



## EDCI 538: Classroom Management for Teachers

### Course Syllabus for Fall 2012

According to State of Texas HB 2504, this course syllabus must be submitted for review prior to the course's scheduled start date. Therefore, the instructor has the right to modify this syllabus and course calendar at any time between submission for publication and the first day of class. Furthermore, the instructor has the right to modify the syllabus at any time during the course itself provided that (1) such changes do not increase expectations or requirements beyond a reasonable equivalent and (2) students are given ample notification.

**Instructor:** Dr. Becky Sinclair

**Office Location:** Education South #228, Commerce

**Office Phone:** 903-468-3237

**Home Phone:** Will be provided the first class meeting.

**Office Fax:** 903.886.5581 (EDCI Office)

**University Email Address:** Becky.Sinclair@TAMUC.edu

#### COURSE INFORMATION

#### Materials Needed for the course

**Four books are required for the course. You are responsible for one of the texts listed below. The selection process will take place during the first night of class.**

Bear, George G. (2010). School Discipline and Self-Discipline: A Practical Guide to Promoting Prosocial Student Behavior (The Guilford Practical Intervention in Schools Series) [Paperback]. ISBN-10: 1606236814 or ISBN-13: 978-1606236819.

Colvin, Geoffrey (Geoff) T. (2010). Defusing Disruptive Behavior in the Classroom [Paperback]. New York: Corwin Press. ISBN-10: 1412980569 or ISBN-13: 978-1412980562.

Carlson, D. N. & Horne, A. M. (2010). Bully Busters: A Teacher's Manual for Helping Bullies, Victims, and Bystanders [Paperback]. New York; Research Press. ISBN-10: 0878224521 or ISBN-13: 978-0878224524.

Graham, L. J., (2010). (De)Constructing ADHD: Critical Guidance for Teachers and Teacher Educators (Disability Studies in Education) [Paperback]. New York: Peter Lang Publishing. ISBN-10: 1433106396 or ISBN-13: 978-1433106392.

**Course Description:** This course focuses on the study of current theories and practices of classroom management and discipline in early childhood, elementary, and middle school settings.

**Student Learning Outcomes:** By the completion of the course, you will be able to:

1. Analyze strengths and challenges in your own classroom management system to include your most and least effective practices, procedures, routines, rewards, consequences, etc.
2. Know and become familiar with current research on best practices in classroom management.
3. Demonstrate improved insight into the critical role of classroom management, rules and procedures, disciplinary interventions, teacher-student relationships, mental set, students' responsibilities for management, and good management at the school level.
4. Demonstrate, via the *Classroom Teaching Application Log*, the ability to experiment with and analyze the effectiveness of innovative classroom discipline and management strategies based on new learning in the cohort class, outside reading, and/or staff development.
5. Contribute ideas toward the development of a *Scrapbook of Classroom Management Ideas that Work* to be distributed to all students in the cohort.
6. Discuss in detail the impact of your learning this semester on your thinking, beliefs, and classroom practices.
7. Write goals for new classroom innovations that meet the criteria established in Ken Blanchard's SMART goals evaluation system.

## COURSE REQUIREMENTS

### **Instructional / Methods / Activities Assessments**

This course consists of a series of activities and assessments to assist you in achieving the outcomes/objectives for the course and instructional units/modules. During each of the three units, you will work on various combinations of assignments; worksheets, activities, asynchronous threaded discussions, readings, etc. The focus of Unit 1 will be to read the first half of the required textbook and share your learning with your colleagues, identify the most pressing management and discipline issues in your class this year, identify one of those major challenges, and develop a plan for experimenting with the resolution of that issue. In Unit 2 you will read the second half of your textbook, share you learning with your colleagues, research and report on one significant management strategy that has been successful for one of your colleagues, identify two additional management challenges in your own classroom, and develop a plan for ameliorating those challenges. For the final unit, you will write a reflection paper on the what you have learned in this course and the changes you have made in your management plan and share that learning with your colleagues. Below are more specific details about each of these components.

1. **Class Attendance.** Our class will meet face-to-face three times during the semester. See the Course calendar for those dates. Each class counts as two classes because it meets for five hours. Attendance at all class meetings is required and essential to your success in this experience. Students are expected to be on time and actively participate. The rules of the University regarding class attendance will be followed in this course. The university policy on excused absences is explained in the current University Catalog and includes: (a) participation in a required or authorized university activity; (b) illness that is verifiable; (c) death in the immediate family; (d) obligation at a legal proceeding in fulfilling responsibility

as a citizen; and (e) other reason as determined by individual faculty to be excusable. Although you are urged to notify faculty in advance, in the event you are not able to attend class, such notification does not constitute an excused absence. The consequence of one absence is a reduction of one letter grade in the course; two absences will result in a reduction of two letter grades; missing all three classes will result in an “F” in the course. In the event of any absence, you are responsible for obtaining class materials/assignments/notes from your colleagues and/or via *eCollege*.

