

**EDUC 3213 101 Mngmt Tech Elem-Midd Sch-Secd
Fall 2025**

Midwestern State University
Gordon T. & Ellen West College of Education

Class Meets

Bridwell Hall 209
August 25- December 5, 2025
Tuesdays and Thursdays 2:00PM-3:20PM

Instructor/Contact Information:

Instructor: Christina Janise Wickard, PhD
E-mail: christina.mcintyre@msutexas.edu
Phone: 940-397-4528
Office: BH 308H

Office Hours: Tuesday & Thursdays 11:30 AM-1:30 PM, Wednesday 9AM-10AM. Appointments are recommended to avoid conflicts. Zoom appointments also available for other times outside of office hours- contact by email to discuss 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

Sprick, R., Garrison, M., & Howard, L.M. (2010). *Champs: A Proactive Approach to Classroom Management*. Longmont, CO: Sopris West **Or**
Sprick, R. (2013). *Discipline in the Secondary Classroom*. John Wiley & Sons. San Francisco.

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 and excellence. The knowledge and skills will be developed within the following objectives:

**Additional standards listed in Appendix A*

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 all learners and encourage higher-order thinking, persistence, and achievement	Lesson Plan Classroom Activities
#2 Ensure high levels of learning, social-emotional development, and achievement for all students through knowledge of students, proven practices, and differentiated instruction;	Classroom Activities Lesson Plan IRIS Modules Observation Reflections Comprehensive 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;	Classroom Activities Comprehensive Management Plan First 15 Days Reflection IRIS Modules
#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;	Classroom Activities Comprehensive 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.	Classroom Activities Comprehensive 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	50
Comprehensive Management Plan	100
Lab Participation (10@10)	100
Midterm Test	100
Observation and Reflections	50
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 during reading and any related lecture and /or discussion. Whether or not it is discussed in class, you are responsible for the content of all assigned reading. Take notes over your reading and review these after each class. You will be engaging in numerous in-class activities as individuals and in groups. Participation is very important and contributes to the quality of your learning experience. You are expected to participate in all class activities; therefore, attendance is crucial. Class participation in activities such as the in-class case study analyses, in class quizzes, or activity assignments cannot be made up. The only exception to this is an excused school activity that is pre-approved and documented, or a notification from MSU.

Students are expected to attend all meetings of the classes in which they are enrolled. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member. Quizzes and activities that are administered in class/lab can't be made up and will receive a zero. In order for you to get credit for anything you missed during an absence you must have documentation for a school absence or must

contact the office of student rights and responsibilities and they must contact me about your absence.

Professional teachers are dependable, reliable, and responsible. Therefore, candidates are expected to be on time and in attendance at every class, and to stay for the entire class.

Tardiness, leaving early, and excessive absences (over 3) are considered evidence of lack of dependability, and are taken seriously.

Comprehensive 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. This can be done in a word document or you may choose to create a webdoc using Googlesites.

Lesson Plan

Based on the content standards in your area and utilizing the WCoE 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. The reflection will come from sharing your lesson plan as well as the questions provided.

Discussion Participation and Reading and Classroom/Lab Activities

You will be engaging in numerous classroom activities. Participation is very important and contributes to the quality of your learning experience. You are expected to participate in all activities which will be assigned in class and cannot be made up if you miss. Therefore, be in class every time. The activities will vary from case studies, videos, to in-class writings. You must attend and complete the lab activity in order to receive credit for lab participation.

Observations & Reflections

You will spend time observing elementary, middle school, and high school videos. Reflections documenting these will be uploaded to D2L.

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.

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 communication skills. 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)/Brightspace

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/BRIGHTSPACE for this course and should be in a PDF unless otherwise specified in the assignment guidelines. I will not accept assignments via email. 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](#).

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.

Acceptable Use of Artificial Intelligence (AI) Tools

Since writing, analytical, and critical thinking skills are part of the learning outcomes of this course, all writing assignments should be prepared by the student. Developing strong competencies in this area will prepare you for a competitive workplace. Therefore, AI-generated submissions are not permitted and will be treated as plagiarism.

