

## CTSE 4200 Syllabus, Spring 2010

### Instructor Information

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### Class Meetings

Haley 2434  
Thursday, 5:30-7:30 PM  
(10 class meeting with on-line interactions)

1. **Course Number:** CTSE 4200  
**Course Title:** Managing Middle and High School Classrooms (Mathematics Education)  
**Credit Hours:** 2 Semester hours  
**Prerequisites:** Admission to Teacher Education; **Corequisites:** CTSE 4920 or CTSE 7920
2. **Date Syllabus Prepared:** January 2006, Revised January 2010.
3. **Texts or Major Resources:**  
Gill, V. (2007). *The ten students you'll meet in your classroom: Classroom management tips for middle and high school teachers*. Thousand Oaks: Corwin Press.  
Johnson, D. R. (1982). *Every minute counts: Making your math classroom work*. Parsippany, NJ: Dale Seymore Publications.  
Johnson, D. R. (1986). *Making minutes count even more: A sequel to every minute counts*. Parsippany, NJ: Dale Seymore Publications.  
Ladson-Billings, Gloria. (1994). *The Dreamkeepers: Successful teachers of African-American children*. San Francisco: Jossey-Bass.  
Additional materials as assigned.
4. **Course Description:** Examine the role of the teacher in managing the classroom, methods for developing a positive learning environment, as well as managing middle and secondary classrooms through the integration of both theory and practice. This course will also examine critical issues in teaching in an increasingly diverse society. Special topics of interest will address issues of equity in education. You will see how these issues are integral towards your being an effective teacher, as well as effectively managing your classroom. Various articles and readings will be disseminated and are considered required reading to prepare you for the material that will be covered in class.
5. **Course Objectives:** To provide opportunities so that students will:
  - A. Knowledge of conflict resolution strategies, school emergency response procedures, and juvenile law. **290-3-3-.04(2)(c)2.(iv)**
  - B. Ability to plan and implement equitable and effective student access to available technology and other resources to enhance student learning. **290-2-2-.04(2)(c)2.(v)**
  - C. Knowledge of the importance of parents and/or families as active partners in planning and supporting student learning. **290-3-3-.04(2)(c)4.(iv)**
  - D. Knowledge of the impact of native language and linguistic background on language acquisition. **290-3-3.04(3)(c)1(ii)**
  - E. Knowledge of the process of second language acquisition and strategies to support the learning of students whose first language is not English.. **290-3-3-.04(4)(c)2.(i)**
  - F. Participate in classroom activities that will involve them in observing, describing, and analyzing classroom behavior and approaches to classroom management that will assist them in developing a personal management philosophy. **290-3-3-.04(2)(c)2.(ii); 290-3-3-.04(2)(c)2.(iv); 290-3-3-.04 (2)(c) 3.(i)**
  - G. Participate in strategies that can be used to enhance the interests, learning, and social development of their students. **290-3-3-.04 (2)(c)2.(v); 290-3-3-.04(3)(c)1.(ii); 290-3-3-.04(4)(c)2.(i)**
  - H. Become familiar with current literature on teacher expectations, teacher modeling, classroom organization and management and student motivation **290-3-3-.04(2)(c)4.(iv); 290-3-3-.04(3)(c)1.(ii)**
  - I. Analyze problem situations, select strategies for resolving the problems and procedures to evaluate effectiveness. **290-3-3-.04(2)(c)2.(iv)**
  - J. Become familiar with legal/ethical considerations related to classroom management and discipline procedures. **290-3-3-.04(2)(c)2.(iv)**
  - K. Be able to identify student behavior that may represent a threat to others in the school. **290-3-3-.04(2)(c)2.(iv)**
  - L. Be able to use strategies for developing and implementing a classroom management plan to ensure equitable and effective student access to available technology resources. **290-3-3-.04 (2)(c)2.(v)**

## 6. Course Content and Schedule:

Each class meeting will include a discussion of a assigned readings. You are expected to have read them in advance and to bring prepared notes to use in contributing to class discussion. You may be invited to lead any given discussion.

January 14	Developing rules and procedures	
January 21	Teacher expectations	Reflection #1
February 4	Analyzing classroom behaviors	Reflection #2
February 11	Establishing a classroom climate	
February 25	Building relationships with students	Reflection #3
March 11	Effective discipline regimens	
March 25	Planning for success	
April 8	Working with others (teachers, administrators, parents)	Reflection #4
April 15	Professional growth and continuous improvement	Reflection #5
April 29	Making the transition	Classroom management plan
May 6, 7:00-9:30 PM	Final examination	

## 7. Course Requirements/Evaluation:

### Assignments

- Attend and participate in all class sessions and on-line discussions – 25%
- Complete reflections – 25%
- Final project (philosophy and plan for classroom management) – 30%
- Complete final exam – 20%

### Grading

All assignments will be graded on a 4-point scale (4=A; 3=B; 2=C; 1=D; 0=F) and weighted averages will be computed following the percentages given in the preceding section. Final grades will be assigned by rounding to the nearest whole number; i.e., 3.5 and up is an A, 2.5 and up is a B, and so forth.

