

Department of Curriculum & Instruction

College of Education and Health Professions



EDUC 4341.001: Organization and Management of Instruction in Secondary Schools

Fall 2015

Instructor Information:

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Office Hrs:	Thursday 4:00-5:00 pm	Other times available by appointment	
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Course Web Site:	http:// www.uta.edu/faculty/leffingwell		

Course Information:

Course Title:	Organization and Management of Instruction in Secondary Schools
Course Number:	EDUC 4341.001
Semester:	Fall, 2015
Course Location and Time:	Thursday, 5:00 pm - 6:50 pm, Science Hall 330

Catalog Description

Emphasizes the importance of organizing, developing, and adapting management systems to enhance learning in classroom environments. Managing the teaching-learning process, applying a variety of assessment techniques, motivation, and adapting management styles to meet student needs. This course involves a two-hour lecture and two-hour application of lecture/theory. The two-hour application of lecture/theory will require students to spend time in a K-12 classroom during normal school hours, 8 a.m.-4 p.m., Monday - Friday.

This class is part of your residency block of requirements. Our class will meet during the first few weeks of your residency experience. As with all field-based classes, half of the class time will be devoted to lecture/theory and half to classroom(s) and other duties at the field-based site. At the field-based site, you will be responsible for observing the nature of the curriculum, noting the specific demographics of the field-based teachers to tutor students, instruct in small groups, provide whole class instruction, grade papers, and do other clerical work as required.

Course Prerequisites:

There are no prerequisites listed for this course.

Textbook(s) and Materials:

1. **Snowman & Mc Cown**, *Psychology Applied to Teaching*, (14th ed.). Houghton Mifflin.

The College of Education and Health Professions and Health Professions is pleased to announce the adoption of Tk20, a comprehensive data management system that will provide us with powerful tools to manage our growth and streamline our processes to enable us to meet your needs more efficiently and effectively. As with other course materials, you will need to subscribe to the program for a one-time only, non-refundable cost of \$100. You may purchase your subscription online from a link provided on the system's Web site or from the UT Arlington Bookstore as you would a textbook or other course materials. Please see the letter from Dean Gerlach and visit <http://www.uta.edu/coehp/tk20> for more information.

University Mission:

The mission of The University of Texas at Arlington is to pursue knowledge, truth and excellence in a student-centered academic community characterized by shared values, unity of purpose, diversity of opinion, mutual respect and social responsibility. The University is committed to lifelong learning through its academic and continuing education programs, to discovering new knowledge through research and to enhancing its position as a comprehensive educational institution with bachelor's, master's, doctoral and non-degree continuing education programs.

College Mission:

The mission of the UTA College of Education and Health Professions and Health Professions is to develop and deliver educational programs that ensure the highest levels of teacher, administrator, and allied health science practitioner preparation and performance. As a recognized contributor to the fields of education and allied health science, the College engages in effective teaching, quality research, and meaningful service. The College is committed to diversity and to the advancement of active teaching and learning in all educational environments and at all levels.

Core Values:

Diversity	LearnerCentered
Collaboration	Research Based
Field Experience	Life Long Learning
Excellence	Technology

Professional Dispositions Guidelines:

The following Professional Dispositions Guidelines are to be followed by all students and candidates in COEHP. The standards referenced are those of the Texas Administrative Code¹ Students and candidates are responsible for identifying and following professional standards and policies for their particular state.

A. Professional Demeanor: TAC Standards 1.9, 1.10, 2.1 through 3.9

- Demonstrates respect and consideration for the thoughts and feelings of others (diverse populations, school personnel, university personnel, PreK-16 students).
 - Demonstrates kindness, fairness, patience, dignity and respect in working with others.
 - Accepts decisions made by institutional authority.
 - Treats others in a just and equitable manner.
- Maintains composure and self-control.
 - Responds positively to constructive criticism.
 - Follows appropriate channels of communication/authority.
 - Reacts professionally (calm and patient) when under stressful situations.

¹ Texas Administrative Code, Ethics and Standard Practices for Texas Educators can be found at:
[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=7&ch=247&rl=2](http://info.sos.state.tx.us/pls/pub/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=7&ch=247&rl=2) .

