

Personal Data Form: CTSE 4200 – Managing Middle and High School Classrooms

Name: _____ Grade(s) Teaching: _____

Phone: _____ Email: _____

School: _____ School Phone: _____

Cooperating Teacher's Name: _____ Email: _____

CONFIDENTIALITY POLICY

The Family Rights and Privacy Act (Public Law 93-380) assures parents that all information concerning their child will be kept confidential. The only person who may access records or information are those who are directly involved with the student's educational program. Education records cannot be released without the written consent of the parents.

In compliance with this federal law, the following guidelines must be followed for students taking courses in CTSE:

1. All discussion about a student should be conducted with the teacher or university supervisor only.
2. Discussion should be conducted in the privacy of the classroom or the teacher/supervisor's office. (Be aware of listeners in all settings.)
3. You should not discuss students with other parents, agencies, or other students.
4. Limit discussion to those involved with your assignment.
5. When providing reports, class observations, lesson plans for university classes, identify the student by a pseudonym or his/her first name only.
6. Do not violate any of the above guidelines in electronic communications such as email, discussion boards, cell phones messages, or stored documents such as word processor files stored in your computer.

Print name below ↓

I, _____, agree to adhere to the above Auburn University CTSE Confidentiality Policies.

Student Signature

Date

CTSE 4200-MANAGING MIDDLE AND HIGH SCHOOL CLASSROOMS

Spring 2013 Course Syllabus

Class Time: Thursday, 5:15-7:05
Class Location: Haley 2370
Credit Hours: 2 hours
Prerequisite: Admission to Teacher Education
Co-requisites: CTSE 4920: Internship

Instructors:	Dr. Eric Bonds	Dr. Elisha Wohleb
Office:	5080 Haley Center	211 Wallace Hall
Office Hours:	M/W 9:00 – 12:00	M/W: 12:00-2:00
Telephone:	844-8278	844-8724
Email:	ecb0022@auburn.edu	wohleec@auburn.edu

Required Text:

Wong, H. K., & Wong, R. T. (2009). *First days of School*. Mountain View, CA: Harry K. Wong Publications. (Available through www.effectiveteaching.com or numerous other online sources.

Internship Handbook (PDF download):

http://www.education.auburn.edu/files/students_pes/Internship_Handbook.pdf

The Alabama Educator Code of Ethics (PDF download):

http://www.alsde.edu/html/doc_download.asp?id=3578§ion=70

Course Description

This course is designed to support early teaching practice in the middle and high school classrooms. Dialogue and reflection will center on possible solutions to the challenges, difficulties, and dilemmas facing student teachers as they learn to teach in diverse classrooms.

Course Objectives:

During this course, students will be able to:

1. Reflect on experiences in the classroom.
2. Critically discuss the personal challenges and difficulties in student teaching practice while proposing informed potential solutions for authentic cases.

3. Apply learning about differentiated instruction, diversity, and inclusion to internship placements and students, and discuss issues and successful strategies.
4. Produce questions related to the topic of each class session.
5. Role-play in a variety of case scenarios

Class Policy Statements:

Participation: Students are expected to participate in all class meeting discussions and complete all assignments. 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 due to university excused absences.

Attendance/Absences: Attendance is required at each class meeting. Late work will be accepted only for University-approved excuses as outlined in the Student Policy eHandbook; the URL is www.auburn.edu/studentpolicies. Doctor's or other official excuse notes must be turned into the instructor no more than seven days after the absence, or it is unexcused. **Upon the second absence from a scheduled class meeting, students will be required to meet with the instructors and program coordinator to discuss continuation in this course.** The instructors should be notified by email of any absence prior to the class meeting, or as soon as possible. Other unavoidable absences from campus must be documented and cleared with the instructor in advance.

Unannounced quizzes: There will be no unannounced quizzes.

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 office hours, an alternative time can be arranged. To set up this meeting, please contact me by email. 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 Student Policy eHandbook (www.auburn.edu/studentpolicies) 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

Cell Phones: Students are expected to turn cell phones off or to vibrate during class time.

Course Assignments and Evaluation:

<ul style="list-style-type: none">• Project 1• Attendance• Questions• Role Playing• Participation• Small Group Work	<u>A - F Grading Per Assignment:</u> Exemplary (A) Excellent (B) Good (C) Competent (D) <i>There will be no grade assigned below that of Competent. Failing assignments will be returned to you for resubmission.</i>
--	--

Assignments:

***No late work will be accepted**

All written assignments must be typed and should adhere to Standard English usage and conventions. Weekly assignments must be presented in class on time and with competent quality in order to receive credit for them – i.e., to be marked as passing. Incomplete assignments will not be accepted.

Project #1 – Using your teacher’s handbook and other material respond to the items in the project by making copies or writing out a brief description of the procedures. Be sure to follow the directions on the assignment sheet.

Questions/Statements – Write a minimum of 3 questions/statements relevant to the class discussion being presented that day. These should be turned in at the beginning of class. Keep a copy for yourself as well.

Role-Playing – Each class meeting you should be prepared to participate in a role-playing activity. This should be conducted in a professional manner with intentions of learning how to handle diverse classroom management situations.

Small Group – Students will be assigned groups for in-class discussions of assigned readings. Students, based on their discussions, will then present a short synopsis of their discussion. Each group will be responsible for answering any questions that may arise.

Handouts – Read the provided handouts or assigned chapters in the text and be prepared to discuss them in class. This is a group assignment; Additional instructions will be provided in class.

