

EPSY 7440

Classroom Management: Skills & Reflections

Fall 2014

Department of Educational
Foundations, Leadership & Technology

College of Education

Instructor: Professor Paris Strom

Educational Psychology
(Lifespan Developmental Psychology)

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Office Hours: T / W 5:00 - 7:00 p.m.
and by appointment made by scheduling on
email two business days in advance M-F.

Office Location: Main Campus
Haley Center - 4th Floor
Office door number—4082 – end of hallway

Class Locations: Canvas & Haley Center 0015B

COLLEGE OF EDUCATION



Faculty, staff and students
strive to prepare and be professionals who are:

Competent

equipped with the knowledge, skills
and technological expertise to help
all individuals learn and develop

Committed

dedicated to the ethical practices and collaboration
that serve as the foundation of a diverse
and intellectually vibrant society

Reflective

devoted to analyzing their own past practices
in ways that fuel ongoing learning
and improve future practices

A Keystone in Building a Better Future for All



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Auburn University is an equal opportunity educational institution.

College of Education, Dept. of EFLT Fall 2014 Course Syllabus

Course Number: EPSY 7440

Course Title: Classroom Management: Skills & Reflections

Credit Hours: 3 semester hours

1. Term: Fall 2014

(Dates/Times listed in this email): Note that this course is being offered in hybrid format which means most of the lecture and assignment materials are to be accessed online on Canvas. You will have 7 days to complete each learning module. The start date for each module will typically be on Wednesdays of each week and the module completion date will be Tuesdays by 11:59 pm C.T.. as shown on page 6 of this syllabus. Below are the on-campus dates and times we will meet.

THREE ON-CAMPUS MEETING DATES, TIMES, & LOCATION INFO IS BELOW.

For ALL CLASS MEETINGS, we will meet in **Haley Center in the basement in room 0015B**. Please be on time so we all can start on time.

Below are exact dates and times for our THREE on-campus meetings. The time BELOW each MEETING DATE is a back-up time in case the main MEETING time is missed. The below dates and times have been planned to provide a course section that has meeting dates with no overlap or conflict with any other course. The first meeting must be met. The latter 3 meetings, if missed, may be made up with written responses to each assignment.

*****MEETING 1: Saturday AUG 23 10:00 am--12:50 pm**

In case above time is missed, *Saturday, AUG 23rd 5:00—7:50pm is BACK UP (required).*

In case above time is missed, *Sunday, AUG 24rd 2:00—4:50pm is BACK UP (required).*

CANCELED ----MEETING 2: Sunday AUG 31 10:00 am--12:50 pm (Labor day weekend)

MEETING 3: Saturday SEP 20 10:00 am--12:50 pm

In case above time is missed, *Sunday, SEPT 21st 2:00—4:50pm is BACK UP if planned with me no later than 7pm on day before.*

MEETING 4: Saturday NOV 1 10:00 am--12:50 pm

In case above time is missed, *Sunday, NOV. 2nd 2:00—4:50pm is BACK UP if planned with me no later than 7pm on day before.*

Most of the time, assignments in the course will be conducted and submitted on a week to week basis online via Canvas. You will attend lectures and use course materials online from week to week but you will watch the material and take online assessments at a time that works within your weekly schedule and submit any and all assignments by the weekly deadlines (stated in this syllabus). The lectures and all other course materials are accessible 24/7.

If there are problems then we'll need to schedule and hold an appointment (phone or on campus) to help solve the problem but this appointment will not count toward fulfillment of the formal class meeting.

2. Office Hours & Contact Information:

Professor Strom, Ph.D., Educational Psychology **Tigermail:** stromps@auburn.edu

Office: 4082 (4th floor) - Haley Center-Department of EFLT

Phone 334-844-3077: Message machine is at same number. Please leave a message if you call.

Email & Phone check times: First daily check time (M-F) is by 8:30am & and last check time for (M, R, F) is by 4:30 pm. For T/W my last check time is by 7 p.m.

Strom's Office: 4082 (4th floor - Haley Center)

Auburn University - Department of Educational Foundations, Leadership & Technology

Main Office for EFLT: 4036 (4th floor of Haley Center) 334-844-4460

Office Fax: 334-844-3072 (please email instructor if you send a fax so I know to expect it)

Weekly Office Hours from AUG 19 to DEC 12: (Unless announced otherwise)

Starting on Tuesday, AUG 19 my hours will be Tuesdays & Wednesdays 5:00pm - 7:00 p.m. & by appointment to be planned on Tiger-email at least 2 business days in advance of requested day & time. Meetings (appointments) may be held face-to-face or on the phone depending on preference/need.

ABOUT EMAIL & PHONE CHECK TIMES:

My first email and phone check time each morning (M-F) is by around 8:30 a.m. and last check time for (M, R, F) is by 4:30 pm. For T/W my last check time is by 7 p.m. Any email responses to you before my usual first check times or after the usual last (end-of day) check times are only where I need or wish to do so out of planning for other work obligations or meetings while also trying to respond to your questions or needs to be helpful in a timely manner. So, please rely on the *usual times listed only* so if you send email or post assignments after my usual check times (and any time on the weekends), then please simply know that you most likely will hear from me not then but instead by the next business day morning on email.

