

**ASU College of Education**  
Teacher Education Department  
ED 4315 The Elementary School: Organization and Management  
Course Syllabus – Fall 2018

**Professor/Instructor:** Dr. Donna Gee  
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**Email:** donna.gee@angelo.edu  
**Office:** CARR-EFA 115  
**Office Hours:** M 12:15-3:30; T, Th 10:00-12:30  
**E-Hours – W 11:00-12:00**

**ED 4315 The Elementary School: Organization and Management (online)**  
This course is taken in conjunction with Student Teaching (ED 4975 or ED 4972 unless a waiver granted).

**Day, Time & Location of Course:**  
First day of class meets in UC Davidson, during Student Teacher Orientation. Attendance is required. This is the only face-to-face meeting. *Online assignments and discussions will be posted throughout the semester on Blackboard.*  
http://blackboard.angelo.edu

**Course Description:**  
Focus is on the organization and management of classroom environments, curriculum, time management, planning, and student behavior. Legal and ethical issues related to schools and public education are addressed. Teacher candidates acquire knowledge, skills, and ability by observing and working with experienced public school teachers in elementary classrooms. To be taken concurrently with student teaching placement. A seminar format conducted by teams of university and/or public school teachers is utilized. Prerequisites: Education 4311 and/or 4314, and/or 4309 and admission to the Student Teacher Program. This is an online course.

**Methods of Instruction:**  
**Blackboard delivery online.**  
http://blackboard.angelo.edu  
The method of instruction will be discussion, video and video clips, readings and reflections, and online journaling. Since this course is online, it is important to ask the professor immediately for help if needed.

**Materials Needed:**  

(The CD is not required)

**Course Requirements:**  
- This is an online class. A computer with reliable Internet access and data speed to access and use Blackboard at ASU daily is necessary.  
  http://blackboard.angelo.edu
- If you cannot meet these electronic and Internet access requirements, you must drop the course.
- All assignments are submitted via Blackboard only.
Ø Candidates must access BLACKBOARD for electronic posting of syllabus, assignments, announcements, grading information, etc. All assignments are submitted via Blackboard only. Contact the ASU Help Desk at 325-942-2911 to learn about BLACKBOARD and accessing it.

Ø Candidates are expected to complete all classroom and out-of-classroom assignments on time by due dates in order to successfully complete the course. Candidates are expected to check BLACKBOARD and ASU email on a regular basis each week.

Ø Candidates are expected to attend an introductory face-to-face class meeting, fully participate, and complete reading and written assignments each week as scheduled.

Ø Reflections that connect information from the readings to the student teaching experience are required. Candidates will develop a classroom management visual, resume, and cover letter.

LEARNING OUTCOMES:
The following chart lists the learning outcomes for this course. Learning outcomes for this class are based on ASU Undergraduate Learning Goals, PPR Competencies, and InTASC Standards. More information for each of these can be found at the Internet links listed below.

<table>
<thead>
<tr>
<th>Assessments</th>
<th>Reflection Papers</th>
<th>Discussion Board</th>
<th>Resume &amp; Cover letter</th>
<th>Classroom Management Visual</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU Undergraduate Learning Goals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Liberal knowledge and skills of inquiry, critical thinking, and synthesis</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>2. Core skills</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>3. Specialized knowledge</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>4. Social responsibility</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPR Competencies</td>
<td></td>
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<tr>
<td>Competency 1 - The teacher understands human developmental processes and applies this knowledge to plan instruction and ongoing assessment that motivate students and are responsive to their developmental characteristics and needs.</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Competency 2 - The teacher understands student diversity and knows how to plan learning experiences and design assessments that are responsive to differences among students and that promote all students’ learning.</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Competency 3 - The teacher understands procedures for designing effective and coherent instruction and assessment based on appropriate learning goals and objectives.</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Competency 4 – The teacher understands learning processes and factors that impact student learning and demonstrates this knowledge by planning effective, engaging instruction and appropriate assessments.</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Competency 5 – The teacher knows how to establish a classroom climate that fosters learning, equity and excellence and uses this knowledge to create a physical and emotional environment that is safe and productive.</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Competency 6 – The teacher understands strategies for creating an organized and productive learning environment and for managing student behavior.</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

InTASC Standards 1 – 10 are addressed within the course assignments and clinical teaching experience.

