Prairie View A&M University
Whitlowe R. Green College of Education
Course Syllabus  CUIN 4113 P02 Spring 2013
Classroom Management

Note: This course syllabus is a general plan; revisions may be made at the discretion of Dr. Sonia K. Boone.

INSTRUCTOR CONTACT INFORMATION AND GENERAL COURSE INFORMATION

Instructor: Sonia K. Boone, Ph.D.
Office Location: Wilhelmina F. Delco Building, Room 310
Office Telephone: 936-261-3665
E-Mail Address: skboone@pvamu.edu
Postal Address: Prairie View A&M University
P. O. Box 519  Mail Stop 2410
Prairie View, Texas  77446

Office Hours: Mondays, Tuesdays, and Wednesdays: 11:00 a.m. – 3:00 p.m.
(Unless in Attendance at Departmental/College Meetings)

Virtual Office Hours: By Appointment Only.

Class Location: Wilhelmina F. Delco Building Room 329

Class Meeting Days And Time: Tuesdays and Thursdays, 12:30 p.m. – 1:50 p.m.
**Course Web Support:** This course is designated as a web-assisted course. Some class meetings will take place via web interaction, discussions, and assignments. For E-Course access please log on to [www.pvamu.edu](http://www.pvamu.edu).

**Catalogue Description: Instructional Methodology and Classroom Management.** (3.0) Credit 3 semester hours. Instruction and practice using various teaching strategies and management techniques for the elementary classroom. The course requires field-based experiences. **Prerequisites:** Admission to teacher education, CUIN 3003, and CUIN 3113.

**Required Texts:**


**Recommended Texts:**


**Other related texts and articles will be supplied by the instructor.**

**Related Websites:**

1. [www.irisp.peabody.vanderbilt.edu](http://www.irisp.peabody.vanderbilt.edu) It is necessary that you access this website to complete the **required case study assignments.**

2. [www.sbec.state.tx.us](http://www.sbec.state.tx.us) At this website you will be able to access and download the Pedagogy and Professional Responsibilities EC-12 Test Preparation Manual. Other test support materials are also available at this site, including: Test Tips Guide, and Reducing Test Anxiety Guide.
3.  [www.tamu.edu/pvamu/library](http://www.tamu.edu/pvamu/library)  You may access this site for **Test Taking Tips and Reducing Test Anxiety**. You may also reach the **PVAMU Library** at 936-261-1500.

4.  [www.bkstr.com/Home/10001-10734-1demoKey=d](http://www.bkstr.com/Home/10001-10734-1demoKey=d) Please access this website for Access to **PVAMU Learning Resources**. You may also reach the **University Bookstore** at 936-261-1990.

5.  **T-CERT Chats** for various TExES exams are conducted online via the following website: [http://pact.tarleton.edu/TCERT/](http://pact.tarleton.edu/TCERT/) . This website support is made possible by The Texas A&M University System, the Texas Education Agency, and the University of Texas – San Antonio. Sessions are held on pre-set dates. **Check the website for upcoming dates.** You must register on the T-CERT website prior to the “chat” date. After registering, you must complete the presentation and video before participating in the chat.

6.  **Harris County Public Library** [http://www.hcpl.net/](http://www.hcpl.net/) At this website you can access the Learning Express Library Database which provides TExES PPR practice questions. The questions are divided into three sections: EC-4, 4-8, and 8-12. Each section contains 100 practice questions. A score report is provided at the end of each test. You must apply for and use your HCPL library card barcode in order to login.


**Course Goals/Correlation to:**

- Conceptual Framework
- Content Area and Pedagogy Standards for Texas Educators/TExES Content and Pedagogy Responsibilities Examinations
- NCATE

**Conceptual Framework**
The PVAMU Conceptual Framework Model- Educator as Facilitator of Learning for Diverse Populations (E-FOLD-P)- supports the major goals of the Teacher Education Unit. E-FOLD-P guides the design and the implementation of teacher education programs located in the College of Education and constitutes a commitment by the Unit to develop and prepare candidates as:

- Problem solvers, critical thinkers, and decision makers;
- Reflective and continual learners who utilize effective teaching practices;
- Facilitators of student growth and development, by precept and example;
- Educators with understanding and appreciation of human diversity and global awareness.

Course Objectives/Outcomes

At the End of this course, students will be able to meet the following NCATE/TExES Standards:

1. Understand the importance of establishing a positive and productive classroom climate within which all students can be successful.

2. Be able to articulate and design an appropriate physical classroom setting for various instructional delivery modes based on historical perspectives, theories, and current “best practices” research.

