

**CTEE 4190: EFFECTIVE CLASSROOM MANAGEMENT IN THE ELEMENTARY SCHOOL**

**Class Meeting Time:**  Tuesday 10:15 a.m.- 12:15 p.m.

**Classroom:** Haley 2406

**Credit Hours**: 3 semester hours

**Prerequisites:** Admission to Teacher Education

**Instructor:** Brandi Dailey

**Office:** Haley 5028

**Office Hours:** Mon. 9-11:00 Tues. 9-10:00, unless in the field. Additional appointments can be scheduled.

**Telephone:** 334-759-9291

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**Required Texts and Resources:**

Evertson, C.M., Emmer, E.T. (2017). *Classroom management for elementary teachers* (10th ed.) Boston:

            Pearson.

* ISBN: 0134027272    

**Course Description:** Through reading, exploration, discussion, reflection, analysis, and application of field placements, students will study issues and effective methods and strategies for first-year teachers pertaining to inclusive/multicultural K-6 classrooms. Classroom management issues that will be explored will include but are not limited to time management, types of behaviors, motivation, parent and community relations, technology, planning, professionalism, and other factors to be mindful when creating and executing classroom management plan (e.g. students with special needs). Products for future classroom use will be created.

**Class Format and Student Engagement:** This class is held on campus, meeting once a week for 120 minutes inside a classroom. This class is technology-enhanced; it will use Canvas as a learning management system for online activities. You will take quizzes online, complete discussions, and turn in assignments online. Your grades will be kept in the Canvas grade book and will be available to you as soon as they are assigned.

**Core Experiences:**

* Professional dispositions, expectations, and obligations – virtual mock interview
* School orientation – materials, information, technology, and support
* Classroom management plan – rules, procedures, and routines
* Positive classroom climate – teacher attitudes and approaches
* Intrinsic and Extrinsic motivation – strategies
* Effective teaching characteristics and the Educate Alabama observation instrument
* Teacher and student temperament/learning styles
* Cooperative learning, peer tutoring, and student centers
* Behavior contracts and difficult student discipline cases

**Course Objectives:**

Upon completion of this course, students will be able to:

* Identify professional behavior, dispositions, and obligations of a classroom teacher
* Find the school resources and information needed to prepare for beginning teaching.
* Create a classroom management plan that includes parent communication, rules of student conduct, procedures and routines, and assessment and grading.
* Apply effective teaching pedagogies to lesson planning to create and maintain a well-planned, relevant, and positive learning environment for children.
* Engage and reflect on methods for addressing the learning and motivation of all students, including peer tutoring, cooperative learning, and student-centered assignments.
* Identify strategies for managing students with unique backgrounds and needs, including inclusion, cultural and ethnic diversity, varying study skills, and learning styles.
* Engage in meaningful research and discussions that critically analyze actual classroom cases involving student behavior and learning in order to chart change and improvement.
* Apply learning from readings of unique cases of student discipline to difficult cases in the field.

**Course Assignments and Evaluation:**

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| --- | --- | --- |
| In-Class Activities/Discussions/Participation 20%Outside Class Assignments/Quizzes 20%Project #1: School Information Notebook 5%Project #2: Modules 10%Project #3: Case Study Paper 15%Group Presentation 5%Reflections 5%Final: Classroom Management Plan 20% |   | Grading Scale:90-100          A89-80            B79-70            C69-60            D59 – 0            F |

 **Final Grades:** Final grades are calculated on a percentage basis. Each category is calculated by the total of all points earned divided by the total of all points possible in that category. Final weights are used for each category to calculate the final grade. This class uses a 10-point grading scale, which means that you earn an “A” if you have at least 90% of the total points available in the course (see chart above).  Between 80% and 89.9% will earn a “B,” between 70% and 79.9% will earn a “C,” between 60% and 69.9% will earn a “D,” and less than 59.9% will earn an “F.” You can check your progress at any time within Canvas.

**Assignments:**  All written assignments must be typed and should adhere to correct Standard English conventions and mechanics. Assignments must be presented on time. Late assignments which are considered in the "outside class assignments" grading category or "projects" grading category will be reduced by one letter grade for each day they are submitted late for up to four days, other than quizzes and discussion board posts. The course final will also not be accepted late.

***Additional assignments will be given in class that may fall under the category of class participation.***

Students must complete all projects with a passing grade in order to pass the course.

**Course Structure and Assignments**

**Lectures:** Lectures will cover material listed on the class schedule and will consist of material that may not be covered in the class text(s). Lectures will also involve activities and discussions that will help aid your understanding of the topic(s) covered - participation is required.

**Assigned Readings:** Each week you are expected to read the assigned reading(s). This will be the first activity that you should complete. You should finish reading the entire chapter before the first-class meeting listed for that chapter so you are prepared to discuss the chapter’s content in class.