**2. Complete a self-assessment of your strengths and challenges with regard to your classroom management program. 5 Points (5% of the total course grade.)**

Student Learning Outcome #1: Analyze strengths and challenges in your own classroom management system to include your most and least effective practices, procedures, routines, rewards, consequences, etc.

During the first night of class you will spend some self-reflection time thinking about your strengths and challenges to your management and discipline system. You will convey your reflections onto a document titled: Plus Delta Self-Assessment. You will also share your reflections with others in the class and get an opportunity to modify your lists as you become enlightened by the comments of your colleagues.

Assessment Method: Your Plus Delta Self Assessment will be word processes and submitted to eCollege for evaluation, comments, and grading.

**3. Participate in online mini-lectures on the topic: research on effective classroom management. 20 Points (20% of the total course grade).**

Student Learning Outcome #2: Know and become familiar with current research on best practices in classroom management.

To accomplish this outcome you will participant in four online mini-lectures based on the text by Marzano, R., Marzano, P., et.al. (2004). *Classroom Instruction that Works: Research-Based Strategies for Increasing Student Achievement*. New York: Prentice Hall.

The faculty will present mini-lectures based in part on Marzano’s extensive research on best practices in classroom management and discipline. Each mini-lecture will be scheduled in eCollege with print materials, slide shows and other supporting documents.

Assessment Method: Following each mini-lecture you will take a short quiz over the materials. Quizzes are untimed and open book. Each quiz is worth 5 Points.

**4. Participate in a small-group book discussion and participate in four threaded discussions throughout the semester. 20 Points (20% of the total course grade.)**

Student Learning Outcome #3: Demonstrate improved insight into the critical role of classroom management, rules and procedures, disciplinary interventions, teacher-student relationships, mental set, students’ responsibilities for management, and good management at the school level.

During the first class meeting you will be divided into five small groups of about 4-6 students each. Your group membership will be based on the professional book you are assigned to read. You will divide your book into four equal sections and four dates by which each section will be completed; two deadlines during Unit 1 and two during Unit 2. We will use the Threaded Discussion feature for you to meet with your group members to share what you are

learning and make decisions about what is most important for you to share with the class during our second and third class sessions. The four threaded discussions will coincide with the four deadlines for reading the book.

Assessment Method: Threaded discussions will be evaluated against a rubric designed to assess both the quantity and quality of your contributions. Your responses will be evaluated using the following rubric: (1) Quantity of your initial response; (2) Quality of your initial response; (3) Quantity of your responses to your team members; (4) Quality of your responses to your team members; and (5) Overall quantity and quality.

5. **Submit two Classroom Teaching Application Logs. 30 Points (30% of the total course grade.)**

Student Learning Outcome #4: Demonstrate, via the *Classroom Teaching Application Log*, the ability to experiment with and analyze the effectiveness of innovative classroom discipline and management strategies based on new learning in the cohort class, outside reading, and/or staff development.

To accomplish this outcome you will complete and submit via eCollege two classroom teaching application logs this semester. The ***Classroom Teaching Application Log*** is the form on which you will document the techniques and strategies you are trying in your classroom. Specific expectations for this assignment will be provided. This semester the focus of your application logs will be on management issues you identified in your Delta exercise on the first night of class. The strategies you develop to ameliorate those issues will be ones you have never attempted before. The idea of the application log is to try strategies that have not been done before in order to experiment on strategies that have promise of being successful or more successful than those you typically use now.

Assessment Method: Your three application logs will be submitted via eCollege and evaluated using the rubrics provided, i.e., examples of application logs previously done by former students in this class.

6. **Contribute one example of a Super-Duper Classroom Management Strategies From a Source Other Than Your Own. 10 Points (10% of the total course grade.)**

Student Learning Outcome #5: Contribute ideas toward the development of a *Scrapbook of Classroom Management Ideas that Work* to be distributed to all students in cohort.