GRADING TIMES for WRITTEN WORK (a general indicator): My overall flow for grading work coincides only somewhat with the email and phone times shown above. However, because grading takes longer than just a quick email response, please know that I will not likely be able to have work graded by the email/phone morning (first) check times nor have posted grades by then. Instead, I look at the work as submitted in Canvas after I have addressed any and all email or phone messages. So, I'm good generally in terms of grading work either on the day received (if it is submitted before the time check has passed) or by the end of the next business day for my usual check times. I always appreciate timely work submitted by students so I try to reciprocate with timely feedback and grades. I try to get feedback to people on the same day as much as possible.

Two Forms of Approved Online Contact:

As far as communication goes for this course, it will be an expectation to check your regular Tiger email once per day M-F but also your Canvas email and your Gradebook in Canvas. I'll certainly respond to Tiger emails but we need to also use Canvas email often because it is very helpful for classes like this one (*hybrid education formats*). Canvas email "Messages" are 100% protected from spam. I really try the utmost to communicate on both email platforms - to reach students about announcements or problems so they can take the steps necessary to correct or be aware of things in a timely manner.

Please always use your Auburn University Tigermail. Do not use any personal email to contact me. Its university policy to correspond on university email and this is policy for many important reasons. It is almost surely that any personal email used to contact me will go to the junk bin and never be seen or retrieved since faculty must have a moderate setting of filtering to prevent thousands of SPAM emails from reaching us. So, again, please always use your Auburn University email.

Aside from Tigermail, the only other acceptable, university sponsored online contact system is in Canvas. Canvas has an email system so when you send me a message from Canvas, it then goes to me properly. The same is true when I contact you-- if you have your notifications set properly in Canvas. If you have your canvas message system configured to where it does not reach you somehow then I cannot change it at my end. When in doubt, I always try to send message to a student on both Tigermail and Canvas message platforms when for example, an assignment is not received or if there are other problems related to coursework, missed meeting, etc. I also often will place messages of importance about your work in your actual gradebook so you know when I tried to send you an email on Tigermail or by Canvas Message. That way, if you are monitoring your gradebook in Canvas you can see my attempts to communicate with you about certain grade oriented feedback or other information. Monitor your gradebook please every week.

Weekly Office Hours & Appointment Opportunities: My weekly office hours will be on T / W 5:00–7:00 pm and by appointment requested on email 2 business days before requested meeting date. Office hours, appointments, and email/phone correspondence are put on hold while I'm away during conferences and business trips. You may email me or call me while I'm gone but I may very likely not be able to respond until my return. I'll post on my door if I'm away for a day or longer along with when I return. My office hours begin on the first week of our class and end on our last day of finals (Dec. 12). Aside from normal office hours, I will be available by appointment (*time outside of normal office hours*) but appointments will need to be scheduled on email at least 2 full business days before the requested date. I'll send you email confirmation that the time works (*if it works*) or ask you to propose an alternate time if need be. If I have to change my office hours for a particular day due to a required AU meeting or some other work obligation or event, then I'll post on my door if I'm away that day so that you know and then also post on email and Canvas "announcements" when I will serve make-up office hours. I will allow for appointments to be scheduled within reason up to the end of finals week.

If you call the campus office phone and I'm not there please leave a message and contact phone and when I can call back or if I can email you the information you need. I will return the call or email shortly thereafter accordingly. If you are there at my door, please wait a few moments as I may need to briefly use other facilities. Also, if you are onsite, please knock on my door loudly as I often leave the door shut in order to alleviate unnecessary hallway distractions/interruptions when I'm in my office working. Office hours will be held at stated times on-campus and students are

encouraged to utilize this time (*or appointment times made*) to meet in person or on the phone regarding their questions. Unless an appointment is necessary, all other questions or dialogue will be addressed via email (*on Tigermail*) and on Canvas email so please check both daily (M-F).

Date Syllabus Prepared: This syllabus was updated Summer 2014 and is being distributed for Fall 2014 for Dr. Strom's section of EPSY7440, is posted on Canvas in the "MOD 1" and is posted in electronic PDF copy in the EFLT Department main office.

3. Text and Class Materials: Readings are provided via loan and online (on Canvas) as links to websites or in PDF. Videos are also on Canvas as links to watch as lectures by this instructor and as films produced by education groups such as Edutopia www.glef.org.

Required: Daily access to effectively functioning computer with functioning high speed internet connection either at home, work or on campus. This is a hybrid course so this is vital-no exceptions.

Recommended: One pair of earphones (*such as earbuds*) would be helpful-even just the inexpensive type will do. This is just in case you need to hear a lecture or film and are in a sitting where you can't play it aloud around others (*like at a campus computer for example*) or at home in the late evenings. If you are in the LRC and don't have earphones by the way, the LRC has a very large number of them that you as a student can check out for use in the LRC. Be mindful of LRC hours of operation they post.

