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*Course Syllabus  
Fall, 2016*

*Comet Creed  
As a Comet, I pledge honesty, integrity, and service in all I do.*

Course Information

ED 3342—501

Classroom Management Grades EC —6

Hours T-Th 5:30-6:45 p.m.

Professor Contact Information

Teresa Parker

Phone number 972-883-2730

Email address [tparker@utdallas.edu](mailto:tparker@utdallas.edu)

Office location CB 1.301

Office hours By appointment

**Course Pre-requisites, Co-requisites, and/or Other Restrictions**

Must be officially admitted to Teacher Certification Program

**Course Description**

The course will focus on skills related to the art and science of teaching, regardless of the discipline being taught. Also included is a study of classroom management theories, programs and practices. In many cases, these are the skills that will make or break a teacher. Emphasis will be given to those areas of knowledge necessary to pass the state-mandated TExES Pedagogy & Professional Responsibilities necessary (PPR), a test which is required for certification.

**Student Learning Objectives/Outcomes**

- The student will implement the PPR TExEX domains and competencies.
- SBEC Standard 5.1 Teacher implements both formal and informal methods of measuring students' progress.
- The student will differentiate among classroom management techniques in various scenarios and real life situations. SBEC Standard 1.5 Teacher incorporates complex, higher order thinking, leading class discussions and activities that provide opportunities for deeper learning.
- The student will evaluate major constructs of classroom management skills.
- SCEC Standard 1.2 Teacher designs developmentally appropriate, standards-driven lessons that reflect evidence-based best practices.
- The students will demonstrate their ability to recognize students with special needs/exceptionalities. SCEB Standard 1.3 Teacher designs lessons to meet the needs of

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diverse learners, adapting methods when appropriate.

### **Required Textbooks and Materials**

The First Days of School

Authors: Harry K. Wong and Rosemary T. Wong

REA, TExES PPR for EC-12 (160)

ISBN – 13-978-0-7386-1142-6

ISBN – 10:0-7386-1142-5

### **Assignments & Academic Calendar**

#### **Week 1**

08/23 Orientation and Course Requirements, Syllabus and Textbooks  
Homework: All About Me Presentation Preparation  
Explanation of Professional Article Presentations  
Explanation of Professionalism Points  
Explanation of Course Portfolio

08/25 Syllabus Quiz  
All About Me Presentations  
Field Experience Explanation and Expectations  
Homework: Read Harry Wong Unit A – Basic Understanding and Unit B  
Positive Expectations

#### **Week 2**

08/30 All About Me Presentations Continue  
Wong Video #1 – Basic Understandings – Discussion  
Explanation of Idea Bank

09/01 Wong Video #2 – Positive Expectations – Discussion  
Homework: Read Unit C – Classroom Management

#### **Week 3**

09/06 Wong Video #3 Classroom Management and Organization – Discussion  
Homework: View the Marzano Video Part 1 and complete Questions 1-4, both are on e-learning

09/08 Robert Marzano Art and Science of Teaching Video #1 part 1 – Discussion  
Homework: View Marzano Video Part 2 and complete Questions 5-10, both are on e-learning

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**Week 4**

09/13 Robert Marzano Video #1 part 2 – Discussion  
Homework: Read Love and Logic – The Three Rules of Love and Logic

09/15 The Three Rules of Love and Logic- Cooperative Learning Group Activity

**Week 5**

09/20 Compare/Contrast –Marzano, Wong, and Love and Logic – Venn Diagram  
Homework: Read Multiple Intelligences Articles on e-learning

09/22 Multiple Intelligences Activities

**Week 6**

09/27 Multiple Intelligences Activity and Homework Explanation  
Homework: Multiple Intelligences Assignment

09/29 Explanation of Research Paper and Presentations

**Week 7**

10/04 Teaching Students with Poverty in Mind

10/06 Teaching Students with Poverty in Mind  
Explanation of Classroom Management Philosophy

**Week 8**

10/11 View Teacher Students from Poverty Video  
Homework: Take Home Mid-Term

10/13 Research Paper Presentations  
Due: Research Papers

**Week 9**

10/18 Research Paper Presentations continued  
Draw for Mental Health Presentations  
Due: Multiple Intelligences Assignment

10/20 English Language Proficiency Standards  
Due: Classroom Management Philosophy

**Week 10**

10/25 Mental Health Presentations  
Due: Mental Health Disorder Paper

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10/27      Mental Health Presentations continue  
Due: Mid-Term Exam

**Week 11**

11/01      Classroom Management Presentation Explanation  
Draw for Presentation Order  
11/03      Classroom Management Presentation Preparations

**Week 12**

11/08      Classroom Management Presentations  
11/10      Classroom Management Presentations