During the course of the semester you will identify one “highly super successful” classroom management strategy that works and write the strategy in a one or two page report using the template provided. This idea must come from a teacher on your campus, different campus, or some other professional in your organization. The focus areas you might consider include rules and procedures, disciplinary action that works, teacher-student relationships, a campus-level strategy, a motivational strategy, successful parent-teacher or parent-child strategy, or even “what to do when you are through” strategy. The vehicle for sharing your strategy is a template on which you will record the following: (1) Name of strategy, (2) Source of your idea; (3) Primary purpose and appropriate uses; (4) materials needed; (5) Step-by-step procedures to follow; and (6) Additional uses or comments.

Assessment Method: Your idea will be submitted to the eCollege dropbox. On a scheduled date you will share your idea, and provide for Q&A. You will be graded on the regular 5 to 0 scale based on the combination of quality of your document and your short presentation.

6. **Reflections on Your Learning: A group Presentation. 15 Points. (15% of the total course grade.)** During the semester you complete the cohort program you will be asked to write an essay about the impact of your learning on your thinking, beliefs about management and discipline, and the improvements you have made in your classroom practices over the course of your graduate program. Those who evaluate your essay will be looking for evidence of clear course impact on your effectiveness as a teacher.

Student Learning Outcome #6: Discuss in detail the impact of your learning this semester on your thinking, beliefs, and classroom practices.

To fulfill this requirement you will work with a small group of colleagues and prepare a 10 minute presentation to the rest of the class on the final meeting date. Your presentation can be in any form suitable for the occasion but the message to the audience should be focused on three distinct areas: (1) meaning learning, (2) changes in thinking and beliefs, and (3) effects of learning on classroom practices. You can form your own groups as long there are at least three and no more than five. During the second class meeting we will brainstorm some possible ways of making this presentation.

Assessment Method: Your presentation will be evaluated based on a rubric to be designed following the guidelines, the content of the presentation, quality of the presentation, evidence of idea. On a scheduled date you will share your ideas, and provide for Q&A. You will be graded on the regular 5 to 0 scale based on the combination of quality of your notes document and your short presentation.

## GRADING

All assignments are graded on a scale of from 5 (highest grade) to 0 (lowest grade) based on the following criteria:

**5 - Exceptional – Exceeds Minimum Expectations in All Areas Addressed.** Well above average in thought, language structure, and word choice; extremely well organized; shows thorough understanding and assimilation of concepts; excellent sense of unity; polished transition between concepts or thoughts; frequent sentence variation which adds to flow and unity of paper; quality word choice that may be unusually striking, vivid, or creative; virtually free of errors.

**4 - Above Average – Meets Minimum Expectations in the Majority of Areas Addressed and Exceed Expectations in Some Areas.** In general command of thought, sentence structure, and word choice; organized; shows some understanding of concepts; good sense of unity; good transition between concepts or thoughts; some sentence variation which adds to flow and unity of paper; good word choice that may be vivid or striking; writing that demonstrates a level of maturity expected of graduate students; few if any errors.

**3 - Average - Adequate In some Areas and Inadequate in Others.** Problems in some of the following areas: depth of thought; ability to elaborate and provide sufficient detail; sentence structure, word choice, grammar, and spelling; organized and formatted appropriately; good unity, sequence, and transitions; writing that demonstrates a level of maturity expected of graduate students; in need of instruction.

**2 – Below Average -- Inadequate in Several Areas.** Problems in several of the following areas: depth of thought; ability to elaborate and provide sufficient detail; sentence structure, word choice, grammar, and spelling; organization and formatting; unity, sequencing, and transitions; writing that demonstrates a level of maturity expected of graduate students; in need of instruction.

**1 – Unacceptable -- Inadequate in Many Areas.** Problems in many of the following areas: depth of thought; ability to elaborate and provide sufficient detail; sentence structure, word choice, grammar, and spelling; organization and formatting; unity, sequencing, and transitions; writing that demonstrates a level of maturity expected of graduate students; in need of instruction.

**0 - Not Submitted or Not Accepted By Instructor.**

#### **FINAL GRADE IN THE COURSE**

Your Final grade in this course is based on your performance on all of the requirements and expectations for the class. Some assignments carry more weight than others. For example, a grade of “5” on an application log is recorded as “10” in the grade book. Once the final grade is calculated, it is then adjusted by (1) absence and (2) number of “Fail” grades on book notes. Assignments, along with weights and final point values, include the following:

<b>Activity</b>	<b># of Assignments</b>	<b>Points Each</b>	<b>Total Pts.</b>	<b>Percent of Total</b>
Plus-Delta Self-Assessment	1	5	5	5%
4 Quizzes on Course Mini-Lectures	4	5	20	20%
4 Small Group Threaded Discussions	4	5	20	20%
2 Classroom Application Logs	2	15	30	30%
Management Strategies that Work	1	10	10	10%
Group Presentation of Course Reflections	1	15	15	15%
Course Evaluations	N/A	N/A	N/A	N/A
<b>Total Points</b>			<b>100 Pts</b>	<b>100%</b>

#### **TECHNOLOGY REQUIREMENTS**

**Internet Connection.** Internet access/connection – high speed recommended (not dial-up)

**Word Processor.** MS Word is the recommended word processor for eCollege

**Operating Systems.** Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (6.0, 7.0, or 8.0).

**Browser Testing.** It is strongly recommended that you perform a “Browser Test” prior to the start of your course. To launch a browser test, login in to eCollege, click on the ‘my Courses’ tab, and then select the “Browser Test” link under Support Services.

