instructions when completing syllabus.

			Grade Definitions (optional)
A	93-100	4.0 grade points per semester hour	
A-	90-92	3.7 grade points per semester hour	
B+	87-89	3.3 grade points per semester hour	
B	83-86	3.0 grade points per semester hour	
B-	80-82	2.7 grade points per semester hour	
C+	77-79	2.3 grade points per semester hour	
C	73-76	2.0 grade points per semester hour	
C-	70-72	1.7 grade points per semester hour	
D+	67-69	1.3 grade points per semester hour	
D	63-66	1.0 grade point per semester hour	
D-	60-62	0.7 grade points per semester hour	
F	0-59	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 instructors 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 close of the term or semester in which the grade was awarded, 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 Assessment

Material submitted by students in this course may be used for assessment of the college's academic programs. Since programmatic and institutional assessment is done without reference to specific students, the results of

these assessments have no effect on a student's course grade or academic standing at the college. Before submitting a student's work for this type of assessment, the course instructor redacts the work to remove anything that identifies the student.

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 instructor, 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 Supports

Canvas and SONIS: Criswell College uses Canvas as its web-based learning tool and SONIS 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 SONIS should contact the Campus Software Manager at studenttechsupport@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. The Student Services Office also works with local counseling centers to ensure that every student has access to helpful mental health resources. More information is located on the college website at [Criswell College Mental Health Resources](#), and students may contact the Director of Student Services if they have any questions.

Wallace Library: Students can access academic resources and obtain research assistance by contacting or visiting the Wallace Library, which is located on campus. For more information, email the Wallace Library at library@criswell.edu. Offsite login information is available in Canvas in the “Criswell Student Training Course” under “Library Information.”

Tutoring Center: Students are encouraged to consult with tutors to improve and enhance their skills and confidence in any subject matter taught at the college. Tutors have been recommended by the faculty to ensure that the tutor(s) are qualified to serve the student body. Every tutor brings experience and expertise in an effort to provide the proper resources for the subject matter at hand. To consult with a tutor, students can visit the Tutoring Center located on the second floor in room E203, or schedule an appointment by emailing tutoringcenter@criswell.edu or by calling 214.818.1373.

Course Outline/Calendar

Date	Topic	Reading Assignment	Assignments Due
1/17/23	Syllabus Explanation		
1/19/23	My Greatest Challenges		
1/24/23	Chapter 3 Organizing Your Classroom	pp. 30-49	
1/26/23	Chapter 3 Organizing Your Classroom	pp. 30-49	Classroom Plan Due
1/31/23	Chapter 4 Establishing Classroom Norms	pp. 50-73	
2/02/23	Chapter 4 Establishing Classroom Norms	pp. 50-73	4.1 & 4.2 Case Study Question Classroom rules
2/07/23	Chapter 5 Managing Student Work	pp. 74-94	Journal Article #1 Due
2/09/23	Chapter 5 Managing Student Work	pp. 74-94	5.1, 5.2, 5.3 Case Study
2/14/23	Chapters 3-5 Test		
2/16/23	Chapter 6 Getting Off to a Good Start	pp. 95-130	
2/21/23	Chapter 6 Getting Off to a Good Start	pp.95-130	
2/23/23	Chapter 6 Getting Off to a Good Start	pp.95-130	Journal Article #2 Due
2/28/23	Chapter 7 Planning & Conducting Instruction	pp.131-156	

3/02/23	Chapter 7 Planning & Conducting Instruction	pp.131-156	Journal Article #3 Due
			Case Study 7.2
3/07/23	Chapter 8 Managing Cooperative Groups	pp.157-179	
3/09/23	Chapter 8 Managing Cooperative Groups	pp.157-179	
3/14-16/23	Spring Break		
3/21/23	Chapter 2 Building Supportive Relationships	pp.12-29	
3/23/23	Chapter 2 Building Supportive Relationships	pp.12-29	
3/28/23	Chapter 9 Maintaining Appropriate Behavior	pp.180-201	
3/30/23	Chapter 9 Maintaining Appropriate Behavior	pp.180-201	Question #5
4/04/23	Chapters 6-8 & 2		
4/06/23	Chapter 10 Communication Skills for Teaching	pp.202-227	
4/11/23	Chapter 10 Communication Skills for Teaching	pp.202-227	Activity 10.2 & 10.3
4/13/23	Chapter 10 Communication Skills for Teaching	pp.202-227	
4/18/23	Chapter 10 Communication Skills for Teaching	pp.202-227	<i>Life Would Be Easy Review</i>
4/20/23	Chapter 11 Managing Problem Behaviors	pp.228-254	
4/25/23	Chapter 11 Managing Problem Behaviors	pp.228-254	Journal Article #4 Due
4/27/23	Chapter 12 Managing Special Groups	pp.255-289	
5/02/23	Chapter 12 Managing Special Groups	pp.255-289	Journal Article #5 Due
5/04/23	Chapters 9-12 Exam		Chapter Notes Due
5/09/23	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.