



The mission of Concord University is to provide quality, liberal arts based education, to foster scholarly and creative activities and to serve the regional community (<http://www.concord.edu/academics/>).

Course Prefix, Number and Title: EDUC 306 Classroom Management and Instruction

Course CRN # 20565 **Section.** 01

Semester Taught (including year):S2019

Professor: Dr. Andrea Campbell

Credit Hours: 3

Office Location: 101B

Prerequisites: Admission to Teacher Education

Office Hours: M/W 10-11& 1-2, T/TH

1-2

Course Time: T/TH 9:30-10:45

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Course Description/Rationale: The course involves study and implementation of best practices for classroom management as well as an analysis of the process of effective teaching. Teaching strategies designed to enhance the learning of students will be practiced. Incorporated within the process of instructional strategies will be integration of classroom management strategies. This course enables the student to continue to progress toward being a reflective intentional practitioner. The activities and exercises help the student to evaluate effective teaching environments and variables such as classroom management, cultural diversity, appropriate instructional techniques, and the integration of technology.

Course Management System: None

Hardware/Software Needed: Access to and use of a computer, Office 365

Text requirements: Instruction: A Models Approach (7th edition), S. Mintz & T. Estes, ISBN: 0134046889

<https://www.vitalsource.com/referral?term=9780133985481>

*Must have a usable copy by FEB.14, 2019

Concord University Educational Goal(s)

The educational programs of Concord University are designed to foster skills, knowledge, and attitudes applicable across a wide range of academic fields and professional careers in a culturally diverse, perpetually evolving global community.

1. To understand the research concerning effective teaching behaviors and the impact upon student achievement.
2. To understand the relationship between contextual variables, cultural diversity, teacher decision making, and student achievement.

3. To understand various models of instruction.
4. To understand effective classroom management and the impact effective control has on student performance

National Standards:

Upon completion of this course the student will be able to: 1. Display the attributes of an effective teacher. a. Conceptual Framework 1C,2I, 5L, 6E; WV/INTASC PTS Standards:

1: Function 1A, 1B [I-A], 1C [R,P,A] 3: Function 3A [R,P,A] b. Praxis II: IV.A.1-3, IV.B.2 c. ITSE: II.B

2. Articulate the relationship between contextual variables, diversity, and student achievement a. Conceptual Framework 3R, 4C; WV/INTASC PTS Standard 2: Function 2A[R,P,A], 2B [R,P,A] b. Praxis II: I.B. 1, 2, 4, 6 II.C. 1-5 c. ITSE: III A,B,C,D

3. Prepare and teach lessons using various instructional models a. Conceptual Framework 1C, 2I; WV/INTASC PTS Standard 3: Function 3A[R,P,A], 3C [R,P,A] b. Praxis II: II.B. 1-2, III.A. 4-7 c. ITSE: II.B

4. Identify and analyze effective teaching attributes a. Conceptual Framework 3R; WV/INTASC PTS Standards 1: Function 1D [R,P,A] 2: Function 2D [R,P,A] 3: Function 3C [R,P,A] b. Praxis II: IV.A. 1-3 c. ITSE: III.E

5. Teach lessons employing effective management skills a. Conceptual Framework 5L; WV/INTASC PTS Standard 2: Function 2E [R] b. Praxis II: I.C. 1-4 c. ITSE: III.B,D

6. Integrate technology as a viable instructional tool within the instructional process. a. Conceptual Framework 1C, 2I; WV/INTASC PTS Standards 1: Function 1D [R,P,A] b. Praxis II: II.A. 3-4 c. ITSE: III.A

Specific Learning Outcomes

- Establish practices and procedures for implementation of The Big Five in classroom management
- Effectively implement The Big Five during teaching
 - Observe and document use of The Big Five in current, real classroom settings
- Identify secondary strategies for classroom management
- Establish a plan for the implementation of secondary strategies
- Practice implementation of secondary strategies during teaching
- Demonstrate an understanding of basic and complex models for instruction
- Implement three models of instruction while maintaining positive behaviors within the classroom

Course Requirements

Assignments: ALL assignments must be submitted via OneNote as well as printed and turned in during class. Due Dates are estimated. Final due dates will be announced in class. Grading criterial will be provided in class prior to due dates.