B. Professional Practices: TAC Standards 1.1 through 3.9

- Complies with class and program requirements
 - Attends classes, trainings, and field experiences.
 - Arrives on time and remains for the duration.
 - Is prepared, engaged, and meets deadlines.
- Demonstrates academic integrity and honesty.
- Maintains appropriate confidentiality at all times.
- Demonstrates compliance with all laws and regulations.
- Demonstrates compliance with University policies and Texas Education Agency (TEA)/professional specialty program area standards²

C. Professional Appearance: TAC Standards 1.7, 1.10, 2.5

- Displays personal appearance and/or hygiene appropriate for professional settings.

D. Professional Language/Communication: TAC Standards 1.1, 1.7, 1.9, 1.10, 1.11. 2.1, 2.3 through 2.5, 2.7, 3.1 through 3.6, 3.8, 3.9

- Uses appropriate and professional language and conduct.
- Works effectively, collaboratively, and equitably with others.
- Receives feedback in a positive manner and makes necessary adjustments.
- Uses electronic and social media appropriately, e.g., texting, Facebook, Linked-In.
- Follows school and state regulations in electronic contacts made with PreK-12 students, parents, administrators, professors and others professionals.
- Uses UT Arlington email as official university form of electronic communication and information.
- Uses respectful electronic communication etiquette in course related materials and correspondence, such as in Blackboard and email.

Conceptual Framework:



The conceptual framework of the UT Arlington College of Education was developed collaboratively and has evolved over time. Following the identification of a set of core values held by all involved in the preparation of candidates enrolled in the College, members of the University, PK-12 districts, higher education institutions, and area business and foundation communities worked together to develop a shared vision for education.

All activities in the College are guided by the premise that we are Partners for the Future, committed to fostering critical, creative thinkers prepared to engage meaningfully in a dynamic society. This premise is characterized and distinguished by three core values: Professionalism, Knowledge, and Leadership. Research, Diversity, and Technology are themes woven throughout each core value. The College mission, core values, and themes serve as

the coherent thread running through all professional programs, guiding the systematic design and delivery of clinical/field experiences, course curricula, assessments, and evaluation. The Conceptual Framework consists of six interrelated and interacting components, which are viewed as essential contexts for the shaping of informed, skilled, and responsible partners:

- The first core value, **Professionalism**, represents the contention that candidates develop an expertise and specialized knowledge of their field. A high quality of work, standard of professional ethics and behaviors, as well as work morale and motivation are all necessary factors of a developed interest and desire to excel in job performance.
- The second core value, **Knowledge**, represents candidate theoretical or practical understanding of a subject. In today's world, candidate knowledge includes not only academic content mastery, but also skills such as critical thinking, communication, technology literacy, and collaboration, each required for success in college, life, and career.
- The third core value, **Leadership**, represents candidate ability to organize, assist, and support others in the achievement of a common task. Candidates develop and refine their leadership skills within the context of their interactions with PK-20 students, curricula, faculty, and other professionals. The additional three components of the model, Research, Diversity, and Technology, represent themes woven into the core values:
 - **Research** encompasses the investigation of ideas and theories with the purpose of discovering, interpreting, and developing new systems, methods, and support for knowledge, behaviors, and attitudes.
 - **Diversity** is an indispensable component of academic excellence. A commitment to diversity means a dedication to the inclusion, welcome, and support of individuals from all groups, encompassing the various characteristics of persons in our community such as race, ethnicity, national origin, gender, age, socioeconomic background, religion, sexual orientation, and disability.
 - **Technology** is emphasized throughout all programs and is used to support and improve content delivery and student learning.

All components lead to the achievement of one goal—the development of informed and responsible Partners for the Future—who are committed to fostering analytical, innovative thinkers prepared to engage meaningfully in a dynamic society.

National Standards:

- ACTFL 4, 5
- NCSS 2.1 - 2.5
- NCTE 2
- NCTM 8
- NSTA 5

State Domains and Competencies:

- PPR 002, 005, 006, 009, 011
- Life Science 020

- French 039

- Physical Science 021 - 022

² Specialty areas as in KINE must access and follow their discipline-specific professional and ethical standards. Non-Texas residents are responsible to follow the guidelines for ethical behavior published by their home state.