Expectations: Professionalism

The following standards will be honored to create a professional learning environment.

1. Attendance and punctuality demonstrate that you value this course. Classroom teachers model these behaviors for their students
2. It is a good idea to develop a buddy system with others in class in case of unexpected absences. You will need to find out from a classmate what you have missed.
3. Teaching is a field that requires professional reading and reflection. Your thoughtful reading before class, your engaged participation in class discussions and activities, and the positive stance you take in interacting with your instructor and with others in the group are expected.
4. Be attentive to class presentations and discussions. Professionalism is more than just showing up for class. In this course you will be expected to treat the others in our group with respect and to support their successes. Respect does not mean always agreeing with others. It means allowing others their dignity. It means actively and courteously listening to what others say and responding with your own perspective. It means taking an active role and enhancing others' thinking by sharing your own rough draft thinking as it develops, and by clarifying the reasons you might "agree to disagree" with others. Developing strong relationships with colleagues is one of the most important things we do as teachers.
5. As a courtesy to the class, please do not leave on beepers, phones, or pagers in class.
6. 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 as follows: (a) engage in responsible and ethical professional practices, (b)

contribute to collaborative learning communities, (c) demonstrate a commitment to diversity, and (d) model and nurture intellectual vitality.

Spring 2013 CSTE 4200 Tentative Schedule

Date	Topic	Due	Task
Thursday January 10	Introduction Syllabus Alabama Code of Ethics		Project #1
Thursday January 17	Work Day – No Class		
Thursday January 24	Technology Presentation & Parent Presentation	*Project 1 Due *Students should bring 3 questions pertaining to utilizing technology for classroom management as well as 3 questions regarding parents with classroom management	Discuss small groups. Assign Wong Section A. Students should be ready to discuss next class meeting with small groups.
Thursday January 31	Program area session- Science Ed		
Thursday February 7	Communication Presentation/Small Groups	*Students should bring 3 questions pertaining to Communication and classroom management *Students should be prepared for small groups – Wong Section A	Assign Wong Section B. Students should be ready to discuss next class meeting with small groups
Thursday February 14	Program area session – Science Ed		
Thursday February 21	Presenter - TBA	*Students should bring 3 questions pertaining to presentation topic and classroom management *Students should be prepared for small groups – Wong Section B	Assign Wong Section C 11-16 ONLY. Students should be ready to discuss next class meeting with small groups.
Thursday February 28	Program area session- Science Ed		

Thursday March 7	Role Playing/ Case scenarios/ Small groups	*Students should be prepared for small groups – Wong Section C 11-16.	Assign Wong Section C 16-20. Students should be ready to discuss next class meeting with small groups
Thursday March 14	Auburn University Spring Break		
Thursday March 21	ELL Presenter/Small Groups	*Students should bring 3 questions pertaining to ELL students and classroom management. *Students should be prepared for small groups – Wong Section C 17-20.	Assign Wong Section D. Students should be ready to discuss next class meeting with small groups.
Thursday March 28	Work Day – No Class		
Thursday April 4	Special Needs Presenter/Small Groups	*Students should bring 3 questions pertaining to special needs students and classroom management *Students should be prepared for small groups – Wong Section D.	Assign Wong Section E – including epilogue and dvd. Students should be ready to discuss next class meeting with small groups.
Thursday April 11	Classroom Management - Teacher Panel/Small groups	*Students should bring at least 3 questions to ask the teacher panel regarding any classroom management concern you have. *Students should be prepared for small groups – Wong Section E.	Survey
Thursday April 18	No Class		
Thursday April 25	No Class		

Project#1: School and Classroom Information for Beginning Teachers

Materials – Faculty Handbook, Classroom Policies and Procedures, School District Website, other. Due – Thursday, January 24th.

Directions – Use your cooperating teacher’s faculty handbook, class policies/procedures/information, school/district website, and other information to respond to the following items for information for this assignment. **Each item should be addressed on a separate sheet/s and should be tagged accordingly (Ex. #1, #2, etc.) and in chronological order.** You may copy (photocopy or copy/paste from district website) the information or type the information. The collection of material should be bound (binder, stapled, etc.) for submission that includes your name, discipline, and school to which you are interning. Include this check sheet as a coversheet for your work.

1. ____ Your teacher’s “bell” schedule
2. ____ Classroom management policies and procedures
3. ____ Classroom discipline policies and procedures
4. ____ School-wide discipline policies and procedures (if different)
5. ____ Arrival and dismissal procedures
6. ____ Teacher duty assignments
7. ____ Field trip policies
8. ____ Classroom special event and/or party/food policies
9. ____ Fire drill/tornado drill policy
10. ____ Student attendance policy
11. ____ Technology use procedures and policies
12. ____ Library/media center use policies
13. ____ Faculty attendance policy
14. ____ Student injury policies and procedures
15. ____ Homework policy
16. ____ Lunch procedures
17. ____ Student absence procedures
18. ____ Tardiness policy
19. ____ Parent conference procedures
20. ____ Lesson plan format
21. ____ District curriculum guidelines (refer to web address)
22. ____ Grading policies
23. ____ District mission statement
24. ____ Annual Yearly Progress (AYP) information (for No Child Left Behind)
25. ____ District and School calendar
26. ____ Report card procedures and periods
27. ____ Substitute teacher procedures

Note: Be sure to address each item listed above, even if it may not be applicable or sometimes impossible to find out; even if you must state so.