COURSE TITLE: Classroom Management and Communication
COURSE NUMBER: EDG 4410

COURSE DESCRIPTION (with prerequisites):
This course covers basic skills and knowledge for creating a learning environment that encourages positive social interaction and effective communication among members of the learning community. The course emphasizes ethics, attitudes, language patterns, values, and behaviors, and includes methods and strategies for consulting with other school professionals and parents. Additionally, students will be required to arrange visits totaling at least 10 hours to area schools to observe various classroom management strategies in action. 3 semester hours credit.

NAME(S) OF INSTRUCTORS:
Dr. Gina McAllister

EFFECTIVE ACADEMIC YEAR:
2014-2015

REQUIRED TEXTBOOKS AND INSTRUCTIONAL SUPPLIES:
Suggested resources:


GRADING POLICY:
The standing of a student in each course is expressed by one of the following letters and corresponding grading system:
A – 90 – 100
B – 80 – 89
C – 70 – 79
D – 60 – 69
F – 59 or less
The Chipola Catalog provides policies and procedures regarding the grading system. A student’s Grade Point Average is derived from the grading system/quality point scale.

ATTENDANCE AND WITHDRAWAL POLICIES:
Chipola College expects regular attendance of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in the Instructor First Day
Handout whether or not an absence is excusable and what affect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.**

**MAKE-UP POLICY:**
Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

**ACADEMIC HONOR CODE POLICY:**
Students are expected to uphold the Academic Honor Code. Chipola College’s Honor Code is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

**STUDENTS WITH DISABILITIES POLICY:**
Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola’s goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

**LIBRARY AND ON-LINE REFERENCE MATERIALS:**
The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. On-line catalogs, e-books and electronic databases can be accessed by using the **LINCCWeb** icon on the Chipola Library website at [www.chipola.edu/library](http://www.chipola.edu/library). If you have questions about database usage consult the “How to Use the Chipola Databases” on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are posted each semester at the building entrance and on the Library website. See your Instructor First Day Handout for individual instructor recommendations and resources.

**TECHNOLOGY RESOURCES:**
The college’s learning management system is **Canvas**. Classes become available on Canvas on the first day of the semester. It is the student’s responsibility to log onto the Canvas system the first day of class to establish the first day of attendance and to check announcements. All official class communication must be through Canvas. For further information, contact your instructor or the Director of eLearning. The Canvas support hotline is available online in live chat and on the phone, toll-free, at 855-308-2812 for any issues in accessing or utilizing Canvas. The **Information Technology**
Center, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website.

**TUTORING RESOURCES:**
Chipola College has contracted Smarthinking, a Pearson Company, for online tutoring services, accessible especially from 5 p.m. to 8 a.m. It can be accessed through Canvas. Additionally, the Academic Center for Excellence (ACE) Lab, located in Building L, offers free tutoring from 8 a.m. to 5 p.m. and is equipped with computer workstations. Lab hours are posted each semester at the room entrance.

**ELECTRONIC DEVICE USAGE:**
All electronic devices such as cell phones, beepers, pagers, and related devices are to be silenced prior to entering classrooms and/or laboratories to avoid disruption. Should it become necessary for a student to leave his/her “device” on in order to send or receive an emergency call and/or text message, the student must inform the instructor prior to class. If the student finds it necessary to send and/or receive an emergency call and/or text message during class/lab time, he/she is instructed to take all books and belongings and step outside the classroom to deal with the situation. To minimize classroom disruption and the distraction to classmates, the student will not be permitted to reenter the classroom during that class period. Any time a test is being administered, all such devices must be turned off and put away. If a device is seen or heard during an exam, a score of zero will be given for that exam. Initial and repeated infractions may result in disciplinary action.

**DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:**

E – 1 Demonstrate understanding of instructional design and lesson planning by applying concepts from human development and learning theories.

E – 2 Demonstrate ability to maintain a student-centered learning environment that is safe, organized, equitable, flexible, inclusive and collaborative.

E – 3 Demonstrate effective instructional delivery and facilitation by utilizing deep and comprehensive knowledge of core content.