## ACCESS AND NAVIGATION

This course will be facilitated using eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: <https://leo.tamu-commerce.edu/login.aspx>.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or [helpdesk@tamu-commerce.edu](mailto:helpdesk@tamu-commerce.edu).]

**How is the eCollege Course Organized?** This course is organized around three live class meetings and three eCollege units of study. If you look on the left side of screen when you go to the course, you will see a link for **Unit 1, Unit 2, and Unit 3**. If you click on **Unit 1**, several other links will appear. Each link under Unit 1 is an assignment that is due sometime during that unit. You can click on any of the links and you will be able to read all of the details for each assignment.

### **What is the Schedule of Assignments.**

You would think that each assignment link would include the due date. No, in fact, it doesn't. Rather, at the beginning of each assignment it will tell you to go to the “Schedule of Assignments” to see due dates. The Schedule of Assignments is a link by that name located above the Week 1 link in a separate section titled “Course Home.” If you click on Schedule of Assignments, you will see every assignment and its due date.

### **To access and use eCollege, follow these directions:**

Because of university policy, you are not able to access our course in eCollege until the first official day of the university semester.

1. Go the main TAMU-Commerce website: <http://www.tamu-commerce.edu/home/>
2. Click the “MyLeo” link. This will take you to the “MyLeo” home page for everything you do online: entering eCollege, registering for classes, paying tuition and fees, getting your transcripts, changing your name and address, checking email, etc.
3. Enter your USER Name (Campus-wide ID No.) and your PASSWORD (PIN). These are the same numbers you use to register. Once you log in, you will have several options. At the top of the page, click “eCollege” for the home page of eCollege. Read the announcements on the home page.
4. Click on “My Courses,” the link at the top located next to HOME.

5. In one of the gray bands, click the + sign on the correct semester. That will take you to your course.

### **What Should Students Do First?**

After receiving access to the eCollege course, you should perform all of the functions listed below.

1. Upon entering the courses, read any announcements that have been posted.
2. Click on 'Course Home.' Read the welcome message to the right to give you an overview of the course.
3. Click on all of the links under "Course Home" to get acquainted with the syllabus, technical support, the library, and the Schedule of Assignments.
4. Click on "Unit 1" and read the introduction to the right.
5. Click on each link under Unit 1 and review each assignment so you can get an idea what you will be doing.
6. Click again on the "Schedule of Assignments." Print and keep it handy so you can see the due dates.

### **How Should Students Proceed Each Week for Class Activities?**

As you proceed through each weekly lesson, please keep in mind the following important principles:

**1. Assignments.** All assignments for each unit are explained in the links on the left navigation bar. Everything you need to know about each assignment can be found within the assignment.

**2. Needed Documents Are Provided.** When documents are required, they are embedded within the assignment. Look for the blue links. When an assignment requires you to have a document, that document will be provided to you simply by clicking on the blue link there in the lesson. In the event the blue link does not work properly, please contact me as soon as possible.

**3. Lectures and Slideshows.** Any lecture you are to read or hear and any slide show you are to view will be made available to you simply by clicking on the blue link provided to you within the lesson you are reading.

**3. Quizzes.** You will have short quizzes over the mini-lectures. You will complete the assigned 'online' quizzes by accessing the 'quiz' tool in the eCollege course. You will access quizzes by clicking on the appropriate link in each unit.

**4. Online threaded discussions.** Asynchronous discussions (not live) will be conducted from time to time. You can access these discussions through the same link system under each week. By clicking on the link in the navigation bar, you will then be able to read the instructions for how the discussion will occur.

**5. The DropBox.** You will complete and submit most of your assignments electronically using the eCollege dropbox tool.

<b>COMMUNICATION AND SUPPORT</b>
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### **Questions about the course, assignments, syllabus, etc.**

Contact me via **email** any time 24/7. I check my email Monday through Friday and often on the weekends.