### Descriptions of Major Assignments

#### Class participation

Students will be expected to come to every class prepared to participate. On occasion, students will be asked to lead the discussion of a particular topic or assignment. Finally, they will be asked to share their thoughts in an on-line discussion between classes.

#### Reflections

Students will be assigned various topics on which they will prepare two-page papers. Papers should be typewritten, 12-point font and 1-inch margins, and follow APA style. Deductions may be made for grammatical and spelling errors.

#### Final Project

For your final project, you will create a classroom management plan. This plan should make sense in the context of your internship placement – the only context that you have! While this may incorporate ideas taken from your cooperating teacher, it should also incorporate your personal analysis based on what you have learned in this and other classes. Your plan should be in a “ready to use” format that you could distribute to students and parents. Also, be sure to make your plan a positive, ethical, and legal one – stating rules and procedures in “do’s” rather than “don’ts,” following due process, and maintaining professional ethics.

Please observe all university academic honesty policies with regards to the development of your plans. This means that management plans must be unique and exhibit some degree of creativity of thought. Students are not to copy old management plans from prior classes or collaborate to the extent that management plans are seemingly identical. In the event that this happens, this may result in point and letter grade deductions for the course or ultimately not passing the course.

The following rubric will be used to assess your plan. Please follow the outline it presents.

- Cover page and Parent / guardian and student cover letter (10 points) – Minimum 2 single-spaced pages. Welcome your students and parents by briefly introducing you, your course, and your discipline plan in one page: What are your expectations and plans for your students and what can students (and parents) expect from you? Be sure to list your 3-5 classroom rules and sequential disciplinary actions. Be sure to state how often you will communicate with parents on student progress and how you can be reached at your school. Include information regarding your grading scale and grading procedures. Any major projects and assignments should also be included. Make sure to include any necessary materials and supplies students will need. End your letter with a place for a parent/guardian and student signature acknowledging your plans. You must also include the method that you will use to contact parents for positive behavior or unacceptable behavior and how frequently you will do this. Please note that parents or guardians should be contacted for some type of positive behavior their child has exhibited in some form or fashion at the onset of each semester.
- Student policies and procedures (10 points) – Minimum 2 single-spaced pages. Describe in detail your student policies on tardies, leaving the classroom (e.g., restroom), being unprepared for class, absences, make-up work, and late work. Also, discuss how you will reward students for consistent positive behavior, not just high academic achievement. Middle school interns should have more elaborate behavior management plans here.
- Assessment and feedback plans (5 points) – 1 page minimum, single-spaced. Describe in detail your grading system and percentage or point breakdown for categories of work (tests, quizzes, projects, classwork, etc.); what is your grading scale for letter grades? Consider how your percentage breakdown of categories composing your final grade reflects your thoughts on authentic assessment. Also include mock assignments and the credit for each assignment towards the student's final grade.
- Classroom procedures (10 points) – 1-2 pages single-spaced. Describe your classroom procedures for running your class from beginning to end of the period: from bell work to dismissal; describe your procedures for the common activities and approaches that you routinely use in your classroom, including such things as seating assignment, bell work, passing and checking of papers, use of textbook, monitoring students, cooperative grouping, use of videos, special projects, homework, and dismissal. Also attach a separate student personal inventory/information survey that you have developed.
- Room arrangement sketch (3 points) – Include a neatly drawn sketch of your preferred classroom arrangement. How will desks and tables be arranged? Where are student resource stations, teacher's desk, computers, other items? Please address all aspects of the room arrangement in a detailed paragraph. You must include a one-page single-spaced explanation of why you have chosen this arrangement
- Bibliography (2 points) – Include at least one text and one teacher source for ideas contained within your plan (minimum 2 sources). Use APA style.

#### Final Examination

The final exam will give you an opportunity to demonstrate the knowledge you have gained over the semester by analyzing various scenarios and describing general approaches you might take to successfully running a mathematics classroom.

#### **8. Class Policy Statements:**

- Attendance. Each student is expected to attend all classes as scheduled. Excused absences require university approval as specified in the *Tiger Cub*. The second unexcused absence from class and each succeeding unexcused absence from class will result in a lowering of the student's final grade by one letter grade.
- Accommodations: Students who need accommodations are asked to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternative time can be arranged. To set up this meeting, please contact me by e-mail. Bring a copy of your Accommodation Memo and an Instructor Verification Form to the meeting. If you do not have an Accommodation Memo but need accommodations, make an appointment with the Program for Students with Disabilities at 1244 Haley Center, 844-2096 (V/TT)
- Honesty Code: The University Academic Honesty Code and the *Tiger Cub* Rules and Regulations pertaining to *Cheating* will apply to this class.
- 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