4. Course Description: This course focuses on the advanced study and analysis of existing classroom management responsibilities, management issues, classroom management models, theories, and methods in environments from early childhood through the college level across subject areas. Influences upon student behavior and school/university climate will also be discussed such as use of internet, parent-child relationships, developmental transitions and other factors the implicate class management in K—adult learning settings.

5. Course Objectives: Upon completion of this course, students will have:

- A. explored classroom management and discipline as different but complementary processes.
- B. studied sample management and discipline models with a view to mastering (a) their underlying theoretical assumptions, (b) the working aspects of the models, (c) and usefulness of the models depending on the educational contexts and conditions of the learning environment.
- C. developed, projected solutions, and debriefed scenarios (cases) which represent everyday challenges and problems regarding management and/or discipline.
- D. explored present management models, approaches, or issues that go beyond those lectured about in class particularly in unison with each student's setting of application.
- E. conducted an interview with an educational practitioner regarding management and/or discipline practices and issues.

F. created an alternative or synthesis model of classroom management (i.e. designed one's own personal management model) containing basic goals, guidelines, and recommended methods with specified setting/conditions.

G. developed skill in examining approaches to dealing with management and/or discipline issues in terms of hidden effect or embedded messages for either teacher or students.

6. Course Content Outline (*Module Schedule with all assignments, point worth and due dates*):

On the next page, exact dates are shown for module start & end dates and due dates for all assignments and point worth. Additionally, chapters assigned from the class text are shown for each module (c). All assignments which are to be submitted on Canvas are marked with red, bolded, underlined date indicated the **due date** for the assignment to be submitted for that module. These modules and start and due dates are also on CANVAS on the TABLE of CONTENTS PAGE. Assignments submitted on Canvas are due by 11:59pm (C.T.) on Tuesday evenings shown below. Meeting dates are shown in **yellow highlight with red bold underline text**.

7. Weekly Course Content- Module Schedule with Assignments (with due dates and point worth)

MODS 1--13 (below) are required for all students. Most of the MODS are using the loaned text as the main reading source, "*Classroom Management: Models, Applications, & Cases (2nd Edition)*". The assignment instructions and INBOX for all MODS are inside each week's module (last STEP).

MOD 1 - Intro to Course	Aug 18-- 25 :	Aug 23 - MEETING 1	100 pts
MOD 2 Exp & Reflectns	chp 1	Aug 26--Sep 2	
MOD 3 - Building the Foundations	chp 2	Sep 3— 9	80 pts
MOD 4 - Assert. Discipline / Dem. Teaching	chp 3 + 4	Sep 10— 16	80 pts
MOD 5 - FBA / PBS + U. I.	Sep 17-- 23 :	Sep 20 - MEETING 3	100 pts
MOD 6 - Cong. Comm. / Instructional Mgt.	chp 5 + 6	Sep 24-- 30	80 pts
MOD 7 - Discipline with Dignity	chp 7	Oct 1— 7	80 pts
MOD 8 - Pos. Class Mgt./Inner Discipline	chp 8 + 9	Oct 8-- 14	80 pts
MOD 9 - Consist. Mgmt /Jud. Discipline	chp 10 + 11	Oct 20— 28	80 pts
MOD 10 - Mgt Plan	chp 14 + 15	Oct 29 - Nov 4 :	Nov 1 - MEETING 4 100 pts
MOD 11 - Additional Theorists	chp 12	Nov 5 – 11	80 pts
MOD 12 - Disruptive & Noncompliant Behavior		Nov 12 -- 18	80 pts
MOD 13 - Exploration & MGT Plan Creation		Nov 19 -- Dec 5	260 pts

*Must submit all late written work before or by **Dec 9**.

2014 FALL SEMESTER SCHEDULE: http://www.auburn.edu/main/auweb_calendar.html

*Sep 1 is Labor Day / Oct 16 & 17 Fall Break / Nov 24--28 is Thanksgiving break

8. Exact Course Content Instructions and Assignments: The schedule on the previous page displays the exact time allocated for the identified course content (*shown in each learning module*). Exact layout of content in terms of what tasks to engage in and follow is posted precisely in each learning module's STEPS that you will follow. This will include reading assignment(s), video(s) to watch, website(s) to visit, and written assignment(s). The steps in learning for each module are always shown on the module "PAGE" itself (the page for that module). It is these list of steps you will follow and these will include the actual links and/or files you will access or a directive about what reading material you will use that has been loaned. Learning tasks are listed in sequential order starting from the first (*top*) file or item in each module's LEARNING PLAN in Canvas. Please follow each module's STEPS exactly. Start from the top (*first item*) working your way to the next step, then the next one, with completion of that module usually with the submission of the written module assignment (last step).

