Angelo State University
College of Education
Department of Teacher Education
Course Syllabus: ED 4315 The Elementary School—Organization and Management (online)

Spring 2020: January 13-May 8

Professor: Dr. Kimberly L. Dickerson
Email: kimberly.dickerson@angelo.edu
Telephone: 325-486-6945
Office: CARR-EFA #152
Office Hours: M: 10-12; T: 1-3; W: 2-4; R: 10-12; F: 11-1

Day, Time & Location of Course:
Our first and only day of class meets in UC Davidson, Tuesday, January 14 at 10:30, 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.

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). Log on to Blackboard and become familiar with the format, information links, modules and contact information provided in this course.

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. This course is to be taken concurrently with the clinical/student teaching placement. A seminar format conducted by teams of university and/or public school teachers is utilized. Prerequisites: ED 4309, ED 4311, and ED 4314, and admission to the Student Teaching Program. (All-level candidates must meet these prerequisites: ED 4321, 4322, EPSY 3303, and RDG 4320 and admission to the Student Teacher Program.) This is an online course.

Method of Instruction:
Blackboard delivery online. http://blackboard.angelo.edu
The method of instruction will be online discussion boards, videos and video clips, readings and reflections, and online journaling. Since this course is online, it is important to know the contact information for the ASU Information Technology Center. If you need assistance from them at any time, you may call them at (325) 942-2911 or Toll Free: (866) 942-2911 OR email them helpdesk@angelo.edu.

Materials Needed: Textbooks
Flipgrid Application (download from the App Store or use on computer)
Course Requirements:
If you cannot meet these electronic and Internet access requirements, you must drop the course.

- This is an online class. A computer with reliable Internet access and data speed to access and use Blackboard at ASU daily is necessary.
- All assignments are submitted electronically via Blackboard only.
- Candidates must access Blackboard for electronic posting of syllabus, assignments, announcements, grading information, and all course content and information. All assignments are submitted via Blackboard only. Contact the ASU Help Desk at 325-942-2911 to learn about Blackboard and accessing it.
- Candidates are expected to complete all 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.
- Candidates are expected to attend an introductory face-to-face class meeting fully participate, and complete reading and written assignments each week as scheduled.
- 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, TExES Standards and Competencies for Teachers, and CAEP accreditation standards. More information for each of these can be found at the links listed below.

<table>
<thead>
<tr>
<th>Assessments</th>
<th>ASU Undergraduate Learning Goals</th>
<th>TExES Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Liberal knowledge and skills of inquiry, critical thinking, and synthesis</td>
<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>
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<td></td>
<td>2. Core skills</td>
<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>
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<td></td>
<td>3. Specialized knowledge</td>
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<td></td>
<td>4. Social responsibility</td>
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<tr>
<td>Assesments</td>
<td>Reflection Papers</td>
<td>Discussion Board</td>
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</tr>
<tr>
<td>ASU Undergraduate Learning Goals</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>TExES Competencies</td>
<td>X</td>
<td>X</td>
</tr>
<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>
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<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>
</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>X</td>
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<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>
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<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>
</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>
</tr>
<tr>
<td>Competency 11 – The teacher understands the importance of family involvement in children’s education and knows how to interact and communicate effectively with families.</td>
<td>X</td>
<td>X</td>
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**Learning Outcomes Links:**

- Angelo State University Undergraduate Learning Goals: [https://www.angelo.edu/content/files/24669-learning-goals-as-of-2-27-09](https://www.angelo.edu/content/files/24669-learning-goals-as-of-2-27-09)

- TExES Standards /Competencies and TExES EC-12 PPR testing link: [https://tea.texas.gov/Texas_Educators/Preparation_and_Continuing_Education/Approved_Educator_Standards/](https://tea.texas.gov/Texas_Educators/Preparation_and_Continuing_Education/Approved_Educator_Standards/)


- ISTE Technology Standards for Teachers: [https://www.iste.org/standards/for-educators](https://www.iste.org/standards/for-educators)
Assignments:

See Blackboard for all Module assignments and 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 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

