EE 318 Classroom Management  
Emporia State University  
Spring 2011

Instructor: Joyce Clark  
jclark5@emporia.edu

Course Location: Kansas City Kansas Community College – Room 3617

College Credit: Two Credit Hours

Contact Phone: (816) 261-0595

Communication with Instructor: Email is the preferred method of communication with the instructor, but students may telephone if needed. As the instructor supervises student teachers and may not be able to answer calls, students may leave voice messages with questions or concerns. The instructor does not have access to a fax machine.

Course Description: This course is an introduction for the pre-service teacher to the various tasks of classroom management. The focus will be on: preventing problems from occurring in the classroom, supporting the positive things that are happening, and taking some corrective action when needed.

Course Timeline: The course officially begins on January 18, and will conclude March 8.

<table>
<thead>
<tr>
<th>Class Dates</th>
<th>Times</th>
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<tbody>
<tr>
<td>January 18</td>
<td>8:30-11:30</td>
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<tr>
<td>January 25</td>
<td>8:30-11:30</td>
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<tr>
<td>February 1</td>
<td>8:30-11:30</td>
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<td>February 8</td>
<td>8:30-11:30</td>
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<tr>
<td>February 15</td>
<td>8:30-11:30</td>
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<td>February 22</td>
<td>8:30-11:30</td>
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<tr>
<td>March 1</td>
<td>8:30-11:30</td>
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<tr>
<td>March 8</td>
<td>8:30-11:30</td>
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Materials Needed: Mobile file box that accommodates letter size hanging files, with handle, with built-in organizer top, approximate size 14” wide x 10” deep x 11” tall. Sizes may vary slightly. The more organizing space on top of box, the better! Brand and price is of personal choice. Cost is approximately $6.00-$20.00, depending on brand.

Box of 25 hanging folders, letter size, assorted colors. Example of folders pictured is available at Office Depot for approximately $9.00. You may secure them elsewhere, but you will need 5 folders of each of at least 5 different colors. You may need more colors later in the semester.

Packages of Post-its, sizes 2” x 2” and 2 7/8” x 2 7/8”

One yellow highlighting marker

Paperclips, jumbo size
Conceptual Frameworks:

Proficiency 1: Provides Service to Society.
   B. Candidates demonstrate practical ability to
      2) demonstrate professional performance that incorporates theory, research, 
         and practice in order to help all students learn.
   C. Candidates exhibit dispositions that exemplify
      1) professionalism and ethical standards.

Proficiency 3: Engages in Effective Practice.
   A. Candidates exhibit knowledge of
      1) on-going developments in subject matter content, curriculum planning, 
         instructional theory and practice, classroom management, and assessment.
   B. Candidates demonstrate practical ability to
      1) utilize creative planning and curriculum integration to promote learning of 
         all students.

Proficiency 4: Responds to Uncertainty and Change.
   A. Candidates exhibit knowledge of
      1) ever changing educational needs of students living in a global society.
   B. Candidates demonstrate practical ability to
      1) use and support effective communication techniques in order to develop a 
         positive learning environment.
      3) integrate effective behavior management into all interactions with students.

Proficiency 6: Belongs to Professional Community.
   A. Candidates exhibit knowledge of
      1) professional ethics and standards for practice.
      3) effective communication techniques in order to develop a positive learning 
         environment.
   C. Candidates exhibit dispositions that exemplify
2) a willingness to learn from other professionals in the field.

**Course Objectives and Student Outcomes**

1. To identify and apply key concepts of classroom management.
2. To describe procedures for managing student work.
3. To identify methods for maintaining appropriate student behavior.
4. To develop methods of organizing the classroom and supplies.
5. To develop positive classroom communication skills.

**Academic Honesty Statement:** Academic dishonesty, a basis for disciplinary action includes but is not limited to, activities such as cheating and plagiarism (presenting as one’s own the intellectual or creative accomplishments of another without giving credit to the source or sources). If academic dishonesty should occur in this course, the policy stated in the ESU Handbook will be applied which includes a report of the incident of unethical behavior to the Chair of the Education Department. The student will receive no credit for the assignment.

