



Gordon T. & Ellen West College of Education
3410 Taft Boulevard Wichita Falls, Texas 76308-2099

**EDUC 3163 Classroom Management
Course Syllabus
Dr. Timothy Hinchman
Spring 2021**

General Information

Office Location: Bridwell Hall 330

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Campus Email: timothy.hinchman@msutexas.edu

Physical Office Hours:

- Tuesday and Thursday: 8:00-10:30 AM

I am also available at other times by appointment. I would encourage you to make an appointment during all times to ensure specific and effective meetings.

[The Virtual School House](#)

I check my email consistently during the days, Monday-Friday, however, usually will not check after 8:00 PM. I will check and respond to emails 1 time during the day on Saturdays and Sundays.

Please use my ***timothy.hinchman@msutexas.edu*** email as this is the email I check consistently. My goal is to respond to your questions within the same day, however, please allow for a 24-hour response time. Also, if you would like me to contact you by phone please include your phone number and the best time(s) to call.

[Virtual Connection](#)

MSU D2L, Flipgrid, Google, Zoom, Other Third Party Software

West College of Education

Mission

Our mission, as a community of learners, is to prepare successful, reflective professionals through the use of best practice.

Beliefs

The West College of Education believes that learning changes both individuals and society. Developing resiliency and tolerance enhances an individual's potential. Through education, the individual becomes a critical thinker and an effective problem solver. Individuals with a cause beyond self, contribute to an informed, democratic, and synergistic society. Our faculty continually strives to establish a reflective and collaborative community to enhance the potential of both the learner and society.

Course/Catalog Description

This 3 hour credit course emphasizes management of the classroom to optimize student learning. The course focuses on the development of management skills such as active listening, reality therapy, and conflict resolution.

Course Objectives

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:

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

(Adopted from the TEACHER STANDARDS, Texas Administrative Code, Chapter 149, Subchapter AA, §149.1001)

Required Textbook

Evertson, C. M., & Emmer, E. T. (2017). *Classroom management for elementary teachers*. Boston: Pearson. ISBN-13: 9780134442594 or ISBN-10: 0134442598 (Digital with Pearson MyEducation Lab access)

Readings assigned as handouts and on D₂L

Assessment

Assignments and Point Values

All written work must follow *APA guidelines* as specified in the 7th edition of the Publication Manual of the American Psychological Association (2019). All assignments may be submitted via **D2L, Pearson MyEducation Lab, and TK20**.

Best/Worst Teacher Reflection – 20 points (D2L)

Observation Reflections (4) – 80 points, 20 points each (D2L, Friday after observation by 11:30 PM); Complete volunteer background check; Must meet WCOE passing standard which is 14/20 possible points (70%) for the First 15 Days of School Observation Reflection and 17/24 possible points (70%) for the Elementary, Middle School and High School Observation Reflections. Completing the observation reflections at the required standard and submitting your TK20 time logs is the required expectation. Not doing so will result in an incomplete for the course.

Pearson My Lab Assignments and Quizzes – 650 points (Each Chapter is Due Friday 11:30pm)

Comprehensive Management Plan – 150 points (D2L, Friday, April 23, 2021 by 11:30 PM)

Best Lesson Plan – 100 points

Must meet the WCOE passing standard which is 23/33 possible points (70%). Completing the lesson plan at the required standard is the expectation. Not doing so will result in an Incomplete for the course. Please see additional information.

Final Grade Possibilities – 1000 points

800 - 1000 points:	A
600 - 799 points:	B
400 - 599 points:	C
200 - 399 points:	D
199 or less points:	F

Professionalism

As part of your preparation for becoming a teacher, you will be expected to act in a professional manner. This includes:

Attendance

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Attendance

Each absence (by not submitting work) results in a 25% deduction (school business is exempt from this policy). Three or more absences (by not submitting work) will demonstrate your lack of professional responsibility and will result in a point drop reduction resulting in a letter grade reduction, conferencing with the professor and potentially being dropped from the course. Your responsibility includes making up any missed work.

Attitude

Demonstrate the following dispositions essential for learning:

- curiosity (ask questions, look for additional information, probe, reflect);
- flexibility (take alternate points of view, venture new ideas; be open-minded and playful);
- organization (plan ahead);
- patience (take time to reason, be persistent in efforts);
- risk-taking (try things beyond current repertoire);
- care/passion (invest in ideas/process/product).

Preparation

Complete all assigned readings and class preparation activities each week and be ready to fully participate in the online activities. Complete written assignments on time and turn in through the requested. All key assignments will be completed in a word processed document according to APA style. Note: Be sure and keep a back-up of all work.

Professional Development

Remember that teaching requires a commitment to continual learning. Demonstrate your eagerness to learn outside of the classroom by reading professional journals and attending professional meetings when possible.