9. Hybrid Format Section of EPSY 7440: Most of the course material is to be accessed via Canvas files. There are assignments (*with instructions*), video lectures, etc. It is entirely the obligation of the student in this course, since it is in this hybrid format, to ensure they have proper, reliable access to a computer (at home, work or school) to access this internet based material. This may mean for example, downloading Flash player (free) to be able to view the video lectures and downloading Adobe Acrobat Reader (free) to open and view text files and some assignments posted on Canvas. No other substitute, replacement or arrangement for Canvas is possible in terms of accessing lectures or other course material (*not DVDS, VHS tapes, CDs, printed course packets, etc.*). If you are at a place of work where the computer is controlled by I.T. staff, please quickly communicate to them your needs of accessing any and all files on the Canvas site and for them to download any and all software needed to open documents (*Adobe Reader*) and to view videos (*Flash Player*). Taking the appropriate steps to access the material online will be required. I sent the link to the free download for Flash player in an email with the "diagnostic task" that you all should have responded to. I have posted the help links to Flash player and Adobe Reader in a link on our Canvas course called TECH HELP. Click it and it takes you to a page with these free download links and other tech info like who to contact for certain tech advice, repair shop on campus, and other resources.

Watch all the lectures and films but do so according to times of day that meet your schedule best as long as you complete each module on or by the posted finish date shown in this syllabus. In addition, you can pause, start and stop the lectures anytime, replay them as many times as you wish, etc. You can stand or exercise while you listen or watch them, or sit at your home or school computer to view them. All of these choices help with the main goal of allowing more time for actual focused watching, listening, non-stressed note taking, more in-depth thinking and writing. The time factor is in your hands as long as components and assignments of the course are completed by the specified dates/times (*indicated on Canvas for each module*). I think you will enjoy the freedom of this format but be aware that with the freedom comes responsibility and expectation of going through the material in its entirety and in a timely manner. Again, please be 100% sure to read and watch all module materials and to do so in a timely manner in order to maximize your potential for success in the course. This will be expected.

10. Course Requirements/Evaluation/Earning Grades for Course

Procedures for Grading: Grades earned may vary for assignments on any of the tasks but all should be completed (fulfilled). Any assignments missing should be made up (submitted) even if late (regardless of excused or unexcused absence status). Based upon meeting these conditions, the following is the remainder of the grading framework.

Grading Requirements:

Definition of (A) level course grade: A final grade of “A” demonstrates work throughout the course that has consistently gone above and beyond the course requirements and reflects a deep-level, conceptual understanding on the part of learner. This means that a student must submit ALL assignments in their entirety, on time, and with good to great level of quality.

Course Grading Scale by %

90%– 100%= **A**
80% – 89.99% = **B**
70% – 79.99% = **C**
60% – 69.99% = **D**
-59.99% = **F**

The final grade for the course will be based on the following possible points:

(300 pts) 3 Meetings (on dates shown) @ 100 pts each
(640 pts) 8 MOD Assignments @ 80 pts each
(260 pts) for 1 Culmination Project (MOD 13)
(1pt) Practice file upload assignment
(1pt) Return of returned loans
1102 = Total possible points (*tentative*)

Course Requirements:

- A. Attend and participate at 3 meetings.
- B. Read and watch all module assigned readings, lectures and videos (*all materials in each module and in loaned material*). Carry out all steps in each module.
- C. Complete all written assignments for modules and for culmination project.

11. Follow Module STEPS: Do not enter a module using any other tab or feature other than the [Table of Contents](#) page as initially entered by pressing the home page “[Course Material](#)” link. The schedule on page 6 displays the exact time allocated on the identified course content. Exact layout of content is seen in each week’s learning module that you will follow from top to bottom of the items which include readings, video(s) to watch, website(s) to visit, and written assignment(s). The module STEPS consists of what to do, where to access it, and what to submit. These are laid out on each module in a very clear step by step manner. All active links in each learning module to readings

or videos you are to access will be **noted with a bullet** except when they are obviously a URL. Please follow each module's STEPS exactly.

Study from materials in each week's module step by step and then submit the assignment for that module (MOD) as and when directed. Assignment instructions and "Submit Assignment" area for MODS 1-13 are *inside* each module as either the final step in that MOD or the step just before the final step in the MOD. Complete work in each module before or by the **red, underlined, bolded date** shown as the deadline for that module's assignment. A due date NOT marked with red color, bold underlined means it is the date by which to complete readings and video viewing for that module (MOD end date) but that there will be no assignment due for submission in that module. If there are any MODS that do not have assignments due then all this means is to just learn though the materials. Just read the readings, watch the videos and follow all steps in the module.

12. Submission of Assignments: Each module (MOD) allocates 5 full business days plus the weekends in which to complete the work (7 full consecutive days). The due date and time (*deadline*) for each module assignment is indicated in red, bolded, underlined date on in this syllabus. These are due on the ending date (**Tuesday evenings**) of each module by 11:59 p.m., Auburn, AL time (C.T.). These due dates are also shown in the **Table of Contents** page in Canvas you use to enter each module. This schedule provides you as much time as possible (*for each module*) if you need that time in order to complete each module and submit the assignment.