E – 4 Demonstrate understanding of assessment by analyzing and applying data from multiple assessments to diagnose learning needs and inform instruction.

E – 5 Demonstrate continuous improvement by designing purposeful goals to strengthen instructional effectiveness and impact student learning.

E – 6 Demonstrates professional responsibility and ethical conduct and fulfills expected obligations to students, the public, and the education profession.
<table>
<thead>
<tr>
<th>STUDENT LEARNING OUTCOMES FOR EDG 4410</th>
<th>FEAPs (Discipline Outcomes)</th>
<th>FL Competencies and Skills: Professional Ed.</th>
<th>Assessment Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student will:</td>
<td></td>
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<td></td>
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<tr>
<td>Understand the legal and ethical issues associated with the teaching profession</td>
<td>E6 6</td>
<td>6.2 11.3 11.4</td>
<td>6.1.2 - RU</td>
</tr>
<tr>
<td>Analyze tips for circumventing potential problems for the beginning of the school year</td>
<td>E2 2.2</td>
<td>2.2 9.2 9.3</td>
<td>9.1.1 - RU</td>
</tr>
<tr>
<td>Enhance communication skills as a means of working more effectively with members of the school community</td>
<td>2.5 5.3</td>
<td>2.1 2.2 2.3 2.4</td>
<td>2.1.2 - RU</td>
</tr>
<tr>
<td>Discuss techniques for beginning each day and week</td>
<td>E2 2.2</td>
<td>2.1 2.4 9.2 9.3</td>
<td>9.1.1 - RU</td>
</tr>
<tr>
<td>Understand the connection between management and instruction</td>
<td>E2 E4 2.2 2.4</td>
<td>2.1 2.4 9.2 9.3</td>
<td>9.1.1 - RU 9.3.1 – RU</td>
</tr>
<tr>
<td>Describe techniques to increase parental involvement</td>
<td>2.5 5.3</td>
<td>11.2</td>
<td>2.1.2 - RU</td>
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<tr>
<td>Examine behaviors of students and focus on understanding why these behaviors occur</td>
<td>E4 4.1</td>
<td>11.1 11.3</td>
<td>9.3.1 - RU</td>
</tr>
<tr>
<td>Discuss solutions for dealing with severe and chronic misbehavior</td>
<td>E4 4.1</td>
<td>7.2 9.3 11.1</td>
<td>9.3.1 - RU</td>
</tr>
<tr>
<td>Prepare to manage special needs students</td>
<td>E2 E4 2.2 4.1</td>
<td>7.5</td>
<td>9.1.1 – RU 9.3.1 - RU</td>
</tr>
<tr>
<td>Understand and address cultural concerns related to management</td>
<td>E2 E4 2.2 2.5 5.3</td>
<td>5.1</td>
<td>2.1.2 – RU 9.1.1 - RU</td>
</tr>
<tr>
<td>Develop a systematic plan of action for effective classroom management</td>
<td>E2 2.2</td>
<td>5.1 9.1 9.2 9.3</td>
<td>9.1.1 - RU</td>
</tr>
</tbody>
</table>
MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:
1. Attend and participate in class regularly.
2. Read all assigned material before class.
3. Study in-class notes and on-line materials.
4. Complete assigned projects in a timely manner to enable reflections and revisions on the final product.
5. Seek opportunities to practice teaching skills through tutoring and substituting in K–12 schools.
6. Collaborate with peers and other professionals.

ASSIGNMENT AND/OR COURSE OUTLINE

Course Evaluation Criteria: (see next page for breakdown)
- Major Assignments (20%)
- Tasks (65%)*
- Professional Educator Exam Prep Quiz (5%)
- Professionalism in Attendance and Participation (10%)

Your final grade will be based upon the college grading scale which is as follows:

<table>
<thead>
<tr>
<th>A</th>
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<tr>
<td>90 – 100</td>
<td>80 – 89</td>
<td>70 – 79</td>
<td>60 – 69</td>
<td>Below 60</td>
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Grading: This course requires a minimum grade of C.

*Tasks must meet the criteria for “demonstrated” as determined by the scoring rubric to earn credit for this course. To pass this class, you must successfully demonstrate all tasks and include approved formal reflections.