InTASK Standards:
http://www.ecsso.org/resources/publications/intasc_model_core_teaching_standards_2011_ms_word_version.html
ASU Undergraduate Learning Goals:
http://www.angelo.edu/dept/aaffairs/documents/LEARNING%20GOALS%20as%20of%2027-09.pdf

PPR Competencies:
http://tea.texas.gov/Texas_Educators/Preparation_and_Continuing_Education/Approved_Educator_Standards/

Assignments:
See Blackboard for Module assignment information. All assignments are to be submitted via Blackboard only. All written assignments, presentations, media presentations, etc. must follow the writing style found in the most current edition (6th edition) of the American Psychological Association Publication Manual (APA Manual) which is available at the ASU library, at the bookstore, or on-line at www.apa.org

- Classroom Management Visual – candidates will prepare a visual of major classroom management theorists
- Reflections – throughout the semester candidates will read required texts and documents and provide reflections
- Discussion Board – candidates will participate in online discussions through Black Board.
- Resume/cover letter – candidates will submit a resume and cover letter.

Course Evaluation and Grading (Candidate must make a C or better for EPP requirements.)

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reflections (4)</td>
<td>40%</td>
<td>A = 90-100%</td>
</tr>
<tr>
<td>Classroom Management Visual</td>
<td>10%</td>
<td>B = 80 – 89%</td>
</tr>
<tr>
<td>Discussion Boards (4)</td>
<td>40%</td>
<td>C = 70 – 79%</td>
</tr>
<tr>
<td>Resume/cover letter</td>
<td>10%</td>
<td>D = 60 = 69%</td>
</tr>
<tr>
<td></td>
<td>100%</td>
<td>F = 0 = 59%</td>
</tr>
</tbody>
</table>

ASU OP10.04 Academic Regulations Concerning Student Performance
http://www.angelo.edu/opmanual/#s10

Attendance Policy
Candidates are to adhere to ASU policy OP 10.04 and Unit policy.
http://www.angelo.edu/opmanual/#s10
Candidates are expected to attend an introductory meeting. When prompted by discussion boards, journal reflection prompts, or any other direction for participation, the candidate is to post responses and work as indicated according to the scheduled deadlines.

ASU OP10.19 Student Absence for Observance of Religious Holy Day
http://www.angelo.edu/opmanual/#s10

ASU OP 10.15 Providing Accommodations for Students with Disabilities
http://www.angelo.edu/opmanual/#s10
http://www.angelo.edu/services/student_services/disability_services_overview.php
Persons seeking accommodations must contact the Student Life Office, Room 112 University Center, 942-2191, in order to request such accommodations prior to any accommodations being implemented. Candidates are encouraged to make this request early in the semester so that appropriate arrangements can be made.

Academic Honesty
Candidates are to be familiar with the ASU Student Handbook and the University Honor Code which includes the “Student Academic Honor Code Statement”
Candidates are to adhere to ASU policy. Angelo State University expects its Candidates to maintain complete honesty and integrity in their academic pursuits. Candidates are responsible for understanding the Academic Honor Code, which is contained in both print and web versions of the Student Handbook. Plagiarism or the use of Internet Web, etc. prepared papers is strictly forbidden! Faculty utilize Internet search links that assist in identifying plagiarized materials.

Specific conditions for courses taught in the Department for Teacher Education: At the first incident of plagiarism, the student will receive a zero (0) for the plagiarized assignment while this infraction will be noted on the student's records. Should there be a second occurrence of plagiarism, the student will receive a final grade of F for the course and another infraction report will be added to the student's permanent records.

Class Schedule
ED 4315 The Elementary School: Organization and Management
online  http://blackboard.angelo.edu

Week:  TOPIC
Week 1-3  August 28 meeting – UC Ballroom at 10:30 a.m., Introduction
Module 1  Introduction to course, review syllabus, Video: Teacher Response to Student Misbehavior, Classroom Management – See Blackboard for assignments.

Week 4-6  Behavior Management - See Blackboard for assignments.
Module 2

Week 7-9  Developing your resume and cover letter, Interviewing - See Blackboard for assignments.
Module 3

Week 10-12  Professional Communication - See Blackboard for assignments.
Module 4

Week 13-16  Reflective Teacher - See Blackboard for assignments.
Module 5

Grades posted on Blackboard.  Commencement: December 15.

Other Items
Web Sites
http://blackboard.angelo.edu/  Blackboard access at Angelo State University
http://tea.state.tx.us  Texas Education Agency
http://sbec.state.tx.us  State Board for Educator Certification (Texas)
http://apa.org  American Psychological Association
http://texas.ets.org/assessts/pdf/testprep_manuals/  TExES Test Preparation Resources - preparation manuals, practice tests, lists of competencies for state testing, etc.
http://lesson.taskstream.com/lessonbuilder/  For those with Taskstream accounts this site has important links and information for teacher preparation.