



Course Syllabus: Management Techniques Elem-Mid Sch-Sec

College of Education

EDUC 3213 101 BH 209

Fall 2026 August 24, 2026- December 12, 2026 T/TH 2:00PM-3:20PM

Contact Information

Instructor: Christina Janise Wickard

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Office hours: Tues & Thurs 11:30AM-1:30PM; Wed 9:00AM-10:00AM

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Course Description

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. Course may not be used for students seeking teacher certification.

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.

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

Study Hours and Tutoring Assistance

For a 3-credit-hour college course, students should expect to spend approximately 6–9 hours per week outside of class reading, studying, completing assignments, and preparing for assessments. This time commitment is in addition to scheduled class meetings and is essential for success in the course. If you need additional help please visit the MSU TASP center located in the library. Visit the [Tutoring and Academic Support Programs \(TASP\) website](#) for more information about the tutoring services they provide and for scheduling a session.

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Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given).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

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Grading

Course Grade – Course grades are based on the percentage of total points earned. The following assignments contribute to the final course grade.

Table 1: Points allocated to each assignment

Assignments	Points
Lesson Plan	50
Comprehensive Management Plan	100
Lab Participation (10@10pts each)	100
Course Activities (8@ 50 points)	400
Timelogs, Observations, and Reflections	50
Total Points	700

Table 2: 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	Below 60%

Coursework

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 turned in to D2L.

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 management of the classroom.

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.

Classroom Activities

There are 8 activities that will be due throughout the semester; explanations will be provided during class lecture and lab time will be devoted to completing these assignments so that the instructor can assist.

Observations & Reflections

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

Projects Required

The capstone project for the course is the Comprehensive Management Plan worth 100 points. This plan, mentioned above as well, is a demonstration of your learning from the entirety of the course. More specific assignment details will be provided in D2L and due dates are provided in the calendar.

Final Exam

This course does not have a final exam, rather, a capstone project.

Extra Credit

This course does not offer extra credit assignments.

Late Work

Late assignments will be considered on a case-by-case basis and only if the student contacts the instructor to request consideration. If approved, late work may earn a maximum of 70% of the available points.

Important Dates

- Last day for term schedule changes: August 27, 2026 Check date on [Academic Calendar](#).
- Deadline to file for graduation: October 5, 2026. Check date on [Academic Calendar](#).
- Last Day to drop with a grade of "W:" November 23, 2026 Check date on [Academic Calendar](#).
- Refer to: [Drops, Withdrawals & Void](#)

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.

Attendance

Students are expected to attend all meetings of the classes in which they are enrolled. Regular attendance is expected and essential for success in this course. Students are expected to attend all scheduled class meetings and arrive prepared to participate.

Online Computer Requirements

Taking an online class or a course that utilizes D2L extensively 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. ****Your computer being down is not an excuse for missing a deadline!!*** There are many places to access your class! Our classes can be accessed from any computer in the world 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 get connected to our online services. For help, log into [D2L](#).

Recording Classes

****Recording classes is generally prohibited without the professor's explicit permission.*** Such recordings, when permitted, are for personal use only and may not be uploaded to the internet or otherwise shared, transmitted, or published without the professor's prior consent. Some faculty may not permit recordings of their classes. When it is feasible and appropriate, students may record classes to accommodate disabilities under the Americans With Disabilities Act, with prior approval of Disability Support Services. Such recordings may not be uploaded to the internet or otherwise shared, transmitted, or published.

Instructor Class Policies

Instructor Response Policy

For office hours, appointments are recommended to avoid conflicts with other student appointments. Zoom appointments also available for other times outside of office hours. 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.

Classroom Conduct

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 class shall result, minimally, in a request to drop the class. Failure to demonstrate appropriate classroom behaviors and 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

Artificial intelligence (AI) tools can be valuable resources for learning when used appropriately. However, the writing, analysis, and critical thinking demonstrated

in course assignments must reflect your own work. The primary purpose of these assignments is to help you develop the knowledge and skills required for success in this course and in your future profession.

Students may use AI as a learning resource, but not as a substitute for their own thinking or writing. Acceptable uses of AI include generating examples to help you understand a concept or assignment, providing templates or organizational formats, clarifying difficult concepts or suggesting alternative wording that you then rewrite in your own words, assisting with research by identifying additional information or viewpoints, and brainstorming ideas for lesson activities or other course-related projects. Whenever AI is used in these ways, the AI tool must be properly cited according to the citation guidelines provided for the course.

