

EDUC 3163 X10 Classroom Management Fall 2025 Part of Term B

Midwestern State University

Gordon T. & Ellen West College of Education

Class Meets

Online

October 18, 2025 - December 5, 2025

Instructor/Contact Information:

Instructor: Christina Janise Wickard, PhD

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Phone: 940-397-4528

Office: BH 308H

Office Hours: Tuesdays & Thursdays 11:30 AM-1:30PM, Wednesdays 9:00-10:00

Appointments recommended to avoid conflicts. Zoom appointments also available for other times.

Instructor Response Policy

The best way to contact me is via email. I will check my email between the hours of 8:00AM and 5:00 PM Mon-Fri. I will attempt to contact you within 24 hours; however, this does not apply on weekends or holidays. Once you contact me via email, we can then set up a virtual, phone, or in-person meeting, depending on your needs.

Course Description

The management of the classroom to optimize student learning. The development of management skills such as active listening, reality therapy, and conflict resolution.

This course focuses on the introduction and development of management and instructional techniques to optimize student learning with emphasis on establishing and maintaining safe and effective learning environments for elementary, middle school, and secondary settings.

Textbook & Instructional Materials

Resources are supplied in the course shell on D2L.

Required Technology

All students must have Internet access and the following technology applications: appropriate hardware in order to access D2L, Word Processing software. For lab, you are encouraged to bring your laptop or other digital device to work with.

Course Objectives/Standards

The teacher candidate will acquire the necessary knowledge and skills to create a classroom environment of respect and rapport that fosters a positive climate for learning, equity, and excellence. The knowledge and skills will be developed within the following objectives:

Course Objectives	Assignments/Assessments
#1 Design clear, well-organized, sequential, engaging, and flexible lessons that reflect best practice, align with standards and related content, are appropriate for learners and encourage higher-order thinking, persistence, and achievement	Lesson Plan Activities
#2 Ensure high levels of learning, social-emotional development, and achievement for all students through knowledge of students, proven practices, and differentiated instruction;	Activities Lesson Plan Observation Reflections Management Plan
#3 Organize a safe, accessible, and efficient classroom established during the first 1-20 days of school, while monitoring, changing, and sustaining effective management practices to meet the needs of all students throughout the year;	Activities Management Plan First 15 Days Reflection
#4 Establish, communicate, and maintain clear expectations for student behavior with intentional focus during Days 1-20 so student learning may be sustained through effective procedures and routines;	Activities Management Plan First 15 Days Reflection Observation Reflections
#5 Lead a mutually respectful and collaborative class of actively engaged learners beginning Day 1 and sustained throughout the entire school year.	Activities Management Plan First 15 Days Reflection Observation Reflections

Students in this course utilize the [Texas Essential Knowledge and Skills](#), [English Language Proficiency Standards](#), and the [College and Career Readiness Standards](#) when learning to design lessons. Students in the program follow the TEACHER STANDARDS, Texas Administrative Code, Chapter 149, Subchapter AA, §149.1001). For a complete list of standards and alignment see D2L folder.

Note: Ideas and opinions expressed in course materials are those of the respective authors and do not imply endorsement by the professor or university.

Table 1- Assignments and Points

Assignments	Points
Lesson Plan	100
Instructional Strategies Toolkit	100
Management Plan	100
Time Logs (Approved Screen Shots)	100
Total Points	400

Table 2- Grading

The percentage of total points will determine final grade.

Grade	Percentage of total points
A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	59% or less

Course Assignments and Assessments

Participation and Reading

Read all assignments carefully. Take notes on all given materials. You are responsible for the content of all assigned reading. Take notes over your reading and review these frequently.

Management Plan

A comprehensive plan that you develop to help you envision and plan for a productive learning environment and to reflect on why strong management skills are important. This performance-based assessment will be typed 12pt font TNR and turned in to D2L. Information and template are supplied on D2L.

Lesson Plan

Based on the content standards in your area and utilizing the WCOEPS lesson plan template, you will plan a lesson to help you understand its importance in content delivery as well management of the classroom. You must attach the reflection at the end of the plan.