3. Be able to articulate and design an appropriate physical classroom setting for various instructional delivery modes based on current “best practices” research.

Course Requirements & Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.
Exams – written tests designed to measure knowledge of presented course material
Exercises – written assignments designed to supplement and reinforce course material
Projects – web development assignments designed to measure ability to apply presented course material
Class Participation – daily attendance and participation in class discussions

Grading Matrix

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Value (points or percentages)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes (2)</td>
<td>25 Points Each</td>
<td>50</td>
</tr>
<tr>
<td>Outside of Class/E Courses Activities</td>
<td>50 Points</td>
<td>50</td>
</tr>
<tr>
<td>In Class Participation, Attendance, and Dispositions</td>
<td>100 Points</td>
<td>100</td>
</tr>
<tr>
<td>Classroom Observations/Field Observations (15 Hours Total)</td>
<td>100 Points</td>
<td>100</td>
</tr>
<tr>
<td>Midterm Examination</td>
<td>100 Points</td>
<td>100</td>
</tr>
<tr>
<td>Group Presentation (Book Chapter, I Read and TExES Standards Correlation)</td>
<td>100 Points (Artifact)</td>
<td>100</td>
</tr>
<tr>
<td>Individual Presentation of Blueprint Project</td>
<td>100 Points (Artifact)</td>
<td>100</td>
</tr>
<tr>
<td>Hard Copy of Actual Blueprint Project</td>
<td>200 Points (Artifact)</td>
<td>200</td>
</tr>
<tr>
<td>Final Examination</td>
<td>200 Points</td>
<td>200</td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td>1000</td>
</tr>
</tbody>
</table>

Grade Determination:
A = 900-1000 points;
B = 800-899 points;
C = 700-799 points;
D = 600-699 points;
F = 599 and below.

- Each assignment must be type-written according to APA standards and must include an APA formatted title page.

**Late Assignments will not be accepted (Late assignments are defined as assignments submitted to the professor after the class period in which the assignment is due).**

Course Procedures
EACH STUDENT IS EXPECTED TO:

1. Attend ALL class meetings (this includes arriving to all class meetings ON TIME).
2. Remain in class for the entire class period, and when presentations are in progress.
3. Purchase required textbooks.
4. Bring your text book to class each day.
5. Complete all required document downloads.
6. **Read and be thoroughly familiar with the course syllabus; follow directions for completing assignments!**
7. Read all supplementary handouts.
8. Utilize all supplementary websites and web sources.
9. **Read the assigned text chapters prior to each class meeting.**
10. Be prepared to discuss and answer questions from the chapters.
11. Be prepared to make meaningful contributions to class discussions.
12. **Complete and document the required 15 hours of DOCUMENTED classroom observations, in your content area, in a public school setting, or in an approved private school facility with children from diverse populations.**
13. **Follow the instructions/requirements/guidelines and/or format provided by the instructor for completing all assignments, including group projects, classroom observations, individual projects, and E-Course/Outside Activity assignments.**
14. **Utilize the required title page format for ALL submitted assignments.**
15. Type all assignments that are to be turned in to the instructor.
16. **Turn in all assignments (major and minor) on the assigned date. (LATE ASSIGNMENTS WILL NOT BE ACCEPTED---NO EXCEPTIONS.)**
17. Take notes on class lectures and classroom discussions.
18. **Bring a Scantron® and a #2 pencil to take your tests and exams. Do not leave class to buy or borrow these items!**
19. Take all quizzes, mid-semester, and final examinations for evaluative purposes.
20. **KEEP A COPY OF ALL ASSIGNMENTS SUBMITTED TO THE INSTRUCTOR, INCLUDING RETURNED ASSIGNMENTS, AS WELL AS ANY OTHER COURSE RELATED DOCUMENTS!**
21. **Listen while others are talking**: refrain from “side conversations”.

**22. Turn OFF all electronic devices – use only before or after class!**

23. Conference with the instructor, as needed, throughout the semester.

24. **MAINTAIN A PROFESSIONAL ATTITUDE AND PROFESSIONAL APPEARANCE AT ALL TIMES!**

**Formatting Documents:**

*Microsoft Word is the standard word processing tool used at PVAMU.*

- If you are using other word processors, be sure to use the “save as” tool and save the document in either the Microsoft Word, Rich-Text, or plain text format.

- Utilize the services of the Writing Center prior to submitting a major paper or project.