Submission of Tasks and Assignments:
All Tasks and Assignments are due at the beginning of class unless otherwise specified by the instructor. Work not submitted at the time the instructor collects will be considered late and will receive a zero (0) for the grade. Late Tasks (not Major Assignments) may be submitted within 1 calendar week of the due date for Demonstration purposes only, but the zero (0) grade will remain.
A task judged as “partially demonstrated” or “not demonstrated” may be resubmitted for the purpose of demonstrating the accomplished practice indicator. Resubmissions must be received within 1 calendar week (unless otherwise specified) from the time the task is returned to you by your instructor. The original grade will be used when calculating the course average. Points will not be added for resubmission.

Students enrolled in EDG 4410 will be required to complete following.

Major Assignments:
1. (MGMT4) Reflection/summary of 10 hours of classroom observation and presentation of experience

Tasks:
1. (Task 2.1.2) Written Communication from the Teacher - A collection of communications on specific topics with specific groups in the educational environment
2. (Task 9.1.1) Classroom Management Plan
3. (Task 6.2.1) Ethics Training
4. (Task 9.3.1) Analysis of a Case Study on Classroom Management and Behavior
Other:
1. Professional Educator Exam Prep

Professionalism in Attendance and Participation:
Expectations
- Attendance is mandatory. Attendance is an important part of the participation grade. Students are expected to attend every class. NOTE: If you are TEXTING or working on some other assignment during class, you are NOT participating in class. Attendance/participation points will be deducted for these activities. Class will begin at the scheduled time. Students are expected to be prepared to begin work at this time. This grade is calculated based on the percentage of full classes attended for the semester. Leaving early or arriving late will result in a deduction.
- Tardy: A deduction will be made against your participation/attendance grade for any tardy or early departure.
- Preparedness: Students are expected to be prepared for class and to prepare required assignments in a timely manner.
- Ethics: As members of the Chipola College Teacher Education academic community, you are a pre-service teacher. You are expected to commit yourself honestly. Honesty in academic work is vital and students should not knowingly act in ways which erode that integrity. Accordingly, actions or tolerance of cheating, plagiarism, bribery, conspiracy, misrepresentation, or other violations of the Chipola College Student Code of Conduct will result in disciplinary action on the first incident. Disciplinary action can include: degree program modification, grade reduction, suspension, or expulsion. Don’t risk it!
- Written Work: All written assignments will be judged on the accuracy of the content, comprehensiveness, typography and design, correct usage of grammar, correct capitalization, spelling, and punctuation; clarity of thought, and logical order and sequence. Moreover, students are expected to adhere to specified formats; use various sentence patterns and structure; make use of transitional words and expressions, and maintain appropriate focus. Typographical and/or spelling errors will result in a 1-point grade deduction for each occurrence on all tasks and assignments.
- Oral Presentation: Any time a student speaks in front of the class, all presentations will be judged on correct punctuation and enunciation, projection, effective use of gestures, meaningful use of visuals, attention getting procedures, maintenance of audience interest, correct use of grammar and language, and degree of presenter enthusiasm and interest in the topic.
- Procedures.
  - Students are expected to complete reading assignments prior to each class so they can actively participate in class discussions and group activities.
  - Work is to be handed in at the beginning of class – on the assigned due dates.
  - Student conversations in class must be confined to specific course readings and relevant examples.
  - The class will follow the course syllabus as closely as possible. Changes may be made to allow for observations and other visits. Regular attendance in class will assure getting all pertinent information.
o Please finish all eating and drinking before coming to class. If you brought food or beverage for the break, it must be in a leak proof container.

o Please remember to turn off your cell phones. Vibrate is NOT off.

- Withdrawal Policies: Students **will not** be administratively withdrawn from this course due to excessive absences. It is the student’s responsibility to acquire the appropriate forms and to execute the appropriate college sanctioned procedures to officially withdraw from this course. A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction, (2) cannot withdraw, and (3) must receive a grade.**

See your Instructor First Day Handout for individual instructor assignment schedule.