Academic Honesty

MSU students demand of themselves the highest level of academic honesty as delineated in their honor creed. Academic honesty involves the submission of work that

is wholly the student's own work, except in the case of assigned group work. Additionally, academic honesty involves the proper citation of other authors' works.

Plagiarism Statement

"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." [Student Handbook](#)

Additional Information

Lesson Plan Assignment – WCOE Handbook of Policies and Field Experiences

Candidates must score at least a 23 of the 33 points total. Candidates who do not pass the lesson plan assessment as indicated above must rewrite the plan until it meets WCOE minimum expectations. Candidates will receive an F in Classroom Management until the lesson plan reaches a minimum level of proficiency.

Candidates have the responsibility to contact the instructor for remediation/mentoring in the appropriate development of a lesson plan. Once this process is complete, the candidate will receive the grade reflected by work/assignments/performance indicated in the syllabus.

Catalog requirements regarding minimum grades for transition to the next courses still apply.

Entrance to Public Schools – WCOE Handbook of Policies and Field Experiences

All West College of Education teacher candidates are required to successfully complete a background screening process before they enter clinical sites. These processes differ by school districts. Candidates will be notified by their course/professional block instructors when background clearance and/or fingerprinting are required.

Documenting Field Experience – WCOE Handbook of Policies and Field Experiences

A minimum of 36 clock hours are required before teacher candidates are allowed to begin clinical teaching (**6 of those hours will be completed in this course**). All teacher candidates are expected to submit a completed time log entry through TK20-Watermark for each field experience observation. The observed classroom teacher verifies each teacher candidate's observation. If your log is not complete you will receive an Incomplete in the course until completed.

Classroom Observations – WCOE Handbook of Policies and Field Experiences

WCOE teacher candidates gain essential knowledge, skills, and dispositions through observations and teaching opportunities in a wide variety of diverse settings (e.g. urban/rural, SES, special needs, race/ethnicity). Initial field experiences (classroom

observations) involve reflective observations of P-12 students, teachers, and faculty/staff members engaging in educational activities in a school setting.

Research and Creative Activity Opportunities at MSU

Enhancing Undergraduate Research Endeavors and Creative Activities (EURECA) is a program that provides opportunities for undergraduates to engage in high-quality research and creative activities with faculty. EURECA provides incentives and funding through a system that supports faculty and students engaged in collaborative research and creative works. For more information contact the Office of Undergraduate Research at (940) 397-6274 or by email at eureca@mwsu.edu or better yet, stop by the UGR office located in the atrium of the Clark Student Center, room 161. Information and resources are also available at [EURECA](#).

Disability Support

As the faculty of the West College of Education, we are dedicated to helping meet the needs of our students with disabilities and are eager to provide the accommodations to which such students are entitled. If you have a documented disability and are registered with the Office of Disability, please let your instructor know to expect a letter from that office describing the accommodations to which you are entitled. If you have a documented disability but are not registered with the Office of Disability, please contact that office immediately to register.

Campus Carry

Senate Bill 11 Handgun Policy -Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University’s webpage at: [Campus Carry](#).

Course Schedule

Date		Reading	Assignment/Assessment Due Friday @ 11:30 each week (unless noted)
Week 1 Monday January 11	<ul style="list-style-type: none"> Introduction to Classroom Management 	Textbook <ul style="list-style-type: none"> Chapter 1 	Pearson My Lab: <ul style="list-style-type: none"> Exercise 1.1 Exercise 1.2 Chapter 1 Quiz
Week 2 Saturday January 16	<ul style="list-style-type: none"> Building Supportive and Healthy 	Textbook <ul style="list-style-type: none"> Chapter 2 	<ul style="list-style-type: none"> Best/Worst Teacher Reflection (Due Saturday January 23rd)

	Classroom Relationships		Pearson My Lab: <ul style="list-style-type: none"> • Exercise 2.1 • Exercise 2.2 • Chapter 2 Quiz
Week 3 Saturday January 23	<ul style="list-style-type: none"> • Organizing Your Classroom and Materials 	Textbook <ul style="list-style-type: none"> • Chapter 3 	<ul style="list-style-type: none"> • First 15 Days Observation (Due Saturday January 30th) Pearson My Lab: <ul style="list-style-type: none"> • Exercise 3.1 • Exercise 3.2 • Chapter 3 Quiz
Week 4 Saturday January 30	<ul style="list-style-type: none"> • Classroom Rules and Procedures 	Textbook <ul style="list-style-type: none"> • Chapter 4 	Pearson My Lab: <ul style="list-style-type: none"> • Exercise 4.1 • Exercise 4.2 • Exercise 4.3 • Chapter 4 Quiz
Week 5 Saturday February 6	<ul style="list-style-type: none"> • Managing Student Work 	Textbook <ul style="list-style-type: none"> • Chapter 5 	<ul style="list-style-type: none"> • Classroom Observation #1 Pearson My Lab: <ul style="list-style-type: none"> • Exercise 5.2 • Exercise 5.4 • Chapter 5 Quiz
Week 6 Saturday February 13 All Chapter 6 assignments are deleted due to the polar vortex.	<ul style="list-style-type: none"> • Getting Off to a Good Start 	Textbook <ul style="list-style-type: none"> • Chapter 6 	Pearson My Lab: <ul style="list-style-type: none"> • Exercise 6.1 • Exercise 6.2 • Exercise 6.3 • Exercise 6.5 • Chapter 6 Quiz