**In-Class Activities:** There will be several in-class activities that will include group discussions (in-class and on Canvas), group work, and a few other types of activities. These assignments will be completed and turned in during class. If you do not attend the class meeting, you will not be able to complete the assignments. This component is graded partly on your class participation and there is no way to make it up if you are not present in class to participate.

**Professional Participation:** Students are expected to participate in all class discussions and participate in all exercises. Students are not to complete a different course’s assignment or work during class time. It is the student’s responsibility to contact the instructor if assignment deadlines are not met. Students are responsible for initiating arrangements for missed work.

Because learning occurs as we are actively involved, both mentally and physically, it is essential that all students participate in class discussions, activities, and assignments. Participation involves:

* careful reading of the texts and/or additional articles prior to class meetings
* active listening and discussion during class
* participation and cooperation during class activities and assignments
* completion and submission of all lessons, assignments, and projects on time
* timely attendance of all class meetings
* honest exchange and challenging of viewpoints

**Outside Class Assignments:** Many assignments are expected to be completed outside of class after the weekly class meeting.  These include writing assignments and reading quizzes. Outside of class assignments will be completed and turned into Canvas. Details and due dates will be given in class as well as listed on Canvas.

**Projects/Final:** There are three projects and the course final worth a varied weighted percentage of your overall grade. The details and grading criteria for each assignment will be discussed in class and listed on Canvas. Projects will use skills and knowledge gleaned from the course and your lab placement over several weeks.

**Other Course Assignments:** There will also be a group presentation, personal reflections, and a self-evaluation of your own class participation.  Details for each assignment and their due date will be discussed in class as well as listed on Canvas.

**Course Policies:**

**Academic Dishonesty**: Cheating, plagiarism, or any other form of academic dishonesty will not be tolerated and will be handled accordingly. Any student who is caught committing academic dishonesty on any assignment will receive a grade of zero on that assignment. In addition, the student's final grade in the course will be dropped by one letter grade.  Neither of these penalties is negotiable. It will be up to the instructor's discretion to take further action based on the perceived severity of the offense. Students will also be reported and will face disciplinary action by the University which could result in the student's permanent forced withdrawal from the University.

**Cheating:** Cheating, plagiarism, or any other form of academic dishonesty will not be tolerated and will be handled accordingly. In addition, any student who is caught cheating will receive a grade of zero on that assignment. Any assignment that is submitted by more than one student will receive a grade of zero unless it was designated as an assigned group activity. Any assignment where students have the same verbiage or answers, even when collaborating, will receive a zero for the grade. This grade will be given to any and all students who submit the same work. Students who cheat will also be reported and will face disciplinary action by the University which could result in the student's permanent forced withdrawal from the University.

**Plagiarism:** Plagiarism on any level will not be tolerated. All assignments submitted are subject to be checked for plagiarism. All students should know exactly what constitutes plagiarism. Even accidental, unintentional plagiarism will result in automatic failure. Anything you copy from any source gets automatically highlighted on your assignment, so you cannot get away with it.  For penalties associated with plagiarism and other cheating, see the Academic Dishonesty section above.

**Falsification:** It is a violation of academic honesty to misrepresent material or fabricate information in an academic exercise, assignment or proceeding. Some examples of falsification are:

* false or misleading citation of sources
* the falsification of the results of experiments or of computer data
* false or misleading information in an academic context in order to gain an unfair advantage.

**Multiple Submissions:** It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the instructor(s) to whom the material is submitted for additional credit. In cases in which there is a natural development of research or knowledge in a sequence of courses, use of prior work may be desirable or required. However, the student is responsible for indicating in writing, that the current work submitted for credit is cumulative in nature.

**The Right to Change:** The instructor of record for this course maintains the right to change the class schedule, modify the course syllabus, alter classroom policies, and has complete freedom to cover course topics in any way he wishes and at his/her discretion. Students will be notified of any change that affects course structure or has the possibility of altering student outcomes.

**Attendance/Absences/Tardies**:  Attendance is required and taken at each class meeting.  As previously stated, there is not an opportunity to make up missed work done in class.  Instead, your one lowest grade in the "In-Class Activities/Discussions/Participation" assignment category will be dropped at the end of the semester. In the case of an absence, you will receive a 0 for the in-class assignment and this 0 will be dropped at the end of the semester (automatically by Canvas). This will represent one forgiven absence. Further missed classes or due dates will result in additional zeroes, which will not be dropped and will be averaged into your grade for that category. For students with no absences, your lowest grade in the "in-class assignments" category will still be dropped (your perk for perfect attendance and meeting all due dates).

Students are expected to attend their lab placements in the corequisite methods course. The school setting is required in order to complete the projects in this course. Failure to attend the lab placement will not count as an excuse for poor quality or work undone. Please check the lab manual for the make-up dates for days in which you could make up your hours for absences.