- **Follow the American Psychological Association (APA) writing guidelines** for submitting all essays and/or papers. See the Purdue APA Formatting Style and Guide at the following website: [http://owl.english.purdue.edu/owl/resource/560/01/](http://owl.english.purdue.edu/owl/resource/560/01/) Also see this Syllabus Appendix for a sample APA document.

- When using Power Point for presentations, be sure to choose appropriate backgrounds, fonts, font sizes, graphics, and use hyperlinks as needed, and/or as required by the instructor.

- Use Power Point 2003 so that your presentation can be shown on PVAMU computer projection equipment.

- To print out handouts from PPT for class distribution, always choose to print as a black and white handout, with two to four slides per page.

**Disability statement (See Student Handbook):**

Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

**NOTICE OF EQUAL OPPORTUNITY**

Prairie View A&M University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Name: Renee R. Williams
Title: Equal Opportunity Compliance Officer/Title IX Coordinator
Institution: Prairie View A&M University
Office of Student Affairs & Institutional Relations
Address: P.O. Box 519: MS 1107
A.I. Thomas Building, St 013
Prairie View, Texas 77446

Telephone: 936-261-2123
Fax: 936-261-2138
Email: rrwilliams@pvamu.edu

Individuals requesting a disability accommodation should contact:
Name: Dr. Kay Norman
Title: Administrator for Diagnostic Testing and Disability Services
Institution: Prairie View A&M University
Email: kfnorman@pvamu.edu

IMPROPER ACADEMIC CONDUCT, PLAGIARISM, AND ACADEMIC DISHONESTY:

Plagiarism is the theft of words, thoughts, and ideas. Consult the PVAMU Undergraduate Catalog for guideline and procedures related to plagiarism. Also see the web link listed below on Plagiarism - Frequently Asked Questions compiled by the Coleman Library staff.
http://www.pvamu.edu/PDFFiles/Library/Ref/Plagiarism_FAQ.pdf

Academic Dishonesty for this class includes:
1. Copying from another student’s test or exam, taking an exam for another student, or collaborating with another student(s) during an exam.
2. Signing the roll for another student, or related misrepresentation.
3. Using materials during a test that have not been authorized by the instructor giving the exam.
4. Failing to credit sources used in a work or product in an attempt to pass off the work as one’s own (Plagiarism is the theft of words, thoughts, and ideas.)
5. Attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources.
6. Attempting to receive credit in one or more classes for the same paper or project without written approval of instructors involved.

7. Failure to creditably document 15 hours of actual classroom observations, during the current semester, on the provided Observation Log Form for each course that requires observations. This will result in a grade of “0” for the required observations assignment.

Nonacademic misconduct (See Student Handbook)
The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor’s ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual misconduct (See Student Handbook):
Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

EXAM POLICY

Exams must be taken as scheduled by the instructor. Makeup examinations will NOT be allowed except under documented, extreme emergencies (See Student Handbook).

PLEASE READ AND BECOME FAMILIAR with the UNIVERSITY ATTENDANCE POLICY, INCLUDING THE FOLLOWING:

EXCUSED ABSENCES – Absences due to illness, attendance at university approved activities, and family or other emergencies constitute EXCUSED ABSENCES and must be supported by documentation presented to the instructor prior to or immediately up the student’s return to class. Students are responsible for all oral and written examinations as well as all assignments (projects, papers, reports) whether absence is Excused or Unexcused.

UNEXCUSED ABSENCES – accumulation of 3 unexcused absences (for the number of clock hours equivalent to the credit for the course) constitutes excessive absenteeism. The instructor is not required to accept assignments as part of the course requirement when the student’s absence is UNEXCUSED.
Attendance Policy For CUIN 4113 Spring 2013:
Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student’s course grade being reduced or in assignment of a grade of “F”. Absences are accumulated beginning with the first day of class.

Attendance is included in the final overall grade. For the purposes of this course, three (3) absences will result in the lowering of the student’s grade by one letter, and four (4) absences may constitute an automatic grade of “F” for the course. After three (3) excused absences, it is up to the discretion of the professor as to whether or not subsequent absences will result in any grade deductions.

Habitual tardies will be counted as absences (The first three tardies will count as an absence, at the point that there is a fourth tardy will indicate that a conference with Dr. Boone is needed to determine whether or not it would be expedient to continue in this class).

Specific Attendance Policies for This Course Include The Following:

Students are required to attend all class meetings.

In order for an absence to be taken into consideration for being a valid “excused” absence, you must bring appropriate documentation to the instructor when you return from your absence. Appropriate documentation includes official doctor’s excuses (for reasons of illness), court documents, etc.