<p>Week 7 Saturday</p> <p>February 20</p>	<ul style="list-style-type: none"> • Planning and Conducting 	<p>Textbook</p> <ul style="list-style-type: none"> • Chapter 7 • Internet • Google Site on Lesson plan Resources • D2L Video on WCOE Lesson Plan 	<p>Pearson My Lab:</p> <ul style="list-style-type: none"> • Exercise 7.2 • Exercise 7.3 • Chapter 7 Quiz • <u>Begin Lesson Plan</u>
<p>Week 8 Saturday</p> <p>February 27</p>	<ul style="list-style-type: none"> • Planning and Conducting 	<p>Textbook</p> <ul style="list-style-type: none"> • Chapter 7 • Internet • Google Site on Lesson plan Resources • D2L Video on WCOE Lesson Plan 	<p>Lesson Plan Upload to D2L and TK20</p>
<p>Week 9 Saturday</p> <p>March 6</p>	<ul style="list-style-type: none"> • Managing Cooperative Learning Groups 	<p>Textbook</p> <ul style="list-style-type: none"> • Chapter 8 	<p>Pearson My Lab:</p> <ul style="list-style-type: none"> • Exercise 8.1 • Exercise 8.2 • Exercise 8.6 • Chapter 8 Quiz
<p>Week 10 Saturday</p> <p>March 13</p>	<ul style="list-style-type: none"> • Maintaining Student Behavior 	<p>Textbook</p> <ul style="list-style-type: none"> • Chapter 9 	<ul style="list-style-type: none"> • Classroom Observation #2 <p>Pearson My Lab:</p> <ul style="list-style-type: none"> • Exercise 9.1 • Exercise 9.2 • Exercise 9.3 • Chapter 9 Quiz
<p>Week 11 Saturday</p> <p>March 20</p>	<ul style="list-style-type: none"> • Communication Skills 	<p>Textbook</p> <ul style="list-style-type: none"> • Chapter 10 	<p>Pearson My Lab:</p> <ul style="list-style-type: none"> • Exercise 10.1 • Exercise 10.3

			<ul style="list-style-type: none"> • Exercise 10.5 • Exercise 10.7 • Chapter 10 Quiz
<p>Week 11</p> <p>Saturday</p> <p>March 27</p>	<ul style="list-style-type: none"> • Managing Student Behavior 	<p>Textbook</p> <ul style="list-style-type: none"> • Chapter 11 <p>• Internet</p> <ul style="list-style-type: none"> • Google Site on Comprehensive Behavior Plan 	<p>Pearson My Lab (Due March 31st):</p> <ul style="list-style-type: none"> • Exercise 11.1 • Exercise 11.3 • Exercise 11.4 • Exercise 11.6 • Chapter 11 Quiz • <u>Start Comprehensive Behavior Plan</u>
<p>Week 12</p> <p>(Holiday Week)</p>			
<p>Week 13</p> <p>Monday</p> <p>April 5th</p>	<ul style="list-style-type: none"> • Managing Special Groups 	<p>Textbook</p> <ul style="list-style-type: none"> • Chapter 12 <p>• Internet</p> <ul style="list-style-type: none"> • Comprehensive Behavior Plan 	<ul style="list-style-type: none"> • Classroom Observation #3 <p>Pearson My Lab:</p> <ul style="list-style-type: none"> • Exercise 12.1 • Exercise 12.3 • Exercise 12.4 • Exercise 12.5 • Chapter 12 Quiz • <u>Continue Comprehensive Behavior Plan</u>
<p>Week 14 & 15</p> <p>Saturday</p> <p>April 10</p>	<ul style="list-style-type: none"> • Comprehensive Behavior Plan 	<ul style="list-style-type: none"> • Internet • Comprehensive Behavior Plan 	<p>Comprehensive Behavior Plan (Due April 23rd):</p> <p>Upload to D2L and TK20</p>