

EDUC 3213 X10 Management Techniques for Elementary, Middle and Secondary School

Fall 2025 Part of Term B Syllabus

Midwestern State University

Gordon T. & Ellen West College of Education

Class Location/Time/Days:

Online

October 18, 2025- December 5, 2025

Instructor/Contact Information:

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Office: Bridwell Hall 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 or phone meeting, depending on your needs.

Course Description

This course focuses on the development of classroom management and instructional techniques in EC-3 settings with an emphasis on guidance techniques, age-appropriate intervention strategies, and establishing safe and effective learning environments for young children.

Textbook & Instructional Materials

Materials – Textbooks, Readings, Supplementary Readings

Required Textbooks – None.

All reading materials will be provided within the course.

COURSE REQUIREMENTS

Minimum Technical Skills Needed

Must be able to use Microsoft Word or other word processing software.

Must be able to navigate to different sites on the Internet.

Must be able to use basic technology tools such as a personal computer and/or a smartphone.

Student Responsibilities or Tips for Success in the Course

To be successful in this course, you must complete **all activities in each module**.

Students must stay actively engaged in the course by working through each module in the course for a recommended minimum of four days each week.

Course Competencies/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 and excellence. Knowledge and skills will be developed within the following competencies:

Upon completion of this course, the student will be able to:

Competency 1: Plan standards-based lessons that are developmentally appropriate.

Competency 2: Analyze instructional strategies for learners.

Competency 3: Identify research-based classroom management strategies.

Competency 4: Develop a safe and effective learning environment.

GRADING

Assignments/Assessments	Points
Instructional Strategy Toolkit	100
Lesson Plan	100
Classroom Management Plan	100
Classroom Video Observations	100
Total	400

Percentage of total points for final grade.

Grade	Percent
A	90% or Greater
B	80% to 89.9%
C	70% to 79.9%
D	60% to 69.9%
F	Less than 60%

Assessments

Instructional Strategy Toolkit

The purpose of the Instructional Strategy Toolkit is for students to identify and research instructional strategies that are appropriate for their classroom. Students will explore different teaching strategies and provide research-based support for their use.

Lesson Plan

The purpose of the Lesson Plan is for students to demonstrate their ability to plan standards-based instructional lessons. Students will create lesson objectives and plan developmentally appropriate instructional strategies that are aligned with the appropriate Texas Essential Knowledge and Skills standards.

Video Observations and Best Practices Reflections

The purpose of the Video Observations and Best Practices Reflections is for students to observe teachers' classroom management strategies and reflect on how the observed strategies align with educational research. The student will conduct video observations of classrooms and complete a reflection.

Classroom Management Plan

The purpose of the Classroom Management Plan is for students to demonstrate their ability to create a safe and effective classroom learning environment. Students will use research-based strategies to design classroom rules, expectations, and routines. Students will design a physical classroom that is appropriate for learners and plan for communicating classroom management procedures to students and families.

Student Handbook

Refer to: Student Handbook

Academic Misconduct Policy & Procedures

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 individuals to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

Table 1- Course Schedule

Week or Module	Activities/Assignments/Exams	Assignment and Due Date
Module 1: Analyze instructional strategies for learners.	Read Articles Watch Videos Complete Activities Research Activity	October 31, 2025 11:59 PM Instructional Strategy Toolkit
Module 2: Plan standards-based lessons that are developmentally appropriate.	Read Articles Watch Videos Complete Activities	November 9, 2025 11:59 PM Lesson Plan
Module 3: Identify research-based classroom management strategies.	Read Articles Watch Videos Complete Activities	November 23, 2025 11:59 PM Video Observations: Best Practices Reflections
Module 4: Develop a safe and effective learning environment.	Read Articles Watch Videos Complete Activities	December 7, 2025 11:59 PM Classroom Management Plan

Important Dates

Refer to: 2024/2025 Academic Calendar for all deadlines.

MSU-TEXAS Policies and Procedures:

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.

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) exist 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.

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

Refer to: [Campus Carry Rules and Policies](#)

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.

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."](#)

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 for the policy](#)

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 to report online](#)

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](#)

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 or face-to-face 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.

Late Work

Assignments are expected to be turned in by the due date. Late work will receive 50% maximum credit.

Written Work

All written work should be completed in a professional style. Using correct spelling and grammar are important writing skills you must know well because your students will learn from you. Therefore, all written assignments will have 10% -20% of the grade based on spelling and grammar. Expectations are for quality work.

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into D2L through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor. All assignments must be submitted to D2L for this course and should be in a PDF unless otherwise specified in the assignment guidelines. A minimum of 5% of the total points will be deducted for assignments not submitted through D2L.

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 D2L 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.

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 (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; or 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

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.

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

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.