### **Office Hours**

I am available most days to meet with students either at my office in Commerce or at the MPLX Center. Email or call me to make an appointment.

### **Submitting Assignments:**

All assignments are submitted through the eCollege Dropbox. Pay close attention to due dates. All assignments have due dates and penalties are assessed for late work. I use a document called "Schedule of Assignments" to record every assignment along with the date and time each is due.

### **Announcements:**

Announcements are posted often during the semester. They are posted on the home page when you go to the course. In some cases I will also send the same announcement to you via the eCollege email system inside of the course.

### **Email Correspondence**

**From me to you:** All emails from me will be sent to your University email account, not your work or home email. Therefore, it is important to go to Leo Mail every day.

**From you to me:** Always send emails through the course email system. If you don't have access to that, send it to me at university email address provided on the first page. Both addresses are the same.

### **Emergencies**

Call me at Home. I will announce my home number during the first night of class.

### **eCollege Student Technical Support**

Texas A&M University-Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week.

**Chat Support:** Click on 'Live Support' on the tool bar within your course to chat with an eCollege Representative.

**Phone:** 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.

**Email:** helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative.

**Help:** Click on the 'Help' button on the toolbar for information regarding working with eCollege (i.e. How to submit to dropbox, How to post to discussions etc...)

<b>COURSE AND UNIVERSITY PROCEDURES/POLICIES</b>
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## **Course/Department Specific Procedures/Policies:**

### **Late Work.**

Specific dates and times are established for every assignment. Grades for work not submitted when due are automatically reduced beginning immediately upon exceeding the deadline. For example, assignments typically have a midnight deadline. If you exceed that midnight deadline, your work is automatically reduced by one numerical grade. For each 24 hours period thereafter, the grade is reduced again by one. No work is accepted after three days and a grade of "0" will be recorded. Work cannot be made up and extra work is not allowed to compensate for missing or later work. The final authority on time is the time recorded on your assignment by the eCollege clock.

**Appeal of the Final Grade** (13.99.99.R0.05 Student's Appeal of Instructor's Evaluation, Effective September 1, 1996. Revised December 15, 1999, Revised February 8, 2007)

1. The final grades awarded by faculty members are their expert judgment concerning student performance. Students challenging a final grade must show that the instructor's judgment was unfair based on:
  - a) some basis other than performance, or
  - b) standards different from those applied to other students in the same course section, or
  - c) a substantial, unreasonable, and unannounced departure from previously articulated standards or the syllabus.
2. Students who believe their grade to be unfair must first discuss the matter with the instructor.
3. If no satisfactory resolution is reached with the instructor, or if the instructor is unavailable, the student shall appeal to the department head. A grade appeal must be initiated in writing with the department head (or dean if the department head is the instructor) within six months of the last day of the semester in which the grade was awarded. The department head will examine the student's appeal to determine whether the student has established an apparent case of unfair academic evaluation as described in section 1. If the student has not established a case that appears to have merit, the department head will so inform the student and the instructor without delay.
4. If the case has merit, the department head will secure, from all parties, written statements and other such information as he or she deems helpful and will issue his or her findings and remedies, if any. In so doing, the department head will be guided by the principle the burden of proof lies with the student.

For additional information regarding the appeal of a final grade above that of the department head, please consult the latest version of the graduate catalog or contact the Head of the Department, Curriculum and Instruction, at 903-886-5537.

### **Academic Integrity/Honest Statement**

This course demands a high level of scholarly behavior and academic honesty on the part of students. Examples of academic dishonesty include but are not limited to: (1) turning in work as original that was used in whole or part for another course and/or instructor without obtaining permission from this instructor in advance; (2) turning in another person's work, in

part or in whole, as your own; (3) copying from professional works without citing them; and (4) any form of cheating on exams. Violations of academic integrity/honesty while carrying out academic assignments may, at the discretion of the instructor, receive a zero on the particular work in question, receive an "F" in the course, or brought before a higher level of governance for possible dismissal from the university.

## **University Specific Procedures:**

### **ADA Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

**Office of Student Disability Resources and Services**

**Texas A&M University-Commerce**

**Gee Library 132**

**Phone (903) 886-5150 or (903) 886-5835**

**Fax (903) 468-8148**

[StudentDisabilityServices@tamu-commerce.edu](mailto:StudentDisabilityServices@tamu-commerce.edu)

[Student Disability Resources & Services](#)

### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Code of Student Conduct from Student Guide Handbook). Use of cell phones, texting or email devices during class is forbidden. In the event of an emergency, students should excuse themselves from the classroom to receive/make a communication and should return to class as soon as possible.