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
- ideas for lesson activities

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 time needed for particular concepts. However, assignment due dates will not be moved up.

MSU-TEXAS Policies and Procedures and Dates:

Refer to: [Academic Calendar](#) for all deadlines.

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.

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](#)

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.

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 to report](#).

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 view policy online](#).

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.

Appendix B

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.

Appendix C

Scientific data shows that being fully vaccinated is the most effective way to prevent and slow the spread of COVID-19 and has the greatest probability of avoiding serious illness if infected in all age groups. Although MSU Texas is not mandating vaccinations in compliance with Governor Abbot's executive orders, we highly encourage eligible members of our community to get a vaccination. If you have questions or concerns about the vaccine, please contact your primary care physician or health care professional. Given the recent rise in cases, individuals are also strongly encouraged to wear facial coverings when indoors among groups of people, regardless of vaccination status. Although MSU Texas is not currently requiring facial coverings, they have been an effective strategy in slowing the spread.

Course Calendar

Week	Activities/Assignments/Exams	Due Date for any listed assignments by 11:59 PM
Week 1	1. Syllabus/ Key Assessments 2. Getting to Know One Another survey; Background check info and child protection training.	8/31
Week 2	1. The First Days of School 2. Lab How-To TK20, observation, reflection	9/7
Week 3	1. Vision Lab: Social Contracts- Fight or flight, motivation to shape behavior, proactive approach	9/14
Week 4	1. Vision Social Contracts- Fight or flight, motivation to shape behavior, proactive approach Lab: Contextual Factors and Needs Assessment	9/21
Week 5	1. Structure for Success- Behavior 2. Lab: Guidelines for Success, Rules, Beginning and Ending Routines, Attention Signals, Voice Levels	9/28
Week 6	1. Structure for Success- Behavior 2. Lab: Physical Space Plan, CHAMPS transitions	10/5
Week 7	1. Structure for Success- Instructional Decisions 2. Lab: Cooperative learning	10/12

Week	Activities/Assignments/Exams	Due Date for any listed assignments by 11:59 PM
Week 8	1. Lab: daily schedule, CHAMPS activities expectations, Procedures for teacher and student-centered activities, independent work periods. 2. Structure for Success 3. Effective grading practices/ grades/growth/ behavior, feedback, etc. 4. Lab: Managing student assignments, Missing and late work, Long range class goals	10/19
Week 9	1. Structure for Success- Behavior 2. Lab: Initial and ongoing parent positive contact, Emergency Plan 3. Teach Expectations 4. SEL, new student support 5. Lab: family support for guidelines for success/ parent letter, CHAMPS procedure visual	10/26
Week 10	1. Lesson Planning 2. Lab: No in person lab 3. Midterm	11/2
Week 11	1. Lesson Planning 2. Lab: lesson plan	11/9
Week 12	1. Using Data to Inform and Improve Management 2. Lab: daily schedule, CHAMPS activities expectations, Procedures for teacher and student-centered activities, independent work periods.	11/16

Week	Activities/Assignments/Exams	Due Date for any listed assignments by 11:59 PM
Week 13	1. Structure for Success 2. Effective grading practices/ grades/growth/ behavior, feedback, etc. 3. Lab: Managing student assignments, Missing and late work, Long range class goals, First 15 Days Video Analysis 4. Observations/Reflections due	11/23
Week 14	1. Positive Relationships 2. Motivational Strategies and Systems 3. Behavior Correction Strategies 4. Lab: Feedback, rewards, contingent/non-contingent, Motivation systems, ongoing positive interactions with parents, correction strategies Lesson Plan final draft due in D2L	12/3 This is a Wednesday
Week 15	Comprehensive Management Plan Due in D2L	12/7

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- keep track of due dates as some of the assignments are outside of class (on D2L) and will not be addressed in class.