Expectations assignment	1/24
Routines assignment	1/29
Misbehavior/Consequences	2/5
Placement contract and teacher interview	2/7
Involving parents – phone call	2/14
Basic models assignment	3/5
Complex Models	4/4
Field Placement Observation and Documentation	5/2

Exams: Four exams will be given throughout the semester. They are tentatively scheduled for the following dates:

Exam 1	2/12
Exam 2	3/19
Exam 3	4/16
Exam 4	Final Exam date

Field Experience: A 25-hour field experience is required of all students. Students are expected to act in a professional manner at all times during field experience visits. This means that students are to communicate with placement teachers regarding what the placement teacher's expectations are of you while visiting their classroom as well as for you to communicate course expectations. Students are expected to be punctual and active during the placement visits. If for some reason, you are not able to be present for the field experience visit as scheduled, you must contact the placement teacher and let them know.

If placement teachers report any unprofessional behavior to the course professor or director of teacher education, students will be removed from the course and final grade of F will be recorded.

Grading Scale

94 – 100 = A

87 – 93 = B

78 – 86 = C

70 – 77 = D

Below 69 = F

*Note: In order to successfully pass the course, students must achieve an academic average of "C" or better and satisfactorily complete the field experience.

Grading Policy: Students will be provided with grading criteria prior to the due date of any assignment. Students are strongly encouraged to review the grading criteria carefully and self-evaluate their work according to the grading criteria prior to submitting their work.

Make-up Policy: Class attendance is viewed as essential due to the nature of the course!! If a student must miss class, it is their responsibility to ensure assignments are still submitted on time. Only in extreme circumstances and where students can provide appropriate documentation, will teaching activities and other performance assessments be re-scheduled.

Late Work: Class attendance is viewed as essential due to the nature of the course!! It is expected that assignments will be submitted on time. Late work will receive a grade deduction of 10% per day it is overdue.

Course Timeline (Tentative Schedule of Assignments/Assessments/Presentations)

1/5	Syllabus/introduction	1/17	Field experience expectations
1/22	The Big 5 #1	1/24	#2
1/29	#3	1/31	#4
2/5	#5	2/7	Secondary Strategies
2/12	Exam 1 – The Big & Secondary Strat.	2/14	Ch.1 – out of class assignment
2/19	Ch.2	2/21	Ch.2 Assignment
2/26	Basic models overview (Ch.3-7)	2/28	Basic models cont. prepare to teach
3/5	Teach - lesson #1 (20 mins)	3/7	Teach – lesson #2 (20 mins)
3/12	CU Spring Break	3/14	CU Spring Break
3/19	Exam 2 (Chpts. 1-7).	3/21	Open
3/26	Complex models overview	3/28	Complex models cont. prepare to teach
4/2	Feedback and planning	4/4	Teaching (30 min lesson whole class) 1,2
4/9	3,4	4/11	5,6
4/16	Exam 3 (Chpts .8-10)	4/18	Open
4/23	7,8	4/25	9, 10
4/30	11, 12	5/2	13, 14, 15 – ALL Field experience documents DUE *HOURS must be completed by last day of class
	Final exam – Chpts 11-13		

Accessibility/Accommodations:

Concord University is committed to responding to the needs of students with disabilities as defined by the Americans with Disabilities Act. Please inform your instructor at the beginning of the class semester if you have a disability and are requesting accommodations. It is your responsibility to self-disclose that you are requesting accommodations. The University and instructor will provide you with a reasonable accommodation. You should register with CU's Disability Services Office, located in the Athens campus Jerry and Jean Beasley Student Center, Bottom Floor, across from the Campus Post Office. The Disability Services Office phone is 304-384-6086 or you can email the Director, Nancy Ellison, at nellison@concord.edu for assistance.

Academic Dishonesty

Academic dishonesty is morally unacceptable as well as destructive to the learning and teaching atmosphere. Academic dishonesty includes the giving or receiving of improper help on examinations or assignments, falsifying documents, and plagiarism (the act of stealing and using, as one's own, the ideas or the expression of the ideas of another). Such dishonesty can lead to a variety of penalties — including but not limited to failure of assignment, failure of course, loss of institutional privileges, or dismissal from the University. (See University Catalog Academic Policies and Procedures.)

Concord University Honor Code

A Concord University Honor Code was approved by students, staff, faculty, administration, and the CU Board of Governors. The Code states:

"As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles and I will respect myself and others while challenging them to do the same."

The Honor Code is intended to unite the Concord community behind a culture of honesty, integrity, and civility.