Observation Time Logs & Reflections

Students enrolled in EDUC 3163 Classroom Management (those seeking teacher certification and enrolled in the WCOEPS program) will complete 10 hours of field observations via videos. You will spend 2.5 hours for the First 15 Days of School, 2.5 elementary, 2.5 hours for the middle school, and 2.5 hours for the high school for a total of six hours. You will be expected to complete the time logs as well as the reflection assignment for each placement and upload this to TK20. The reflections and timelogs

are separate assignments. I have included in D2L an instruction sheet for setting up and sending timelogs in TK20.

Late Work, Absences, and Required Program Coursework

Any work turned in after the deadline will only receive up to 50% credit.

EDUC 3163 Classroom Management Students: The Lesson Plan, Field Placement Observations, teacher-approved time logs, and the Comprehensive Management Plan are all Texas Education Agency and/or WCoEPS Accreditation Requirements. These must be turned in to TK20 for you to pass the course and continue in the program. Failure to complete any one of the following and upload them to TK20 will result in an “Incomplete” if you are not otherwise already failing the course which will become an F two weeks after the course ends if the requirements are not met at that time. It is your responsibility to ensure that the teachers you observe approve your hours. Your assignment is not complete until the teacher approves the time via the email link to TK20.

Incomplete “I” Grade Designation

If you receive an Incomplete for the course due to unforeseen circumstances or because you did not complete one of the required WCOEPS or TEA assessments/activities or upload correctly to TK20, you will be notified only once. Neither the registrar nor your instructor will send reminders. It is your responsibility to download the necessary materials from D2L before the course closes and to contact your instructor for guidance on submitting the work to remove the Incomplete. The “I” will become an “F” two weeks after the course is complete (into the next long semester) if the required assignment is not complete and documented in TK20.

MSU-TEXAS Policies and Procedures

[Student Handbook](#):

Academic Dishonesty:

Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the [Office of Student Conduct](#)

Plagiarism

“By enrolling in this course, the student expressly grants MSU a ‘limited right’ in all intellectual property created by the student for the purpose of this course. The ‘limited right’ shall include but shall not be limited to the right to reproduce the student’s work product in order to verify originality, authenticity, and educational purposes.” from [Student Handbook](#) . All assignments submitted in BRIGHTSPACE will also be checked through Turn It In for originality.

Assignments with more than 50% match will be given a 0.

Please note: By enrolling in this course, the student expressly grants MSU a “limited right” in all intellectual property created by the student for the purpose of this course. The “limited right” shall include but shall not be limited to the right to reproduce the student’s work product in order to verify originality and authenticity, and for educational purposes.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ****Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. ****Computer issues are not an excuse for missing a deadline.*** There are many places to access your class! Our online classes may be accessed from any computer, which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however, they are able to help you be connected to our online services. For help, log into [D2L](#).

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request). For specific information and information regarding financial aid policies, contact the MSU business office.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and

activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

Campus Carry Rules/Policies

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Safety / Emergency Procedures](#). Students are encouraged to watch the video entitled "Run. Hide. Fight." which may be electronically accessed via the University police department's webpage: ["Run. Hide. Fight."](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity.

Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Grade Appeal Process

Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

Obligation to Report Sex Discrimination under State and Federal Law

Midwestern State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. State and federal law require University employees to report sex discrimination and sexual misconduct to the University's Office of Title IX. As a faculty member, I am required to report to the Title IX Coordinator any allegations, personally observed behavior, or other direct or indirect knowledge of conduct that reasonably may constitute sex discrimination or sexual misconduct, which includes sexual assault, sexual harassment, dating violence, or stalking, involving a student or employee. After a report is made, the office of Title IX will reach out to the affected student or employee in an effort to connect such person(s) with resources and options in addressing the allegations made in the report. You are also encouraged to report any incidents to the office of Title IX. You may do so by contacting:

Laura Hetrick

Title IX Coordinator
Sunwatcher Village Clubhouse
940-397-4213

laura.hetrick@msutexas.edu

You may also file an online report 24/7 at [this link to report online.](#)

Should you wish to visit with someone about your experience in confidence, you may contact the MSU Counseling Center at 940-397-4618. For more information on the University's policy on Title IX or sexual misconduct, please visit [this link for the policy.](#)

Instructor Class Policies

Students are expected to assist in maintaining a classroom environment which is conducive to learning. Inappropriate behavior in the D2L online classroom shall result, minimally, in a request to drop the class and/or a Professional Fitness Form will be filed for review with the college. If the instructor must file a Fitness Alert Form for any reason, including failure to demonstrate appropriate classroom behaviors, the student may receive an instructor drop with an "F" for the course.

