SPED 463—Effective Classroom Management and Positive Behavioral Interventions and Supports
COURSE SYLLABUS: Spring 2019

INSTRUCTOR INFORMATION

Instructor: Dr. Kelly M. Carrero, BCBA, LBA; Assistant Professor of Special Education

Office Location: Henderson 227
Office Hours: Tuesdays 10-11 & 12-2 and by appointment
Office Phone: 903.886.5592
Office Fax: 903.886.5510
University Email Address: Kelly.carrero@tamuc.edu
Preferred Form of Communication: Remind application; Virtual Office Hours (VOH) through D2L or University Email.
Communication Response Time:
Using Remind application = within 12 hours Monday – Friday, weekends and holidays may take up to 24 hours
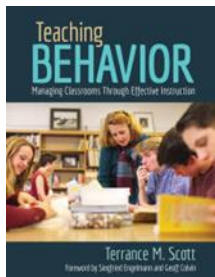_Using VOH through D2L_ = within 48 hours Monday – Friday, weekends and holidays may take up to 48 hours;
Using University Email = within 72 hours Monday – Friday, weekends and holidays may take longer.

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Scott, T. M. (2017). _Teaching Behavior: Managing Classrooms Through Effective Instruction_. Thousand Oaks, CA: Corwin.

ISBN: 9781506337494

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Other resources. Texas A&M University—Commerce's Gee Library provides access to thousands of online journals. Of particular interest to this class are resources found in the ERIC and PsychInfo databases. You may access these resources on campus or from home by using your CWID and password at http://www.tamuc.edu/library/

Course Description

This course is designed to explore best practices of effective classroom management and individual behavior intervention strategies. Emphasis will be given to creating proactive learning environments through positive behavioral interventions and support. Discussions of Functional Behavioral Assessments and Behavior Intervention Plans will be included. (Hours: 3)

Student Learning Outcomes

Students will demonstrate understanding and will apply knowledge of:

1. instructional classroom management and the application of Positive Behavior Support
2. special education terminology and definitions as it relates to behavior management
3. procedures of assessment for planning classroom management
4. the necessity of assessing and teaching social skills
5. the role of punishment in instructional classroom management
6. how persistent behavior problems develop and the implementation of appropriate intervention strategies
7. a continuum of behavior support
8. effective communication and collaboration in a variety of professional settings
9. Functional Behavior Assessment and Behavior Intervention Plans

COURSE REQUIREMENTS

Course Format

This course will be delivered in a blended format (i.e., some content will be delivered in a face-to-face format and some will be delivered online). When we are not meeting face-to-face, you will be expected to work through course modules that will be on Desire2Learn. If you have problems accessing the system, immediately contact the system administrator through the help screens provided. It will be important to keep up with the course work, as you will be required to participate in class discussions and activities that have specific time frames associated with them.

Minimal Technical Skills Needed

To be successful in this course, you will need to know how to access and navigate (a) Desire2Learn, (b) Microsoft Word, and (c) Microsoft Excel. If you use the program PAGES, you will need to convert your file to a Word document or PDF before submitting to Dropbox. **I will not serve as technical support**. TAMUC has multiple professionals

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(e. g., Instructional Technology, CITE, library) who will be able to help you troubleshoot and/or teach you how to navigate the necessary technical requirements for this course.

Instructional Methods

Each week, you will be responsible for completing assigned readings and activities. Class will consist of lecture, demonstration, discussion, practicing skills, and assessing knowledge and practice. For online modules, you will have Background Information, Assignments, Discussions (sometimes), and Quizzes.

Student Responsibilities or Tips for Success in the Course

To be successful in the course, schedule about 1-1.5 hours per week to complete assigned readings. Anticipate spending approximately 1-1.5 hours per week to work on assigned activities. Each week in class, the instructor will delineate what will be due the following week. Plan out when you will complete your work throughout the remainder of the week. Make sure everything is completed on or before the class period when it is due.