- German 039

- Science 046 - 047

- Spanish 041

- Journalism 014, 015

- History 023

- Speech 012

- Social Studies 023

- Theater 014, 015, 016

- English Language Arts/Reading 002

- Art 059

- Math 020 – 021

- Music 011 - 012

Learning Outcomes:

This course will:

- Describe the basic tenets and terminology associated with behavioral learning theory, social learning theory;
- Explain student motivation and its impact on classroom discipline;
- Explain teacher expectation efforts and its impact on classroom discipline;
- Explain the basic tenets of exceptionalism;
- Define/apply the basic terminology of testing and measurement;
- Describe the impact of environment on student learning;
- Discuss various management strategies in the management of social and academic behavior;
- Describe a composite model of classroom management/discipline;
- Define Due Process of Law--Discipline in the School;
- Identify resources of support in the school (i.e. role of counselor, role of principal, role of vice principal)

The candidate will display the following knowledge, skill, and/or attitudes:

- Demonstrate the dispositions necessary to help all students learn
- The context of the school, family, and community to insure students have meaningful learning experiences.
- The skills necessary to insure meaningful learning experiences for students based on their developmental levels.
- Participation in field experiences that facilitate the learning of students with exceptionalities and/or stem from diverse populations.
- Practices and dispositions that value teaching and learning in a classroom environment of diversity.
- Sharing experiences in working with diverse populations in order to modify and enhance their respective teaching practices.

Attendance and Drop Policy:

Class Attendance

The class meeting hours make it equivalent to three regularly scheduled classes. Thus, absences will be carefully monitored. Two absences will result in a ceiling grade of B (reduction of one letter grade); with three absences, a ceiling grade of C (reduction of two letter grades); and a fourth absence will result in failure of the course. Partial absences will be counted (e.g. coming late/leaving early) according to time missed. **3 partial absences will equal 1 absence.**

Adds and Drops

Adds and drops may be made during late registration either by SAM, by the Web or in person in the academic

department offering the course. Drops may continue in person through the 12th week of class. Students are responsible for adhering to the following regulations concerning adds and drops. These rules apply to regular semesters and to equivalent time limits in summer sessions as noted on the summer session calendar.

- A student may not add a course after the end of late registration.
- No grade is given if a student drops a course before the Census Date of that semester.
- A student may drop a course with a grade of W during the first six weeks of class.
- From the seventh week of class through the 12th week of class, a student may drop a course with a grade of W if passing or a grade of F if failing.
- A student may not drop a course after the 12th week of class.
- The dean of the college or school in which the student is majoring may require a student to drop a course at any time upon the recommendation of the instructor and the concurrence of the department chair.
- Students wanting to drop all courses for which they are enrolled must withdraw from the University.

Policies:

1. **Late Work:** There will be a 10% penalty for all late work.
 2. All work must be typewritten and submitted in a professional manner. The instructor has the right to return for resubmission any work which is not neatly, legibly, and professionally completed.
 3. **Field-Based Policies:** University students will be responsible for their own transportation, meals, and health care while participating in the field-based program. University students bear the burden of any expenses incurred in conjunction with injuries that may occur during field-based classes/components, internship, and residency. The University will not reimburse the student for any expenses related to injuries.
 4. **Criminal Record Check:** When a UTA student begins to work in a school for any reason, they will need to complete a Criminal Record Check (CRC) form. The CRC form should be completed during the first week of class.
 5. These forms will be returned to the school district. The school district will process the criminal record check and then notify students of any CRC that does not clear. In the case that a student is notified by the school that his/her CRC does not clear, he/she must report immediately to the Field Experience Office and withdraw from internship, residency, and any class requiring field work components. Because of the possibility that CRC's that do not clear may not be reported to students until after census date, students bear the responsibility of any loss of fees due to subsequent withdrawal for the teacher education program.
 6. *Field placement and successful participation* in field experience is a requirement of EDUC 4341, 4342, and 4352. Students who are removed at the request of the school/district from their field placement in EDUC 4341, 4342, and 4352 and are therefore, unable to complete the field portion of the courses and the required assignments related to the field placement will not be allowed to complete these courses. They must drop the courses prior to the university deadline, or they will fail the courses.
 7. **Title IX:** The University of Texas at Arlington is committed to upholding U.S. Federal Law "Title IX" such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit www.uta.edu/titleIX.
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8. Academic Integrity:

