



On-Campus Course Syllabus

EDU 312 L.1

Discipline and Classroom Management

Spring 2025

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 9:30 to 11:30; Wednesday 12:30 to 1:30; Thursday 11:00 to 1:00

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 the necessary leadership and communication skills needed for effective teaching.
- 9.

Required Textbooks

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

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: 1/30/25

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: 2/06/25

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 2015.** 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: 2/11/25 Classroom Rules

POINTS: 5 points each/25 total

2/27/25 Starting the Year

3/06/25 Planning Instruction to Meet TEK Standards

4/29/25 Managing Problem Behaviors

5/06/25 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: 2/06/25 Chapter 4

POINTS: 5 points each/30 total

2/13/25 Chapter 5

3/06/25 Chapter 7

4/03/25 Chapter 9

4/15/25 Chapter 10

4/22/25 *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: 5/08/25

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: 5/13/25

POINTS: 15 points

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

Chapters 3-5	2/18/25
Chapters 6-8 &2	4/08/25
Chapters 9-12	5/08/25

POINTS: 5 points
5 points
5 points

Course/Classroom Policies and Information

Texas Educator Standards:

Pedagogy and Professional Responsibilities EC–12 Standard I

The teacher designs instruction appropriate for all students that reflects an understanding of relevant content and is based on continuous and appropriate assessment.

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 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 (1) anticipate being able to attend every on-campus class session on the day and time appearing on course schedules, or (2) participating in academically related activities as identified in online-course schedules including synchronous class sessions conducted remotely by video, and then making every effort to do so. When unavoidable situations result in absence or tardiness, students are responsible for acquiring any missed information. 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. Professors apprise students of such information in course syllabi.

Students receiving grants, loans, or scholarships must meet specified requirements of various departments at the college and should consult relevant sections of the *Academic Catalog*. To ensure such funds will not be forfeited, students are responsible for contacting the proper departments to ascertain any specific course participation requirements and consequences of not meeting such requirements. Students receiving grants,

loans, or scholarships should consult the Financial Aid office.

While Criswell College is a non-attendance taking institution, it nevertheless must demonstrate that students begin their courses in order to comply with Federal Aid regulations. Accordingly, students must participate in academically related activities during census periods. Failure to meet this requirement will result in students being administratively dropped from courses.

Academically related activity is defined as any course-related activity that may be used as evidence of attendance. Examples include:

- physical presence in a classroom during a class session with the instructor present,
- participation in a synchronous remote video class session with the instructor present,
- submission of an academic assignment, quiz, or exam,
- participation in an interactive tutorial or computer-assisted instruction,
- participation in a study group or discussion board that is assigned by the instructor,
- documentation showing that the student and a faculty member corresponded about the academic subject of the course.

NOTE: Logging into a Canvas course alone and logging into a Synchronous Online class session without active participation or with the camera off are not considered attendance.

NOTE: A census period begins on the first day of a semester/term and runs through the end of the last day to drop courses. During the census period, attendance data is collected in order to demonstrate compliance with Federal Aid regulations. There is no census period for winter terms since there is no last day to drop courses.

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

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.

Course Policy on the use of Artificial Intelligence (AI)

As technology continues to “evolve,” students may be tempted to rely more heavily on artificial intelligence to complete projects than is academically supportive of their learning and skills’ attainment. Therefore, in this course students are not to use artificial intelligence to do more than rudimentary tasks such as have been routinely supplied in programs such as Word. **Papers composed by ChatGPT and similar programs will be considered plagiarism.**

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.

Research and Writing Standards

The default writing style for written assignments in Criswell College Courses is the latest edition of *A Manual for Writers of Research Papers, Theses and Dissertations* by Kate Turabian. However, instructors are free to require alternative writing styles in their courses. These styles include but are not limited to the American Psychological Association (APA), Chicago Manual of Style, Modern Language Association (MLA), and Society of Biblical Literature (SBL) writing guides.

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. Login credentials are emailed to students near the beginning of the semester.

Tutoring Center: Students are encouraged to consult with tutors to improve and enhance their skills and confidence. 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 schedule an appointment through Calendly (<https://calendly.com/criswell-tutoringcenter>) or by visiting the Tutoring Center located on the second floor in room E203. For questions, call 214.818.1373 or email at tutoringcenter@criswell.edu.

Course Outline/Calendar

Date	Topic	Reading Assignment	Assignments Due
1/21/25	Syllabus Explanation		
1/23/25	My Greatest Challenges		
1/28/25	Chapter 3 Organizing Your Classroom	pp. 30-49	

1/30/25	Chapter 3 Organizing Your Classroom	pp. 30-49	Classroom Plan Due
2/04/25	Chapter 4 Establishing Classroom Norms	pp. 50-73	
2/06/25	Chapter 4 Establishing Classroom Norms	pp. 50-73	4.1 & 4.2 Case Study Question
			Classroom rules
2/11/25	Chapter 5 Managing Student Work	pp. 74-94	Journal Article #1 Due
2/13/25	Chapter 5 Managing Student Work	pp. 74-94	5.1, 5.2, 5.3 Case Study
2/18/25	Chapters 3-5 Test		
2/20/25	Chapter 6 Getting Off to a Good Start	pp. 95-130	
2/25/25	Chapter 6 Getting Off to a Good Start	pp.95-130	
2/27/25	Chapter 6 Getting Off to a Good Start	pp.95-130	Journal Article #2 Due
3/04/25	Chapter 7 Planning & Conducting Instruction	pp.131-156	
3/06/25	Chapter 7 Planning & Conducting Instruction	pp.131-156	Journal Article #3 Due
			Case Study 7.2
3/11/25	Chapter 8 Managing Cooperative Groups	pp.157-179	
3/13/25	Chapter 8 Managing Cooperative Groups	pp.157-179	
3/18-20/25	Spring Break		
3/25/25	Chapter 2 Building Supportive Relationships	pp.12-29	
3/27/25	Chapter 2 Building Supportive Relationships	pp.12-29	
4/01/25	Chapter 9 Maintaining Appropriate Behavior	pp.180-201	
4/03/25	Chapter 9 Maintaining Appropriate Behavior	pp.180-201	Question #5
4/08/25	Chapters 6-8 & 2		

4/10/25	Chapter 10 Communication Skills for Teaching	pp.202-227	
4/15/25	Chapter 10 Communication Skills for Teaching	pp.202-227	Activity 10.2 & 10.3
4/17/25	Chapter 10 Communication Skills for Teaching	pp.202-227	
4/22/25	Chapter 10 Communication Skills for Teaching	pp.202-227	<i>Life Would Be Easy</i> Review
4/24/25	Chapter 11 Managing Problem Behaviors	pp.228-254	
4/29/25	Chapter 11 Managing Problem Behaviors	pp.228-254	Journal Article #4 Due
5/01/25	Chapter 12 Managing Special Groups	pp.255-289	
5/06/25	Chapter 12 Managing Special Groups	pp.255-289	Journal Article #5 Due
5/08/25	Chapters 9-12 Exam		Chapter Notes Due
5/13/25	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.