You may submit an assignment *ahead of time* as well. Keep in mind if any Tigermail or Canvas email or assignments are submitted on weekends, I'll check them/grade them on the next available business day (*usually Mondays*). Holidays are not assignment due days and are also not official check/response days for Tigermail, Canvas email or check-in/grading of any work submitted or resubmitted. I will allow submissions often two modules in advance but likely no more ahead than two. The assignment submission area in Canvas shows the exact date and time when an assignment opens up for access to students. Please wait until it opens to read the assignment prompt and to answer the questions and submit them.

Unless stated otherwise, assignments must be submitted in a Word file attachment posted to the ASSIGNMENT area (*we will go through this for orientation*). Each module assignment has its own INBOX labeled for that module. When you send your assignment, please label/name your file first with your last name, followed by the module number spelled out and in caps. *Example:*
stromONE

I will not accept work that is not sent in an attachment. I do this for record keeping and for academic honesty purposes so I can cross check where need be similarities between one student's work in the class and that of another student. So, hard copies of assignments will not be accepted. *Read-only* files will not be accepted. I will not accept files that I cannot open with Word software. If I can't open a file with your work on it, the assignment is not considered submitted. It is a student's obligation to self-check that what was submitted was done so correctly, (*that it contains an attachment which can be opened, and that the attachment is in a software I can open, mark and do a word count on*). All deadlines are based on time zone in Auburn, AL (C.T.). Submit assignments with time to spare please.

If I did not receive your response by the deadline, then the following day as soon as I can I will post on your Canvas gradebook and Tigermail a status of **NOT RECEIVED (10 day ext)** which indicates the assignment has not been received. I also, at that time, I will post a temporary grade of 1 point signifying you have a 10 day extension. If you request an **EXTRA-extension**, that will be signified in the gradebook with 2 points. Once either of these statuses have expired then the grade

is then marked as a zero points unless and until the assignment is submitted. By doing it this way, you will know right away the status on work in terms of if I have received it or that you are marked as having a 10 day extension or EXTRA-extension (if you requested it in time). You will know if I received late work once I post a grade for the work after looking at it. Once work is received, (assuming it is *fit for grading*), I'll need a day or two to grade it in full. 10 day extensions and EXTRA-extensions I define in detail in the section below.

In order to be safe, always have your assignments on at least two other drives as backup in case a computer fails you. Have it on a thumb drive and in your Tigermail (as an email attachment to yourself). Do not yank out thumb drives from a computer. Follow the proper steps for removal.

Extensions for Assignments: I will allow extensions for assignments with an automatic extension of 10 consecutive days immediately following the originally assigned due date as shown in the syllabus. Any longer after this 10 day period extension (after the original due date) that may be needed would be called an **EXTRA-Extension** and a request for this added time must be emailed to me **no later than by the 10th day of your first extension**. Once this 10th day is done (has passed and expired), if you have not emailed me with a request for more time (**EXTRA-Extension**) then the assignment will still be allowed for submission but is considered LATE with as much as a 25% deduction in points possible. So, if a student needs more time than 10 days after an original due date to get the work in, then please email me no later than by this 10th day after the original due date. The request for the EXTRA-Extension must state to me a specific date by which I can expect the work. By doing this, you won't get further behind. Instead it helps us both hold you responsible to submit the work by the EXTRA-extension date that you promise in your request.

Keep in mind I allow these extensions as long as the understanding is that the start and end time of any and all modules/assignments (and their assignments) do not change. This means that a student will need to catch up in order to stay on schedule but the class cannot change start or end dates for any modules or assignments. I ask that any extension requested, if possible, would be only for a few days extra and no more than a full week. Otherwise you may get really behind.

Resubmission of Written Assignments: I do allow for a resubmission of work for possibly a better grade as long as the late points are understood to still have an effect as *much as 25% deduction from total points possible if the work is LATE*). If a student requests on email to improve and resubmit a better version of an assignment then this will then be posted on gradebook as a **REQUESTED RESUBMISSION 10 day EXTENSION** for that assignment. Another status may be necessary. In your gradebook for the module of concern, a status of **RESUBMIT RECOMMENDED** will be posted if I deem the work (*once receiving it*) *poor in quality (roughly estimated at a C level or below)*. In such cases, a resubmit may lead to a better grade, if it is improved accordingly, and this is recommended instead of staying with the initial low grade (*without resubmitting*). Once resubmitted, then points will be determined and posted. Again, late points can apply if a resubmission is submitted after the 10 day first extension without an EXTRA-EXTENSION requested according to the above rules. Work resubmitted will often help a grade if the newer work is truly of better quality, even with/if late points are deducted. Resubmissions help enable you to do quality work and allow you opportunity to perform at a higher level in the class toward the highest course grade possible instead of being disallowed second chances. Please check Tigermail and Canvas gradebook once per day Monday through Friday to facilitate this process. I kindly ask and highly recommend that resubmissions (*of either type*) be done, if at all possible, *within the 10 days after the original due date* for the module of concern in order so that you will not fall behind. The latest

that any submission or resubmission (*of any type*) can be accepted will be the last day when work is accepted for this course (December 9, 2014). *Nothing* can be submitted (*or resubmitted for any reason*) any later than this date in order for the points to be counted for course credit for this semester.