**Week 13**

11/15      Classroom Management Presentations  
11/17      Classroom Management Presentations

**Week 14**

11/22-11/24      **FALL BREAK**

**Week 15**

11/29      Classroom Management Presentations  
Class Portfolios  
Advice Letters for the Spring, 2017 class

12/01      Class Debrief and Closure

**Week 16**

12/06      “A Just in case class”

12/08      **Reading Day**

**You MUST complete one of the following options in order to pass this course:**

- **Score on the PPR TExES test. A hard copy of the score must be presented to the professor.**

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- **Paper-based practice test in the Teacher Development Center.**
- **Attend a PPR Workshop. (September 19, November 7, January 30, and April 9)**

### **Grading Policy**

568-600	A	368-400	C
535-567	A-	334-367	C-
501-533	B+	301-333	D+
468-500	B	299-300	D
434-467	B-	234-267	D-
401-433	C+	201-233	F

All About Me/ <u>Presentation</u>	10
Professional Article/ <u>Presentation</u>	10
Professional Growth	30
Mental Health Disorders/ <u>Presentation</u>	30
Multiple Intelligence	40
Classroom Management Philosophy	40
Mid-Term Test	100
Research Paper/ <u>Presentation</u>	120
First Day of School Presentation	90
Final Project and Portfolio	130
Total	600

### **Course & Instructor Policies**

#### **Professionalism**

You will earn a total of 20 points for professional behavior that will include the following: attendance/absences, tardies, articles, late work, professional participation and having required materials (textbooks, books, handouts).

#### **Fitness to Teach and the Code of Ethics**

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As a student in this course you are expected to comply with the Code of Ethics and Standard Practice for Educators and the Fitness to Teach Policy.

### **Attendance**

You are **expected** to be on time for each class. No more than **2** absences will be acceptable. On the **3<sup>rd</sup>** absence, you grade **will be dropped** a letter grade. If you must be absent, advance notice will be expected to the above phone number or email address. Roll will be taken each class period. Assignments due on a day you are absent will still be **expected** on that day. You may e-mail the assignment as an attachment on the **due** date, prior to the beginning of class. Late assignments will be penalized 10 points for each day it is late. Class work that is done in class will not be made up. Handouts will not be kept from week to week so you will need get copies from a classmate. Appropriate use of a laptop is **expected**.

### **Participation**

The class will be much more enjoyable and beneficial with active participation from all students. Everyone has valuable experiences and insights to contribute.

\*Cell phone will be on vibrate or off. No texting.

\*Laptops may be used for note taking only and you must sit on the first two rows.

### **Due Dates**

All papers/projects and exams are due on the dates indicated, unless an extension has been granted prior to the due date. Late papers received without the instructor's approval will be accepted with a penalty of one full letter grade for each class period the paper is late.

Assignments submitted electronically *will not be accepted*. Your work must be legible, neatly prepared and submitted in class. All assignments must be submitted to earn an "A" for the course.

### **Field Experience Policies**

Off-campus Instruction and Course Activities

Field experiences will take place at Dallas Independent School District Elementary Schools. Guidelines for scheduling with schools, etc., will be distributed at an early class meeting. Each field experience must be at least 1-hour in length of time. Twenty hours must be spent in field experiences.

Students will summarize each field experience using the Field Experience Documentation Format. Reference should be made to specific examples which reflect Fay and Funk and/or Wong philosophy/techniques.

Field experience will not be graded as part of the points for the course, but it will be considered as either "pass or fail" and is required for the class. You must receive a PASS for field experience based on the completion of twenty (20) hours of observation and objective evaluation by the instructor of your documentation and reflection to receive a passing grade in the course.

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## **UT Dallas Syllabus Policies and Procedures**

### **Sharing Confidential Information**

Students considering sharing personal information in email, in person, or within assignments or exams should be aware that faculty members and teaching/research assistants are required by UT Dallas policy to report information about sexual misconduct to the UT Dallas Title IX Coordinator. Per university policy, faculty have been informed that they must identify the student to the UT Dallas Title IX Coordinator. Students who wish to have confidential discussions of incidents related to sexual harassment or sexual misconduct should contact the Student Counseling Center (972-883-2527 or after hours 972-UTD-TALK or 972-883-8255), the Women's Center (972-883-8255), a health care provider in the Student Health Center (972-883-2747), the clergy person (or other legally recognized religious advisor) of their choice, or an off-campus resource (i.e., rape crisis center, doctor, psychologist). Students who are sexually assaulted, harassed, or victims of sexual misconduct, domestic violence, or stalking, are encouraged to directly report these incidents to the UT Dallas Police Department at 972-883-2222 or to the Title IX Coordinator at 972-883-2218. Additional information and resources may be found at <http://www.utdallas.edu/oiec/title-ix/resources>.

