ASU College of Education  
Teacher Education Department  
ED 4315 The Elementary School: Organization and Management  
Course Syllabus – Spring 2020

Professor/Instructor: Dr. Donna Gee  
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Email: donna.gee@angelo.edu  
Office: CARR-EFA 115  
Office Hours: M 1:00-4:00; T, Th 9:30-12:30  
E-Hours – W 10:00-11:00

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

Day, Time & Location of Course:  
First day of class meets in UC Davidson, during Clinical 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 clinical 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 Clinical 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:  

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.
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.

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.

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, 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><strong>ASU Undergraduate Learning Goals</strong></td>
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<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></td>
<td>X</td>
</tr>
<tr>
<td>2. Core skills</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>3. Specialized knowledge</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
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<td>4. Social responsibility</td>
<td></td>
<td></td>
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<tr>
<td><strong>PPR Competencies</strong></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></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>
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<td>X</td>
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<tr>
<td>Competency 3 - The teacher understands procedures for designing effective and coherent instruction and assessment based on appropriate learning goals and objectives.</td>
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<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>
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<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</td>
<td></td>
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<td>X</td>
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</tbody>
</table>
emotional environment that is safe and productive.

| Competency 6 – The teacher understands strategies for creating an organized and productive learning environment and for managing student behavior. | X | X | X |

InTASC Standards 1 – 10 are addressed within the course assignments and clinical teaching experience. InTASC Standards:
http://www.ccsso.org/resources/publications/intasc_model_core_teaching_standards_2011_ms_word_version.html

ASU Undergraduate Learning Goals:

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 http://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>Reflections (4)</th>
<th>40%</th>
<th>A = 90-100%</th>
</tr>
</thead>
<tbody>
<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>
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</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"
https://www.angelo.edu/student-handbook/
http://www.angelo.edu/dept/writing_center/academic_honesty.php

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.

**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. The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance. This is done in order to connect students with resources and options in addressing the allegations reported. As a student, you are encouraged to report any incidents of sexual misconduct directly to ASU’s Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator. You may do so by contacting:
Michelle Boone, J.D.
Director of Title IX Compliance/Title IX Coordinator
Mayer Administration Building, Room 210
325-942-2022 michelle.boone@angelo.edu

You may also file a report online 24/7 at www.angelo.edu/incident-form.

If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.

The Office of Title IX Compliance also provides accommodations related to pregnancy (such as communicating with your professors regarding medically necessary absences, modifications required because of pregnancy, etc.). If you are pregnant and need assistance or accommodations, please contact the Office of Title IX Compliance utilizing the information above.
For more information about Title IX in general you may visit www.angelo.edu/title-ix.
Class Schedule
ED 4315 The Elementary School: Organization and Management
online [http://blackboard.angelo.edu](http://blackboard.angelo.edu)

### Week: | TOPIC
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Week 1-3 | January 14 (Tuesday) meeting – UC Ballroom at 10:30 a.m., Introduction to course, review syllabus, Video: Teacher Response to Student Misbehavior, Classroom Management – See Blackboard for assignments.

Week 4-5 | Behavior Management - See Blackboard for assignments.

Week 6-7 | Developing your resume and cover letter, Interviewing - See Blackboard for assignments.

Week 8, 11-12 | Professional Communication - See Blackboard for assignments.

Week 13-16 | Reflective Teacher - See Blackboard for assignments.

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Grades posted on Blackboard. Commencement: May 9.

### Other Items
- [http://www.tea.state.tx.us/](http://www.tea.state.tx.us/)  Texas Education Agency
- [http://www.sbec.state.tx.us/](http://www.sbec.state.tx.us/)  State Board for Educator Certification (Texas)
- [http://texes.ets.org/assessts/pdf/testprep_manuals/](http://texes.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/](http://lesson.taskstream.com/lessonbuilder/)  For those with Taskstream accounts this site has important links and information for teacher preparation.