GRADING

The instructor reserves the right to make subjective judgments about the quality of student participation and products. In other words, quantity does not equate to quality nor does effort equate to quality. Moreover, a grade of A will be reserved for only the highest achieving students. If you need to receive an A in this course, I suggest you work hard to submit stellar products. My office hours are listed on the first page of this syllabus if you need to come and speak with me DURING the semester regarding your grades. Please do not wait until the semester is over to discuss grades.

In both undergraduate and graduate school, grades are <u>earned</u> according to individual student performance on described activities. Effort is important but the <u>outcome</u> of your effort is the product upon which grades are based. Final grades are assigned as follows using a weighted percentage points earned scale:

- ✓ Grades of <u>A</u> are *reserved* for students whose products are consistently exemplary and commensurate with the work of an accomplished graduate student. <u>A</u> products provide clarity of thoughts and ideas with no grammatical, structural, or spelling errors.
- ✓ Grades of <u>B</u> are earned by students whose products are good but not outstanding. <u>B</u> products provide detail and explanation; may have a few grammatical, structural, or spelling errors.
- ✓ Grades of <u>C</u> are earned by students whose products are limited but display sufficient understanding; may have major grammatical, structural, or spelling errors.

Final grades in this course will be based on the following scale:

A = 90%-100%
B = 80%-89%

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C = 70%-79%

D = 60%-69%

F = 59% or Below

Percentage toward final grade	Assignment/Activity
30%	Weekly Assignments
30%	Quizzes/Exams
30%	Classroom Management Plan and Associated Materials
10%	Professionalism and Good Conduct

Assessments

Quizzes and/or exams will be automatically graded by D2L. Weekly assignments will be graded on either accuracy or simple completion. The Classroom Management Plan and Associated Materials will be using a rubric (See D2L for rubric). Professionalism and good conduct will be evaluated using the Rules of Netiquette (see D2L) and ethical codes of Council for Exceptional Children.

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser,

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Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or **point** release of that major version) and the previous major version of iOS (the latest minor or **point** release of that major version). For example, as of June 7, 2017, D2Lsupports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

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- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
    - o 512 MB of RAM, 1 GB or more preferred
    - o Broadband connection required courses are heavily video intensive
    - o Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
    - o Sound card, which is usually integrated into your desktop or laptop computer
    - o Speakers or headphones.
    - o *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.
    Pop-ups are allowed.
    JavaScript is enabled.
    Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
    - o Adobe Reader https://get.adobe.com/reader/
    - o Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
    - o Adobe Shockwave Player   https://get.adobe.com/shockwave/
    - o Apple Quick Time   http://www.apple.com/quicktime/download/

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

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ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT
Brightspace Support

Need Help?
Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words "click here" to submit an issue via email.

System Maintenance

D2L runs monthly updates during the last week of the month, usually on Wednesday. The system should remain up during this time unless otherwise specified in an announcement. You may experience minimal impacts to performance and/or look and feel of the environment.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

1. **Professionalism**: It is expected that you demonstrate professionalism. For the purposes of this course, professionalism will be exhibited by the student: (a) completing all assigned readings, (b) submitting assignments by the deadline, and (c) adhering to the university student code of conduct (e.g., plagiarism, cheating). To be successful in

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this class, you must invest time for study. Honesty is expected. Academic dishonesty (cheating, plagiarism, collusion) will NOT be tolerated and will result in a grade of zero (0) for the assignment. A second infraction will result in automatic failure of the class. Dishonesty is defined as (i) the use of unauthorized materials, (ii) any communication with peers during quizzes and exams, (iii) representing another's work as one's own (i.e., plagiarism) or (iv) fabricating information. The professor reserves the right to determine occurrences of cheating.

    a. **Plagiarism**: Plagiarism occurs at any time another's ideas or words are used as your own without attribution. Direct quotations must be cited and set off from other text by quotation marks (" .."). Paraphrasing of another's ideas must also be cited (although this does not require quotation marks). Copying from other students and two or more students who work together and turn in the exact same work (unless it's an assigned group project) also constitute plagiarism.