Class/Online Attendance Policy

Regular class attendance is part of a student's academic obligation at Concord. Irregular attendance may affect academic performance adversely and is detrimental to the atmosphere of a class. (See University Catalog Academic Policies and Procedures.) Furthermore, regular and punctual attendance is a requirement of all teachers and is also a requirement for this course; thus, attendance will be taken regularly. The attendance policy for classes meeting twice a week is 2 absences. Students are advised to use these "forgiven absences" for emergencies only. Students are expected to notify the instructor before an absence occurs. Doctor's excuses or any other documentation of an absence are not necessary. Students use their absences at their own discretion as professional educators do within school systems. Exceeding the 2 absence allowance will result in a letter grade deduction per absence. In addition excessive late arrivals to class (3 or more) will be counted as an absence. The professor reserves the right to remove any student from the class whose absences exceed the above attendance policy. If a student exceeds the allowed absences listed above by the last drop date of "W", s/he will be advised to drop the course. Again, each absence in excess of the above will result in a 10% reduction of the final grade. It is the student's responsibility to check with the instructor about assignments, materials, and other information missed during any absences.

Emergency Alert System

In an effort to increase safety and security on our campus, Concord University encourages everyone to register for instant text message alerts. Alerts will only be used for security and safety notices. All students, faculty, and staff are eligible to receive text message alerts on their cell phones or email alerts. Please contact the IT Help Desk for further assistance (304-384-5291).

Emergency Information

Emergency/courtesy telephones are located at the main entrance of each residence hall and at various other locations on campus. Emergency telephones can be identified by the flashing blue light and will provide the user with a direct link to Public Safety at the press of a button. To report an on-campus emergency, call 304-384-5357 or 911. The Office of Public Safety is located on the bottom floor of the Rahall Technology Center. For further emergency information go to: <http://www.concord.edu/administration/office-public-safety>.

Inclement Weather Policy

As a general policy, the University will remain in normal operations during adverse weather conditions. In the event of severe weather conditions, the following may occur:

University Closure

No students or employees are to report.

Classes Cancelled

Students do NOT report BUT employees are expected to report to work at their normal time.

Operating on an Inclement Weather Delay

Under this schedule, all 8 a.m. classes will start at 10 a.m. Students and faculty will follow the Inclement Weather Schedule. (See <http://www.concord.edu/emergency-alerts> for Athens/Beckley Inclement Weather Schedules.)

**Announcements invoking the late schedule or other options referenced above are aired on area radio and television stations and are sent as text and email messages to those enrolled for this service.*

Student Conduct

In classrooms, online, laboratories, and during any activities that are part of course requirements, students are expected to observe reasonable rules of conduct. Questions and discussions in class on the subject matter of a course will be accepted by any Concord instructor as a proper part of a university course, limited only by allotted time. Students also are encouraged to consult instructors individually when necessary, either about the subject matter of the course or about their work in the course. Disruptive behavior in the classroom will not be tolerated. If student conduct makes it difficult to continue the class satisfactorily, the instructor may warn the student of this fact. If objectionable conduct continues, the instructor may dismiss the student from the course with written notification of this action to the department or division chairperson and the Vice President /Academic Dean. Any appeal from such decision must be made to these, beginning with the classroom instructor. The grade recorded in cases of dismissal for conduct is an F. A student suspended or expelled from the University for unacceptable conduct outside of the classroom shall have a grade of W recorded permanently for all course work during the semester of the suspension or expulsion." Furthermore, it is understandable that adult students may need to have their cell phones during class time. Out of respect for fellow students and course instructor, it is expected that all devices will be completely silenced during class time. In addition, it is important that all students are attentive during class time in order to obtain the most of the course. Therefore, any student who wishes to use devices for anything other than class content will be asked to leave class.

Sexual Harassment & Assault

Federal law, Title IX, and Concord University policy prohibits discrimination, harassment, and violence based on sex and gender (Including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation). If you or someone you know has been harassed or assaulted, you can receive confidential counseling support through the Concord University Counseling Center (304-384-5290). Alleged Violations can be reported non-confidentially to the Concord University Title IX Coordinator at 304-384-6327 or titleix@concord.edu. Reports to Campus Security can be made at (304-384-5357). As an employee at Concord University, I am a mandatory reporter which means I must report any sexual misconduct I am made aware of. This includes verbal or written (such as in an assignment) disclosures of sexual harassment or sexual assault.

Technology Services

Contact the CU Help Desk at extension 5291 from campus or 304-384-5291 off campus. You may also e-mail cuhelpdesk@concord.edu.

Syllabus Disclaimer

"This syllabus is subject to change based on the needs of the class. Please check it regularly."