No absences or tardies=100 points
1 absence=75 points
2 absences=50 points
3 absences= No points awarded

**Four (4) Absences may constitute an automatic “F” for this course!**

Student Academic Appeals Process
Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>POINTS</th>
<th>DUE DATES</th>
<th>OTHER SPECIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes (2)</td>
<td>25 Points Each, 50 Points Total.</td>
<td></td>
<td>Quizzes will cover specified chapters in the book, all power point notes, and any other</td>
</tr>
<tr>
<td>Outside of Class/E Courses Activities</td>
<td>50 Points Total</td>
<td>These activities will be assigned at the discretion of the professor, and will be submitted through the E-Course System on the assigned day between 7:00 a.m. and 11:59 p.m.</td>
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</tr>
<tr>
<td>Group Presentations</td>
<td>100 Points Total</td>
<td>Your group will be responsible for a presentation that covers a chapter in <em>the Everston and Emmer text (beginning with Chapters 4-7)</em>, <em>and in the Bloom text (Chapters 9, 8, and 5)</em>, the <em>I Read Book</em>, and <em>correlation to the TExES Standards</em>. The presentation should be in the format of the lesson plan, with an assessment planned in the activity. Your group must utilize power point, and your group must submit a paper copy of the power point and all handouts to the professor <em>at the time of the presentation</em>. (30 minute time limit.)</td>
<td></td>
</tr>
<tr>
<td>Individual Presentation of Blueprint Project</td>
<td>100 Points Total</td>
<td>You will be responsible for giving an oral presentation to your classmates following regarding the components of your blueprint project. You must complete this presentation in power point format, and you must submit a hard copy of the power point</td>
<td></td>
</tr>
</tbody>
</table>
| Hard Copy of Entire Blueprint Project | 200 Points Total | You will be responsible for submitting a hard copy of your Blueprint Project to the professor. This is inclusive of the following components:  
- Written *description of your philosophical orientation* (your *management style*),  
- Written *description and rationale of your classroom rules, rewards, and consequences*,  
- Written *description of your classroom procedures with rationale*,  
- Written *introductory letter to parents*,  
- Written *map of your classroom* with all items clearly labeled,  
- Written *rationale regarding your classroom map*, and  
- *3-D Model of your classroom*, clearly labeled.  
Your Blueprint Project packet is to be submitted for scoring to the professor *at the time of* presentation to the professor *. (10-15 minutes max. time limit.)* |
<table>
<thead>
<tr>
<th><strong>Midterm and Final Examination</strong></th>
<th>Midterm/100 Points, Final/200 Points</th>
<th>The Midterm and Final will cover specified chapters in the book, all power point notes, and any other materials that the instructor disseminates to the class. These two examinations will also cover information covered in the <strong>Group Project Presentations</strong>.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classroom Observations/Field Observations</strong></td>
<td><strong>15 Hours Observation Required/100 Points</strong></td>
<td>You must use the documentation packet provided to document your observations. You will have a timeframe to complete these observations (<em>January 15-March 15, 2013</em>). No field observations will be conducted after <em>March 15, 2013</em>. Field Observation Documentation must be submitted during the <em>March 19, 2013</em> class period.</td>
</tr>
</tbody>
</table>
| **Attendance, Participation, and Dispositions** | 100 Points | This includes regular class attendance (see the section regarding attendance), and attending the following:
- Pre-Service Teacher Institute (Jan. 29, 2013, Delco Room 240-10:00 a.m.)
- A practice session with Mrs. Barnes-Green (TBA).
Also included here is participation. This includes coming to class on time and staying in class for the duration, participating appropriately |
as to not distract other students from learning, and appropriate dress/attire (professional dress).

**CLASS CALENDAR OF TOPICS, EVENTS AND READING ASSIGNMENTS**
*(This schedule is subject to change at the discretion of Dr. Boone.)*