13. Written Assignment Criteria and Expectations / Procedures for Holistic Scoring:

The following section constitutes the grading framework for this course by this instructor. Grades earned may vary for assignments but all assignments should be completed. I grade with a *criterion-referenced* grading scheme which means that I grade based on how well a student's work meets the criteria stipulated in the assignment instructions which are stated in each module's assignment. This scheme gives everyone a fair chance at doing well in the course. If a person does not do well it has nothing to do with their work being compared to that of classmates. It only means the student failed to create assignment responses that effectively met or addressed the assignment task and/or instructions (*rules, format, word count, etc*).

Always read and follow the instructions which are at the top of the assignment page which also contains the task/questions you are to create responses for. I even highlight some of the blue instructions here and there for important prompts to draw your attention to those such as word count, which may differ per each assignment.

Submit responses that meet or exceed word count minimum. Please keep in mind that with a word count minimum, a person can still submit good quality responses. If a person chooses to submit work beyond the minimum word count that's fine but it doesn't constitute more points necessarily and never constitutes extra credit points. If work is within the high quality range, a student will earn either full points or close to full points. The point being made in this paragraph is that more writing does not necessarily equate to being a better or higher quality response for an assignment. So, if a person writes a lot more for an assignment it should be with the understanding that they are doing so for their own purposes of clarity and enjoying the assignment, not with an expectation of topping other people in terms of a grade or in earning any extra credit. Again, if a person can make their thinking known in X number words (at or above the minimum) or more than X words while another person takes more than that to create a response, then these are accepted but will be graded according to WHAT is said and HOW CLEARLY and WELL it is said. The length (as long as it meets the minimum word count posted) has little to do with the score earned as long as it (the response) meets the minimum word count and is on track in answering the questions. Word count of a student response will never count page labeling, name or MOD at the top, restating of the questions, citations, or anything else. The word count minimum required for a student response only counts your response to the questions or task. The word count stated in each MOD assignment instructions represents the minimum required total response for that assignment. It does not indicate the word count minimum required per each question within that MOD assignment.

14. Canvas Grade Book Updates (Point Score Postings with Feedback Comments): If a mark in your gradebook is of concern but not understood then email me. I'll gladly communicate back with you. If you aren't sure about how well you are doing overall even after examining your gradebook, then please ask me so we can meet to go over how to interpret the gradebook at that point in time (*either via phone or in person*). The sooner you ask the sooner I will be able to communicate to you about it. Your gradebook in Canvas will have posted the numeric score in points for each assignment. Canvas will also post a record or comment about which assignment, if any, is late, how

late, and how many points were deducted, as well as any simplified notes regarding the points deducted.

I'll update grades on Canvas daily M-F (business days) and will do so where possible, as close to after I receive your work as possible (*often within a day or two of it being received*). Times when I travel on university business will likely require up to an additional week or so for the score or comments to be posted. This is because during university travels, the obligation of these trips are to do work on site, without interruptions from email, phone or other media. During the semester, scores and brief related comments for your work, when graded, will be posted on Canvas for your password protected, private access until the end of the semester when the final letter grade for the course then goes on the AU grade post area for your final view. You can check your grades 24/7. Please have your Canvas settings set to receive an email notice to your canvas email inbox and that will also go to your AU Tigermail. These come to you when I send announcements in Canvas, post grades or comments to graded work in Canvas and when I send you email in Canvas. Please only use your official Auburn University Tigermail and not personal email addresses.

In looking at your course grade in Canvas gradebook (at any point during the semester) if there are still assignments without a grade (without a score at all), then the course grade and percentage as shown in Canvas only reflects things graded, *not the ungraded, unscored material still left to do*. Remember I'm allowing until a stated deadline during finals week for you to submit or resubmit any remaining. So, please be mindful of this. If a person has an A as shown in the gradebook, that's **only** for work up to that point in time that has scores recorded but the grade cannot reflect the final course grade when there is still unscored or yet to be scored work. It's a running record, only computing the grade as things are submitted. So, please be sure to keep in mind any remaining work in need of submission. Any assignments that are unscored and that, without submissions by the finals week deadline, will turn to zeros and those will affect a final course grade. I'm sure to most this is common sense but just wanted to be sure we are on the same page since the last few weeks of school are so hectic. Please monitor your Canvas gradebook which shows any and all assignments that are unsubmitted (from past weeks) or recommended for resubmission or that have yet to be submitted (for a future due date).