### **Technical Support**

If you experience any issues with your UT Dallas account, contact the UT Dallas Information Resources Help Desk: [assist@utdallas.edu](mailto:assist@utdallas.edu) or call 972-883-2911.

UT Dallas provides eLearning technical support 24 hours a day/7 days a week. The services include a toll free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service. Please use this link to access the UTD eLearning Support Center: <http://www.utdallas.edu/elearninghelp>.

### **Field Trip Policies, Off-Campus Instruction and Course Activities**

Off-campus, out-of-state, foreign instruction/travel, and course-related field trip activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Detailed information regarding this policy, in accordance to *Texas Education Code*, Section 51.950, can be accessed at the UT Dallas Policy Navigator,

<http://policy.utdallas.edu/utdbp3023>, and at

<http://www.utdallas.edu/administration/insurance/travel>. Additional information is available from the office of the school dean.

### **Student Conduct and Discipline**

The University of Texas System (Regents' Rule 50101) and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UT Dallas online catalogs (<http://catalog.utdallas.edu>).

The University of Texas at Dallas administers student discipline within the procedures of

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recognized and established due process. Procedures are defined and described in the Student Discipline and Conduct, UTDSP5003 (<http://policy.utdallas.edu/utdsp5003>). Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SSB 4.400, 972-883-6391) and online at <http://www.utdallas.edu/deanofstudents>.

A student at the University neither loses their rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating its standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

### **Academic Integrity**

**Academic Dishonesty:** The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

Academic dishonesty can occur in relation to any type of work submitted for academic credit or as a requirement for a class. It can include individual work or a group project. Academic dishonesty includes, plagiarism, cheating, fabrication and collaboration/collusion. In order to avoid academic dishonesty, it is important for students to fully understand the expectations of their professors. This is best accomplished through asking clarifying questions if an individual does not completely understand the requirements of an assignment.

Additional information related to academic dishonesty and tips on how to avoid dishonesty may be found here: <http://www.utdallas.edu/deanofstudents/maintain>.

### **Copyright Notice**

It is the policy of the University of Texas at Dallas to adhere to the requirements of the United States Copyright Law of 1976, as amended, (*Title 17, United States Code*), including ensuring that the restrictions that apply to the reproduction of software are adhered to and that the bounds of copying permissible under the fair use doctrine are not exceeded. Copying, displaying, reproducing, or distributing copyrighted material may infringe upon the copyright owner's rights. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to appropriate disciplinary action as well as civil and criminal penalties. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. For more information about the fair use exemption, see <http://copyright.lib.utexas.edu/copypol2.html>. As a UT Dallas student, you are required to follow UT Dallas' copyright policy (UTDPP1043 at <http://policy.utdallas.edu/utdpp1043>) and the UT System's policy at <http://www.utsystem.edu/ogc/intellectualproperty/copyrighthome.htm>.

### **Email Use**

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The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. All official student email correspondence will be sent only to a student's UT Dallas email address and UT Dallas will only consider email requests originating from an official UT Dallas student email account. This allows the University to maintain a high degree of confidence in the identity of each individual's corresponding via email and the security of the transmitted information. The University of Texas at Dallas furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources provides a method for students to have their UT Dallas mail forwarded to other email accounts. To activate a student UT Dallas computer account and forward email to another account, go to <http://netid.utdallas.edu>.

### **Class Attendance**

Regular and punctual class attendance is expected. Students who fail to attend class regularly are inviting scholastic difficulty. Absences may lower a student's grade where class attendance and class participation are deemed essential by the instructor. In some courses, instructors may have special attendance requirements; these should be made known to students during the first week of classes.

### **Withdrawal from Class**

The administration at UT Dallas has established deadlines for withdrawal from any course. These dates and times are published in the Comet Calendar (<http://www.utdallas.edu/calendar>) and in the Academic Calendar (<http://www.utdallas.edu/academiccalendar>). It is the student's responsibility to handle withdrawal requirements from any class. In other words, a professor or other instructor cannot drop or withdraw any student unless there is an administrative drop such as the following:

- Have not met the prerequisites for a specific course
- Have not satisfied the academic probationary requirements resulting in suspension
- Judicial affairs request
- Have not made appropriate tuition and fee payments
- Enrollment is in violation of academic policy
- Was not admitted for the term in which they registered

It is the student's responsibility to complete and submit the appropriate forms to the Registrar's Office and ensure that he or she will not receive a final grade of "F" in a course if he or she chooses not to attend the class after being enrolled.

### **Student Grievance Procedures**

Procedures for student grievances are found in university policy UTDSP5005 (<http://policy.utdallas.edu/utdsp5005>). In attempting to resolve any student grievance regarding disputes over grades, application of degree plan, graduation/degree program requirements, and

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thesis/and dissertation committee, advisor actions and/or decisions, evaluations, and/or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originated.