**Accommodations Policy:** Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor for this class as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communications between students, the Office of Disability Services, and the professor will be strictly confidential. To reach the office, contact: 242 SE Morse Hall, 620-341-6637 Voice, 620-341-6646 TTY, or via e-mail disabser@emporia.edu.

**Professionalism:**

1. Cell phones should not ring or be answered during class. Text messaging during class is prohibited.
2. Regular attendance, punctuality, and professional participation are expected.

**Course Evaluation:**

Grades will be calculated from points received for student work associated with the activities of each lesson. Activity expectations are provided in each lesson including quizzes and written assignments. Assignments will be posted to Blackboard.

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>95-100%</td>
<td>A</td>
</tr>
<tr>
<td>90-94%</td>
<td>A-</td>
</tr>
<tr>
<td>87-89%</td>
<td>B+</td>
</tr>
<tr>
<td>83-86%</td>
<td>B</td>
</tr>
<tr>
<td>77-79%</td>
<td>C+</td>
</tr>
<tr>
<td>73-76%</td>
<td>C</td>
</tr>
<tr>
<td>67-69%</td>
<td>D+</td>
</tr>
<tr>
<td>63-66%</td>
<td>D</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
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**Graded Assignments:** Students in this class are individuals seeking to educate children. Therefore, proper writing skills are expected in written assignments. This includes spelling, punctuation, grammar, and sentence structure. Points may be deducted for errors in written communication.

**Late Work:** Assignments are expected on the due date. Two points per day will be deducted for late work, with assignments not accepted after 5 days. In the event that an emergency or circumstances beyond the control of the student occurs, the student must contact the instructor as soon as possible for special consideration.
**Course Content:** Students should prepare for instruction by reading the chapters of the text prior to the class session in which they will be discussed. Additional information and assignments will be presented throughout the semester. Assignments will be posted to Blackboard for the upcoming week(s).

**Assignment #1:** Please read Chapter 1 of the text to prepare for the first class meeting.

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**EL 318 Classroom Management**

**Class Content Schedule**

Students should prepare for instruction by reading the chapters of the text prior to the class session in which they will be discussed. Additional information and assignments will be presented throughout the semester via Blackboard. Students should check the EL 318 Blackboard class each week for assignment/information updates.

<table>
<thead>
<tr>
<th>Tentative Schedule</th>
<th>Class Topics</th>
</tr>
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</table>
| **January 18**     | Syllabus  
Class Introduction  
Chapter 1 – Organizing Your Classroom and Supplies  
Case Studies  
Context Assignment – See Blackboard  
Comprehensive Behavior Management Plan Assignment – See Blackboard  
Check Blackboard for any assignment/information updates. |
| **January 25**     | Chapter 2 – Establishing Classroom Rules and Procedures  
Management Plan — Statement of Purpose, Rules, Procedures |
| **February 1**     | Chapter 3 – Procedures for Managing Student Work  
Management Plan – Positive and Negative Consequences  
Check Blackboard for any assignment/information updates. |
| **February 8**     | Chapter 5 – Planning and Conducting Instruction  
Management Plan – Crisis and Action Plans |
| **February 15**    | Teaching Context Assignment Due – Typed hard copy  
Chapter 6 – Managing Cooperative Learning Groups  
Check Blackboard for any assignment/information updates. |
| **February 22**    | Behavior Management Plan Due – Typed hard copy  
Chapter 7 – Maintaining Appropriate Student Behavior  
Chapter 8 – Communication Skills for Teaching  
Check Blackboard for any assignment/information updates. |
<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
</tr>
</thead>
</table>
| March 1    | Chapter 9 – Managing Problem Behaviors  
               Chapter 10 – Managing Special Groups  
               Check Blackboard for any assignment/information updates. |
| March 8    | Chapter 4 – Getting Off to a Good Start  
               Bringing it all together!         |