15. Plan Your Study Time: You will have assigned readings and video lectures posted in each module and listed in steps to follow. Carefully follow each module's STEPS and instructions by doing all work (*readings, videos, and other tasks in exact order*). It is recommended to begin working on each MOD and its assignment early on rather than late. I've posted these for view all at the beginning of the course in order to make this feasible and have also embedded in the schedule a safe window of work time. Looking ahead of time at each module will help you determine what needs to be done in each module before you work on your assignment for that module. By planning ahead, this will allow you enough time to actually go through the module materials (*readings and videos/films*) and then complete the assignment for that module. Please *abide by the listed start date and completion date for each module*. The completion date for each module is always the same week day (**Tuesday**) when the assignment will be due for that module (*by that same evening 11:59pm-C.T.*).

16. Other Class Policy Statements:

A. Understanding the Syllabus and Canvas Course Material:

Please carefully read the syllabus and Canvas course material so you know the policies, duties, assignments, due dates, etc.. Knowing them and fulfilling them will lead you on your path to success in this class.

B. Academic Honesty / Misconduct Code: All portions of the Auburn University student academic honesty code (Title XII) found in the Tiger Cub will apply to this university course. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee. The Department of EFLT recognizes university policy regarding academic misconduct. In accordance with University policy regarding academic misconduct, students may be subject to several sanctions upon violations of the Student Academic Honesty Code. Unless I state otherwise, all assignments will assess your personal (individual) knowledge of course material. ALL assignments are to be done individually only. If someone is giving help to someone else on their assignments, then that's considered cheating by our university. Auburn University utilizes the services of plagiarism detection software for professors to screen student work. I will not award a grade or points toward a grade for assignments unless and until each is submitted in the manner and format required.

C. Special Accommodations: Students who need special accommodations in class, as provided by the Americans with Disabilities Act, should arrange for a confidential meeting with the instructor during office hours (*or appointment*) during the first week of classes (*or as soon as possible if accommodations are needed immediately*). The student must bring a copy of their Page 14 of 16 Accommodations letter and an Instructor Verification Form to the meeting. If the student does not have these forms, they should make an appointment with the Program for Students with Disabilities, 1288 Haley Center, 844-2096 (V/TT).

D. Course Contingency: If normal class is disrupted due to mass, campus-wide illnesses, city or campus wide emergencies, or campus or a city wide crisis situation, the syllabus and other course plans and assignments may be modified (*within reason by this instructor*) to allow completion of the course. If this occurs, an addendum to your syllabus and /or course assignments will replace the original materials. Again, this is put into effect *ONLY* for problems affecting the whole campus or city(s) and for several days or weeks of negative impact.

E. Required Auburn Email Account and Synchronization: Keep your email account active so that needed student-school communication can take place in the proper timely fashion. This is now an active rule/policy of the entire university. Also, synchronize your password /account so that you can use computers in the LRC computer labs. Ask the campus (O.I.T.) Office of Information Technology staff for immediate assistance if you need to activate or reinstate your Auburn email account. Inquire with LRC staff about synchronizing your password for access to LRC computers. Please take note of their hours of operation for the LRC which are posted right outside their entry doors. If you have any more specific questions regarding certain days or hours of operation or other LRC related questions just ask someone at their LRC help desk. As far as communication goes for this course, it will be an expectation to check your Tiger email and Canvas email.

F. Scaffolding (help) Policy: After some help has been given in a formative manner, I will sometimes need to limit the amount later on so that you rely more on your own skills and effort which hopefully become internalized. In other words, I provide limited scaffolding (*help*). In addition, the

help must have limits or instead of being scaffolding which is defined as helping a student perform a task so that she/he learns to do it on their own, the opposite can happen without expressed limits. In other words, to write well, some help on mistakes or grammar are provided from time to time but not on everything or almost everything. Some areas of improvement on a task will be left unsaid so that a student can learn to apply criteria so they can effectively search, locate and correct and improve their work. Again, without this understanding between a student and instructor, the opposite may happen-total reliance of the student on the instructor. So, if the goal is student autonomy, then not all things I see as wrong with an assignment can be reasonably expressed to a student in a formative assessment manner. A few things can be communicated but not all things. Remember, a student won't begin to be self-regulatory until and unless some expectation for autonomy is reinforced by an instructor and placed back onto a student. So when someone says in an email or in class, *"Let me know if my paper looks ok or if there is anything wrong with it before I turn it in for a grade."* Again, if I've already helped a reasonable amount in that way, then this is not an appropriate request. It is your work. It is your job to do this before submitting it for a grade.

Teacher help should be given where appropriate but shouldn't be entwined with a student's grade in such a way that blame for a lower than expected assignment or course grade is presumed to be the fault of a teacher for not giving an unending amount of help on an assignment(s) before it/they are submitted for grading. Again, some help is fine but this needs to have some limits in order for true learning to take place and be evidenced. But the grade still has to be a separate process and the grading, within reason, must be done so with the understanding to the student that help is limited for developmental reasons. This expectation is the only appropriate way of moving through this class or any other in that learning will involve help but then the assessment (*grading*) will be of what you do, on your own, with what you've learned, practices, skills, thinking, etc. A student can't grow if all of their improvement rests solely on the extent of their teacher to help them with things. Instead, they need to internalize what was learned and to then apply it in a self-help, self-regulatory manner. From time to time, it may be necessary to remind someone that they may be asking for an undue (*excessive*) amount of "feedback" or help. I'll be respectful in doing this by simply pointing out that your own efforts are needed as you work on your assignment and I've played my helper role for this particular assignment to the fullest. The psychology here as it directly affects your motivation is that there are limits in the amount of help that should be provided to a student on any one assignment and these limits are so that a student expects more of her/himself in effectively producing their own work and understanding rather than being overly dependent/reliant on an instructor.