An instructor may drop a student any time during the semester for failure to participate, for consistently failing to meet class assignments, for an indifferent attitude, or for disruptive conduct. The instructor must give the student a verbal or written warning prior to dropping the student from the class. An instructor's drop of a student takes precedence over the student-initiated course drop of a later date. The instructor will assign a grade of either WF or F through the first 8 weeks of a long semester, the first 6 weeks of a 10 week summer term, or the 11th class day of a 4 or 5 week summer term consisting of 20 days. After these periods the grade will be an F. The date the instructor drop form is received in the Office of the Registrar is the official drop date.

Acceptable Use of Artificial Intelligence (AI) Tools

AI is an amazing tool and can be a powerful reference and resource; however, it should be used as a reference/resource only. Passing another person or entity's work off as your own is dishonest and can also prevent you from properly learning the material you should in this course. Therefore, using AI to compose/create your assignments for you will not be tolerated. Assignments in which the professor suspects the majority was composed by AI will receive a zero. If a student receives a zero, the student may resubmit the work, revised in their own writing for half credit. The following are acceptable ways to use AI in this course but a citation must be provided to give credit to the AI program used: providing you an example answer to a question as resource (put answer into your own words), give you a template or provide you a format to follow, assist with wording difficult concepts (then put into your own words for your assignment), researching topics to give you additional information or other viewpoints on a topic ideas for lesson activities.

Research Based Content and Pedagogy

This course utilizes research on best practices in the field of teaching. Additionally, content delivered for this course is based on accepted up to date research in the field. The following are some of the resources utilized to provide quality instruction to students enrolled in the class.

Berk, L. E. (2021). *Infants, Children, and Adolescents* 9th ed.). Pearson Education Inc: Boston.

Sprick, R., Garrison, M., & Howard, L.M. (2010). *Champs: A Proactive Approach to Classroom Management*. Longmont, CO: Sopris West

Wong, H., Wong, R. (2018). 2nd Edition. *The Classroom Management Book*. Canada, Transcontinental Printing.

Marzano, Robert J. (2017) *The New Art and Science of Teaching*. Bloomington, IN: ASCD.

Silver, H. F., Strong, R. W., & Perini, M. J. (2000). *So each may learn: Integrating learning styles and multiple intelligences*. Alexandria, VA: ASCD.

Durwin, C. C., & Reese-Webber, M. (2019). *EdPsych: Modules*. (4th) Sage: Los Angeles, CA.

Course Calendar

Module	Activities/Assignments/Exams	Due Date
Module 1	Take Notes Read Articles Watch Videos Complete Activities	October 31 Required Assignment: Instructional Strategy Toolkit. Due to D2L
Module 2	Take Notes Read Articles Watch Videos Complete Activities	November 9 Required Assignment: Lesson Plan. Due to TK20
Module 3	Take Notes Read Articles Watch Videos Complete Activities	November 23 Required Assignment: Classroom Observations and Timelogs Due to TK20 Approved Timelog Screenshots Due To D2L
Module 4	Take Notes Read Articles Watch Videos Complete Activities	December 7 Required Assignment: Classroom Management Plan Due to TK20

Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor. Teaching is about being responsive to student needs, as such, the topic dates may change as there may be more or less discussion needed for particular concepts. However, assignment due dates will not be moved up so keep track of due dates as some of the assignments are outside of class (on D2L) and will not be addressed in class.

Appendix A: Inclement Weather: In the event that the university is closed for a short time due to inclement weather, course work that is posted in the course calendar is still due unless a notification is posted in D2L on the News page stating otherwise. In most cases courses will not be offered digitally synchronously unless the closing extends beyond a brief period and is otherwise noted on the D2L News page. Students enrolled in courses with observations, internships, and field work, will be handled on a case by case basis.