**After 3 class absences, students will be referred to the Office of Student Affairs to be withdrawn from the course.** Three tardies to class will be counted as one absence. Leaving class early counts as a tardy. A tardy consists of being more than five minutes late to class or leaving class ten or more minutes from the course’s scheduled end time. If you miss more than 3 class meetings (the equivalent of three weeks of coursework), students will be referred to the Office of Student Affairs to be withdrawn from the course and could be assigned a grade of "FA" as you will have insufficient time in the course to earn passing course credit.

**Due Dates:** “The DO date is not the DUE date.” Technology cannot be used as an excuse. Procrastination is the number one reason why work is not completed by the scheduled due date. You must manage your time by looking ahead at your schedule, carefully planning around your busy times, and establish times to complete your assignments and assessment activities. You should start your assignments well before the DUE date to avoid those last-minute emergencies or technical situations that may arise to prevent you from completing activities on time. For example, if you are uploading your work at 11:50 p.m. on an 11:59 p.m. due date and your Internet connection fails, that is a procrastination issue. It is Murphy’s Law that problems are apt to occur when you rush.

If a campus-wide problem occurs (such as a network outage) that impacts the ability of all students to complete activities as scheduled, your instructor will make appropriate accommodations after verification. If you are having individual technical or computer difficulties, it is your responsibility to use the computers on campus or through another source to meet due dates. Computers are available to you in the library and computer labs throughout campus. Check with the library or computer lab locations and times of operation. Please do not email me minutes prior to the due date of an assignment or moments right after the due date and Canvas assignment window has closed letting me know there were technical difficulties. Please manage your time wisely as a budding professional.

**Technology in the Classroom:** Students are expected to keep all cell phones off during class time and no use of electronic devices or text messaging will be permitted during class time unless otherwise stated! If you have an emergency or other extenuating circumstance, please speak with me about keeping your device on silent. While students may use a laptop, tablet, or similar device for viewing the readings and/or completing in-class assignments, students should not use said devices for social media purposes or web surfing during class. If this becomes a problem, a student may be asked to leave the class session.

**Professionalism**:  As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behaviors as defined in the College’s conceptual framework. These professional commitments or dispositions are listed below:

* Engage in responsible and ethical professional practices
* Contribute to collaborative learning communities
* Demonstrate a commitment to diversity
* Model and nurture intellectual vitality

**Other Policies**

* All portions of the Auburn University Student Academic Honesty code (Title XII) found in the Student Policy eHandbook will apply to this class. All academic honesty violations or alleged violations will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee. To read further on the academic honesty policy and other University accepted policies on student attendance, grievances, classroom behavior, and other important matters, see the Student Policy eHandbook,  <http://www.auburn.edu/student_info/student_policies/>.
* Auburn University is committed to providing an environment that is free from discrimination and harassment based upon a protected class. If you believe you have been the victim of harassment or discrimination based on race, color, religion, national origin, disability, age, or sex (including sexual orientation, gender identity, and gender expression), we encourage you to report it.  If you report sexual assault or sexual misconduct to a faculty member, the faculty member is obligated to notify the University’s Title IX Coordinator about the basic facts of the incident. For more information about your Title IX reporting and resource options at Auburn University, please go to: [Title IX](http://www.auburn.edu/titleix)
* The instructor reserves the right to make changes in this syllabus when necessary to meet learning objectives, to compensate for missed classes, or for similar reasons. If normal class and activities are disrupted due to illness, emergency, or crisis situation (such as an H1N1 flu outbreak), the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs, an addendum to your syllabus and/or course assignments will replace the original materials.
* Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to arrange a face-to-face meeting the first week of classes or as soon as possible if accommodations are needed immediately. To set up this meeting, please contact me by email. At our scheduled meeting, please bring a copy of your accommodations memo. If you have not established accommodations through the Office of Accessibility but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 844-2096 (V/TT).
* Please remember to participate in the AU eValuate process at the end of the semester. Your feedback is important.
* Email is the surest way to contact me outside of class. During my office hours, I will respond immediately to emails, provided I am not meeting with a student at that moment. Outside of office hours, I will usually respond to emails within a few hours to two days.
* Students are responsible for checking their University email and Canvas accounts daily for announcements.
* GoReact:Students will be required to use GoReact during their field placement to upload and comment on a teaching video. GoReact is a password-protected, online platform that will work as a repository for your teaching videos during field placement. Your instructor will provide instructions on how to create an account. GoReact is the only way you can submit your teaching videos for your course! Students must upload video files directly to GoReact. Students are **not** allowed to upload videos to YouTube first and then use the YouTube link as the GoReact upload. This action violates our media release agreement between the university and elementary school students and families. If you have trouble compressing a video, you may visit the [GoReact Help Site](https://help.goreact.com/hc/en-us/categories/115000013583-Goreactcom) (<https://help.goreact.com/hc/en-us/categories/115000013583-Goreactcom>) or complete the [GoReact Student Support Form](https://help.goreact.com/hc/en-us/requests/new) (<https://help.goreact.com/hc/en-us/requests/new>).