I may at times ask for a phone call so I can provide some verbal help via phone or meeting during office hours or appointment. Not all feedback on course work can be necessarily fit into an email due to the far too excessive time it may take as well as the mental limits in understanding from written feedback only versus an augment of live, oral/verbal dialogue as added feedback or as replacement to written feedback. If I request a time to talk on the phone, this is stating that I feel as the instructor that it is appropriate in that situation to talk on feedback on phone to ensure you understand it. It works out best for the both of us that way.

G. Ethics of grading and earning a grade (*sound and fair grades*): A student may ask a question on assignments (*within reason*) on what things constituted a lower grade than they perhaps expected. But where things become a problem, an ethics problem, are when sometimes a student will make a request for a higher than deserved final course grade for such reasons as for example, *"I need an A"*, or *"I have a scholarship that makes me need an A for the course"*. Not for any reason does any

student “need” an A. Such requests or comments are extremely inappropriate, unethical, and disrespectful from the perspective of our university, our college, and the education field. A basic rule and need that educators are hired to honor is to honestly grade a student based on criteria and grading systems established, and to do so as fairly as possible. So, this university asks students to please refrain from making any such comments or requests at all to instructors in person, on email, in writing, or on the phone. Such statements, (*whether intended this way or not*), are simply unethical and very misguided ways to apparently appeal to an instructor’s supposed sympathy, sense of forgiveness, etc.. In reality, our job (*our paid duty*) is such that, just as important as is our instruction is our grading (*judgment*) on the level of student attainment of course objectives. Please also refer to the Alabama Educator Code of Ethics. (5)(c)5.(i) to further your understanding of ethics in teaching.

H. Add/Drop, Incompletes and Withdrawals: Grades associated with (IN) or (IP) Incomplete course work or a withdrawal from class will be assigned in strict conformity to University policy (see A.U. Bulletin latest edition). If you wish to drop this course, you may do so no later than by the official drop date indicated by the Registration Office. After the official university deadline for withdrawals, a withdrawal from this course will only be granted under very unusual circumstances and must be approved by the Dean of the College of Education. According to AU Policies, Incompletes (IN) and (IP) are given only under certain conditions and terms (*see Student Policy ehandbook*). Please refer to the active links to this ehandbook and to the Academic Calendar which shows dates for drop/add, etc. I have links to both of these resources on my HOME PAGE in Canvas for your convenient access. They are below as well.

**Student Policy eHandbook*

http://www.auburn.edu/student_info/student_policies/

**Academic Calendar*

http://www.auburn.edu/main/auweb_calendar.html

It is a student’s obligation to inform this instructor of problems right away which may prevent the completion of this course instead of waiting unnecessarily until the end of a semester to give notice that course tasks could not be met due to some problem. If there are problems, please tell this instructor while there is still plenty of time to hopefully solve them. This pertains in particular to a potential IN or IP status (*Incomplete*) mark for the course. It’s the responsibility of the student to inform the instructor if illness, death in the family, or of some other extenuating circumstance which prevents the completion of course assignments in order for the documentation for an IN (*Incomplete*) to be granted. This notification must be stated to the instructor by the student in writing (*or by a student’s adult-aged designee in writing like a spouse or adult aged family member*) well before grades are due for the course, before the end of the semester. Their email and immediate phone contact info must also be in writing if they are a designee so they can be contacted by Auburn University. Also, over 50% of the coursework must also have been completed in order to be eligible for an IN or IP. Always look for confirmation of my receiving any such notification from you in order to be sure I did in fact receive such important information from you. Please do not assume that I received an email of such magnitude. You must hear back from me on email to be sure. This way, my confirmation to you completes the full communication loop. Please refer to the student handbook regarding policy and procedure regarding IN/IP status for a course

grade (*Incompletes/In-Progress*). The above material is simply intended to help you see the basic gist of things, not to serve as the defining procedure for Incompletes.

I. Any changes in syllabus policy, assignments, points, etc. will be announced on campus email and in Canvas email (messages) and in the class announcements area on Canvas. Students are responsible for being aware of changes by checking these areas of communication.

J. The Tiger Cub is no longer in existence. Its replacement is the Student Policy eHandbook; the URL is www.auburn.edu/studentpolicies.

Thanks for reading this syllabus and becoming informed about the course so you can succeed!! I look forward to you being in this course, reading your assignments, and to talking with you.

Course: EPSY 7440 and Course Syllabus -- Paris Strom © 2014

-----End of Syllabus for EPSY 7440 – FALL 2014 – section 001- Dr. Strom-----