- Reflections – throughout the semester candidates will read required texts and documents and provide written or video reflections. See the grading rubric provided and topic of each Module.
- Discussion Board – candidates participate in online discussions through Blackboard. See each Module.
- Module 1 - Classroom Management
- Module 2 - Behavior Management
- Module 3 - Resume/cover letter/interview questions
- Module 4 - Professional Communication
- Module 5 - Becoming a Teacher and Dealing with Stress

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

| Class Introduction 1@10 pts | 10 |
| Reflections | |
| 2 written @ 10 pts each | 20 | A = 90-100% |
| 2 video @ 10 points each | 20 | B = 80 – 89% |
| Classroom Management (10 pts) | 10 | C = 70 – 79% |
| Discussion Boards (4 @ 10 pts each) | 40 | ************ |
| Resume/cover letter/interview Questions (10 pts) | 10 | D = 60 = 69% |
| Total | 110 | F = 0 = 59% |

Professional Development Information for the following topics is available on Blackboard to address new state requirements in Teacher Preparation. If you have not completed these before this semester, you should do them before completing this course. These are self-paced, non-graded and required. If you have questions, contact the Educator Preparation Center 942-2209. You may need a password to access.

1. Dyslexia Training Module
2. Ethics
3. Mental Health Training for Teachers
4. Substance Abuse Intervention

ASU Dispositions for Teacher Education Candidates – all candidates in the Educator Preparation Program (EPP) and in Clinical Teaching must abide by the ASU Disposition statements. See document posted on Blackboard. Candidates must also abide by the Texas Educators’ Code of Ethics. See document posted on Blackboard and link to Texas Education Agency web site: https://tea.texas.gov/ (search Educators’ Code or Teachers for links)

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 class. 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 scheduled deadlines.

ASU OP 10.15 Providing Accommodations for Students with Disabilities
http://www.angelo.edu/opmanual/#s10

• 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.

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

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” https://www.angelo.edu/forms/pdf/Honor_Code.pdf

• 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 previously or professionally prepared papers is strictly forbidden! Faculty utilize resources that assist in identifying plagiarized materials.

Resources

Angelo State University College of Education web page:
• http://www.angelo.edu/dept/ceducation/

Blackboard access at Angelo State University
• http://blackboard.angelo.edu/

Texas Education Agency
• https://tea.texas.gov/Home/

American Psychological Association (if you would like to purchase an APA Manual)
• http://www.apa.org/

Purdue University Online Writing Lab (OWL)
• https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

TExES preparation manuals with competencies for state testing
Tentative Schedule of Work

ED 4315—The Elementary School: Organization and Management (online)
Spring 2020

January 14
First Day of ED 4315: Tuesday, January 14 at 10:30 am in UC Davidson Auditorium during Clinical Teacher Orientation. This is the only time ED 4315 will meet face to face. Even if you are not student teaching, if you are enrolled in ED 4315, you must be at this meeting.

Week 1
January 13-January 17
Introductory Post (Flipgrid video)

Weeks 1-3
January 13-January 31
Module 1: Classroom Management
• Video: Teacher response to student behavior
All assignments are due no later than January 31, 2020, by 11 pm.

Weeks 4-6
February 3-February 21
Module 2: Behavior Management
All assignments are due no later than February 21, 2020, by 11 pm.

Weeks 7-10
February 24-March 23
Module 3: Developing your resume writing and interviewing skills
All assignments are due no later than March 23, 2020, by 11 pm.

Weeks 11-13
March 23-April 10
Module 4: Professional Communication
All assignments are due no later than April 10, 2020, by 11 pm.

Week 14-16
April 13-May 1
Module 5: Reflective Teacher: Becoming a Teacher (Flipgrid video)
All assignments are due no later than May 1, 2020, by 11 pm

Week 16
Any and all missing and/or late work due by Monday, May 4, 2020, 11 pm.
Final grade posted on Blackboard

Commencement: Saturday, May 9, 2020!
*Congratulations!!*
Title IX at Angelo State University:

Angelo 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. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

Online:  www.angelo.edu/incident-form
Face to Face:  Mayer Administration Building, Room 210
Phone:  325-942-2022
E-Mail:  michelle.boone@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State’s policy please visit: www.angelo.edu/title-ix.