2. **Writing Assignments**: Prepare all written assignments according to the APA Publications Manual (6th ed.), as appropriate. You can access information regarding basic APA style at http://owl.english.purdue.edu I STRONGLY encourage you take advantage of the student resources TAMUC offers you. I will reward students bonus points if you can provide documentation that you have utilized the Writing Center to help you improve the quality of your written work.

    a. I STRONGLY encourage you take advantage of the student resources TAMUC offers you. I will reward students with bonus points if you can provide documentation that you have utilized the Writing Center to help you improve the quality of your written work. Here is a link to the Online Writing Lab: http://www.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/literatureLanguages/writingCenter/onlineWritingLab.aspx

3. **On-time Submission of Assignments and Quizzes**: The information in this course builds on itself. Therefore, it is critical that work and quizzes be completed in a timely manner. Quizzes WILL NOT be re-opened because you forgot or didn't get to it in time. You will receive a zero. Course assignments and projects will receive 2 points off for each day that they are late; after 3 days, it will go down by a letter grade for each day that it is late.

    a. Professional special educators are required to plan and develop Individualized Education Plans, student testing, re-evaluations, plan parent meetings, and perform a host of sundry administrative duties. All of these activities are expected, and in some instances, even required by law, to be conducted on time. As part of the correlation between collegiate theory and your real world practice, please make every effort to turn in your assignments on time. **That being said, the instructor realizes that emergencies do happen. Therefore, all late assignments will be deducted 5 points for every day they**

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are late up to one week. After seven (7) days late, the assignment will no longer be accepted. All assignments will be given on the first day of class, and pleases plan your time accordingly.

Online Class Information.
   a. The modules for the online classes will be released as scheduled in the syllabus.
   b. **<u>For general course questions</u>**, please (a) visit with me during my office hours, (b) discuss your question or concern during our face-to-face class, or (c) post your question to the Virtual Office Hours (VOH). If you have the question, it is likely one of your peers has the same question. Also, if you know the answer to your peer's question, post a response. I will check VOH frequently to (a) respond to questions, (b) clarify expectations, and (c) confirm the information in the peer responses.
       i. If you email me a general course question, I will likely redirect you to ask the same question on the VOH. This will slow down your response time.
   c. If you have a question that **<u>only pertains to you</u>**, please (a) visit with me during my office hours, (b) discuss your question or concern after our face-to-face class, or (c) email me at Kelly.carrero@tamuc.edu

Specific Requirements
   1. **Use of Person-First Language**: You are expected to use Person-First language at all times when referring to individuals with a disability/diverse learning needs. "Person-first" language always refers to the person first and not as a label or a category. This order serves as a reminder to the speaker and the listener that the person is always more than his or her disability and/or diverse learning needs. For example, refer to "a student with autism" and not "an autistic student." It is preferred that you say "students with disabilities" and not "disabled students." In addition, avoid such stigmatizing terminology as "confined to a wheelchair" (say "uses a wheelchair" instead). Additionally, practice using the term "general education" in place of "regular education."

   2. **Quizzes and Exams**: There will be approximately 4 quizzes during this course based on the content we have been learning. I will NOT reopen a quiz because you forgot or missed the deadline UNLESS you have documentation of your emergency circumstances (**quizzes will be open for 2-3 days).

   3. **Weekly Assignments**: Each module/unit will contain activities to assist you in critically engaging with the content. Weekly assignments will vary in form, but will be explicitly described in the modules/units.

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4. **Resource Repository and Associated Materials**: As you learn the content of effective classroom behavior management, I want you to compile useful resources and a draft for a classroom behavior management plan. You will share your final Resource Repository with me via Google Drive.

5. **Professionalism and Class Participation**: The subject matter of this course with its emphasis on the practical application is both challenging, and at times, wonderfully debatable. This is a space for you to practice professionalism your peers and the instructor. Student participation and discussion are critical elements of the course structure.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.
http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette
http://www.albion.com/netiquette/corerules.html

TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.
http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

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Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

Graduate Student Academic Dishonesty 13.99.99.R0.10

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf

ADA Statement

Students with Disabilities

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- Room 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu

Website: Office of Student Disability Resources and Services

http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

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Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

COURSE OUTLINE / CALENDAR

See D2L

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