### **Incomplete Grade Policy**

As per university policy, incomplete grades may be given, at the discretion of the instructor of record for a course, when a student has completed at least 70% of the required course material but cannot complete all requirements by the end of the semester. An incomplete course grade (grade of 'I') must be resolved completed within the time period specified by the instructor, not to exceed eight (8) weeks from the first day of the subsequent long semester. Upon completion of the required work, the symbol 'I' may be converted into a letter grade (A through F). If the grade of Incomplete is not removed by the end of the specified period, it will automatically be changed to F.

### **AccessAbility Services**

It is the policy and practice of The University of Texas at Dallas to make reasonable disability-related accommodations and/or services for students with documented disabilities. However, written notification from the Office of Student AccessAbility (OSA) is required (see <http://www.utdallas.edu/studentaccess>). If you are eligible to receive disability-related accommodations and/or services and to ensure accommodations will be in place when the academic semester begins, students are encouraged to submit documentation four to six weeks in advance. Students who have questions about receiving accommodations, or those who have, or think they may have, a disability (mobility, sensory, health, psychological, learning, etc.) are invited to contact the Office of Student AccessAbility for a confidential discussion.

The Office of Student AccessAbility provides:

1. Academic accommodations for eligible students with a documented permanent physical, mental or sensory disability
2. Facilitation of non-academic and environmental accommodations and services
3. Resources and referral information, and advocacy support as necessary and appropriate.

OSA is located in the Student Services Building, suite 3.200. They can be reached by phone at 972-883-2098, or by email at [studentaccess@utdallas.edu](mailto:studentaccess@utdallas.edu).

### **Religious Holy Days**

The University of Texas at Dallas will excuse a student from class or other required activities, including examinations and travel time for the observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, of the *Texas Tax Code*.

Students are encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment.

Excused students will be allowed to take missed exams or complete assignments within a

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reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the President of UT Dallas or from the President's designee. The chief executive officer or designee must take into account the legislative intent of *Texas Education Code 51.911(b)*, and the student and instructor will abide by the decision of the chief executive officer or designee.

### **Resources to Help You Succeed**

The Office of Student Success operates the Student Success Center (SSC, <http://www.utdallas.edu/studentsuccess>), which offers assistance to students in the areas of writing, mathematics, communication, multiple science fields, reading, study skills, and other academic disciplines. These services are available through individual and small group appointments, workshops, short courses, and a variety of online and instructional technologies. All students enrolled at UT Dallas are eligible for these services.

The **Math Lab** gives short-term and semester long support for a variety of introductory and advanced mathematics courses. Students may drop in to visit with a math tutor on a regular basis. Comet card is required.

The **Writing Center** offers a collaborative learning environment for one-to-one and small group assistance with general and advanced writing assignments and overall writing skills. Scheduling an appointment is strongly recommended, but walk in appointments are possible if a tutor is available.

The **Peer Tutoring** program offers free tutoring assistance in multiple locations for many of the historically challenging undergraduate subjects at UT Dallas. Tutoring sessions, offered every weekday on a drop-in basis, are one-on-one or in a small group format. The sessions are designed to meet students' individual questions and needs related to course/subject concepts. All peer tutors are current UT Dallas students who made an A- or better in the course and have a strong faculty/staff recommendation. Students should check the Student Success Center website each semester for subject offerings and session times.

The **Peer-Led Team Learning (PLTL)** program provides an active, engaged learning experience for students who meet in small groups once a week with a Peer Leader who helps guide them through potentially difficult gateway course. Students that attend sessions regularly typically earn a half to a whole letter grade higher than students that do not participate in the PLTL program.

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**Supplemental Instruction (SI)** provides free, peer-facilitated weekly study sessions for students taking historically difficult courses. SI sessions encourage active, collaborative learning based on critical thinking and transferable study skills. SI leaders attend lectures, take notes, and read assigned material just like the enrolled students. Students should check the SSC website for subject and session times.

The **Communication Lab (CommLab)** offers one-on-one and group consultations where you will gain practical feedback for improving oral and group presentations.

**Success Coaches** are available for individual student appointments to discuss study skills, time management, note taking, test taking and preparation, and other success strategies.

The Student Success Center's main office is located in the McDermott Library Building and can be contacted by calling 972-883-6707 or by sending an email to [ssc@utdallas.edu](mailto:ssc@utdallas.edu).

*Content of this document was last modified by the Office of Institutional Effectiveness, 2016-06-01*

*Webpage updated by the Provost's Technology Group, 2016-06-03*

***The course descriptions and timelines are subject to change at the discretion of the Professor.***

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