Submitting work that is substantially generated by AI and presented as your own is a violation of academic integrity. Assignments for which the instructor determines that the majority of the content was generated by AI may receive a grade of zero. Students who receive a zero for this reason may revise and resubmit the assignment in their own original writing for a maximum of 50% of the available points.

Some assignments may include specific instructions regarding the appropriate use of AI. Students are expected to follow those assignment-specific guidelines.

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.

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) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

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 Student Wellness Center, (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](#).

Emergency Aid Resources for Basic Needs

Unexpected life circumstances can affect anyone. If you are experiencing challenges meeting basic needs—such as housing, utilities, food, transportation, healthcare, technology, textbooks or other life necessities, resources may be available to help. Visit the [Student Emergency Support and Resources webpage](#) to learn more, and explore emergency support opportunities through MSU and how to access them. For additional information, please contact the Office of Student Affairs: Clark Student Center #108, (940) 397-7500, student.affairs@mstuexas.edu.

College Policies

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 WATC. 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.

Campus Carry

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 [MSUReady – Active Shooter](#). 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.”](#)

Grade Appeal Process

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

Course Schedule:

***Notice:** Changes in the course syllabus, procedure, assignments, and calendar/schedule may be made at the discretion of the instructor.

Week or Module	Activities/Assignments/Topics	Due Date (11:59 PM for the day listed)
Week 1 8/24-8/28	Syllabus/ Key Assessments Getting to Know One Another survey; Volunteer Application; Child protection training. Field Observations Times TBD	8/30
Week 2 8/31-9/4	The First Days of School Lab: Social Contracts- Fight or flight, observation, reflection	9/6

Week or Module	Activities/Assignments/Topics	Due Date (11:59 PM for the day listed)
Week 3 9/7-9/11	Vision Parent letter- positive communication proactive approach Lab: Contextual Factors and Needs Assessment Activity 1 Due	9/13
Week 4 9/14-9/18	Vision motivation to shape behavior, proactive approach Lab: Motivational Strategies and Systems	9/20
Week 5 9/21-9/25	Structure for Success- Behavior Lab: Guidelines for Success, Rules, Beginning and Ending Routines, Attention Signals, Voice Levels Activity 2 Due	9/27
Week 6 9/28-10/2	Structure for Success- Behavior Lab: Physical Space Plan, CHAMPS transitions	10/4
Week 7 10/5-10/9	Structure for Success- Instructional Decisions Lab: Cooperative learning Activity 3 Due	10/11
Week 8 10/12-10/16	Lab: daily schedule, CHAMPS activities expectations, Procedures for teacher and student-centered activities, independent work periods. Structure for Success Effective grading practices/ grades/growth/ behavior, feedback, etc. Lab: Managing student assignments, Missing and late work, Long range class goals Activity 4 Due	10/18

Week or Module	Activities/Assignments/Topics	Due Date (11:59 PM for the day listed)
Week 9 10/19-10/23	Structure for Success- Behavior Lab: ongoing parent positive contact, Emergency Plan Teach Expectations SEL, new student support CHAMPS procedure visual Activity 5	10/25
Week 10 10/26-10/30	Lesson Planning No in person lab	11/1
Week 11 11/2-11/6	Lesson Planning Lab: lesson plan peer review Lesson Plan due	11/8
Week 12 11/9-11/13	Using Data to Inform and Improve Management Lab: daily schedule, CHAMPS activities expectations, Procedures for teacher and student-centered activities, independent work periods. Activity 6 Due	11/15
Week 13 11/16-11/20	Structure for Success Effective grading practices/ grades/growth/ behavior, feedback, etc. Lab: Managing student assignments, Missing and late work, Long range class goals, First 15 Days Video Analysis Observations/Reflections due	11/22
Week 14 11/23-11/27	Positive Relationships Behavior Correction Strategies Lab: Feedback, rewards, contingent/non-contingent, Motivation systems, ongoing positive interactions with parents, correction strategies No Class Thursday, November 26 Activity 7 Due	11/25 This is a Wednesday
Week 15 11/30-12/3	Activity 8 due	12/6
Week 16 12/7-12/11	Comprehensive Management Plan Due	12/9 This is a Wednesday

Appendix A

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](#).