<table>
<thead>
<tr>
<th>Week</th>
<th>DATE</th>
<th>TOPICS AND EVENTS</th>
<th>ASSIGNMENTS DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan. 15-17, 2013</td>
<td>Overview of Syllabus and all related activities. Chapter 1 Lesson <em>(Bloom)</em> with TExES Correlation</td>
<td><em>Complete Syllabus Contract</em></td>
</tr>
<tr>
<td>2</td>
<td>Jan. 22-24</td>
<td>Chapters 2 and 3 Lessons <em>(Bloom)</em> with TExES Correlation</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Jan. 29-31</td>
<td>Chapters 1 and 2 Lesson <em>(Evertson and Emmer)</em> with TExES Correlation</td>
<td>Check regarding progress on Field Experiences.</td>
</tr>
<tr>
<td>4</td>
<td>Feb. 5-7</td>
<td><em>Quiz One</em> Chapter 4 Lesson with TExES Correlation <em>(E Course Activity- Define your style and design a draft of your classroom seating arrangement).</em></td>
<td>Groups 1 and 2 should prepare for their presentations.</td>
</tr>
<tr>
<td>5</td>
<td>Feb. 12-14</td>
<td><strong>Groups 1 and 2 Presentations.</strong> Chapter 3 Lesson <em>(Evertson and Emmer)</em> with TExES Correlation</td>
<td></td>
</tr>
<tr>
<td>Week</td>
<td>Dates</td>
<td>Events</td>
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<tr>
<td>8</td>
<td>March 5-7, 2013</td>
<td>Midterm Test- Thursday March 7th</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Are your FIELD OBSERVATIONS complete???? They must be turned in Tuesday March 19, 2013.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>March 11-16, 2013</td>
<td>Spring Break</td>
<td></td>
</tr>
</tbody>
</table>
| 10   | March 19-21    | March 19- Groups 5 and 6 Presentations.  
|      |                | Tuesday March 19- Field Observations due to be turn in during today’s class session.  
|      |                | Thurs. March 21- Chapters 9 and 10 Lesson with TExES Correlation. (E-Course Activity). “Write a draft of your rules, rewards, and consequences, and your rationale.” |
| 11   | March 26-28    | March 26- Bloom Chapter 10  
|      |                | March 28- Bloom Chapter 7  |
|      |                | Have you already started to prepare for your Blueprint Project Presentations? You need to start preparing NOW!!!! |
| 12   | April 2-4      | April 2- Bloom Chapter ????  
|      |                | April 4-***Quiz Two***  |
|      |                | Remember that your Blueprint Project Hard Copy is due at the time of your presentation!!! Get busy!!! |
| 13   | April 9-11     | Blueprint Project Presentations                                       |
| 14   | April 16-18    | Blueprint Project Presentations                                       |
| 15   | April 23-25    | Finals Week – The Date For the Final Exam will be                     |

Feb 28- “Discipline and Disruption” (Bloom: Chapter 11/ Evertson and Emmer: Chapter 9)  
Groups 5 and 6 should prepare for their Group Presentations.
Syllabus Contract

My signature below indicates that I have read, understand and agree to the conditions set forth in the Syllabus for **CUIN 4113—Classroom Management**.

I understand that:

- The instructor will follow all policies listed in this Syllabus exactly as printed, including how my grade will be calculated.

- End-of-course grade reports are final; however, it is my responsibility to inform the instructor via documentation of any errors in grade calculations prior to the final class meeting.

- The instructor reserves the right to make changes to the syllabus at any time during the semester, and that I will be notified promptly via my PVAMU University email of any significant changes.

- Extra credit will not be given to improve my grade.

- I am responsible for keeping track of my grades and asking the instructor, via email, if I am unsure of my current grade standing.

- I am responsible for all course work, even if I do not attend class.

- In accordance with the Syllabus, late assignments are not accepted.

- It is my responsibility to request an appointment with the instructor after consulting with my class Support Team if I am having difficulty with this course.

- I will listen to my peer’s opinions and respect them, even if they differ from my own.

- Time spent in class is valuable. Therefore, if the instructor thinks that I am disruptive in class, or that I have come to class unprepared, as directed by the instructor, I may be asked to leave and will comply.

- I understand Prairie View A&M University’s Academic Integrity Policy, and I will be in compliance to the rules and procedures therein.

- I am responsible for my own academic integrity and the integrity of my work.

- If I have any questions about academic integrity, including proper crediting of sources or working cooperatively on an assignment, it is my responsibility to first check with my Support Team, then, if necessary, inform the instructor in an appropriate amount of time if my questions are not answered. Furthermore, if I do not, I am fully responsible for my actions and any consequences.

- I understand that a consequence for non-compliance to class policies and procedures may result in a reduction of, or a failing grade for this course.

___________________________________________________________

Printed Name of Teacher Candidate

___________________________________________________________

Last 4 digits of SID

PVAMU E-mail Address: ____________________________________________________________

Personal Email Address: ____________________________________________________________

CUIN 4113 Boone Spring 2013
Phone: (Best contact number): _______________________________ 2nd Contact # _____________________

______________________________    _______________________
Signature of Teacher Candidate               Date