All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work

and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

9. **Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

College of Education and Health Professions and Health Professions Policies:

TK-20:

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The College of Education and Health Professions and Health Professions is pleased to announce the adoption of Tk20, a comprehensive data management system that will provide us with powerful tools to manage our growth and streamline our processes to enable us to meet your needs more efficiently and effectively. As with other course materials, you will need to subscribe to the program for a one-time only, non-refundable cost of \$100. You may purchase your subscription online from a link provided on the system's website or from the UT Arlington Bookstore as you would a textbook or other course materials. Please see the letter from Dean Gerlach and visit <http://www.uta.edu/coehp/tk20> for more information. **The following is a partial listing of what the Tk20 system will enable you to do:**

- *Create your course and performance artifacts online, which you will be able to access and use beyond graduation. This will be a great benefit to you as you seek to advance in your education career and build your career portfolio over time.*
- *Submit forms online, including applications for student teaching and other clinical practice required for teacher or administrator certification, and receive timely notification of placement details sent directly to your Tk20 account.*
- *Create multimedia portfolios for documenting your work for presentation to faculty and prospective employers that can be exported to CDs or other media.*
- *Monitor your progress throughout the program and have access to a fully documented record of your program performance, including field experience, practicum, internship, or clinical practice. This is particularly important, given increased use of performance interviews by employers.*

On-line tutorials and training materials have been organized to orient you to the Tk20 system and its use.

We appreciate your hard work and dedication toward completing your education in the College of Education and Health Professions and Health Professions at the University of Texas at Arlington!

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AVID:

AVID's mission is to close the achievement gap by preparing all students for college readiness and success in a global society.

The AVID Teacher Preparation Initiative collaborates with colleges and schools of education to systematically address the needs of teacher candidates enrolled in teacher education programs. AVID supports teacher candidates in their efforts to obtain teacher certification. AVID assists faculty and staff in analyzing existing curriculum and data, identifying barriers and needs, and establishing learning outcomes and assessments. When implemented with fidelity, AVID has the potential to impact the preparation and performance of teacher candidates through consistent support and professional development for faculty and staff.

At UTA, we are working with AVID on the Teacher Preparation Initiative. In particular, we are aligning our courses to include the framework WICOR: Writing, Inquiry, Collaboration, Organization, and Rigor. The syllabus and instruction in this course will involve WICOR as both an instructional and an organizational tool. We believe this will help you be better prepared to meet the needs of a diverse student population as you leave UTA and pursue your teaching career. In addition to assessment of your participation in the course, we will also be asking for your feedback as we strive to improve this partnership.

Library Information:

Gretchen Trkay is the Education Librarian. He can be reached at 817-272-7434, and by email at gtrkay@uta.edu

You will find online databases for Education at:

- <http://www-test.uta.edu/library/databases/index.php>
- <http://libguide.uta.edu/education>

UTA Writing Center:

Professionally trained tutors offer help with writing projects at any stage of the process at not cost to UTA students. Check out their On-Line Writing Lab at <http://www.uta.edu/owl/>. You can even submit a rough draft via email and request feedback from a tutor.

Tentative lecture/topic schedule:

Date	Lecture/Topic	Assignment
Thursday, Aug 27 Week 1	Introduction and Orientation	Chapter 3
Thursday, Sep 3 Week 2	Theories of Learning	Chapter 7
Thursday, Sep 10 Week 3	Theories of Learning	Chapter 7
Thursday, Sep 17 Week 4	Theories of Learning	Chapter 9
Thursday, Sep 24 Week 5	Theories of Learning	Chapter 10
Thursday, Oct 1 Week 6	Motivation of Students	Chapter 11
Thursday, Oct 8 Week 7	Motivation of Self	Chapter 11
Thursday, Oct 15 Week 8	Test 1	
Thursday, Oct 22 Week 9	Cultural Diversity	Chapter 4 and 5 Subliminal Prejudice Game
Thursday, Oct 29 Week 10	Student Variability	Chapter 6
Thursday, Nov 5 Week 11	Classroom Management	Chapter 12
Thursday, Nov 12 Week 12	Classroom Management	
Thursday, Nov 19 Week 13	Classroom Management	
Thursday Nov 26 Week 15	THANKSGIVING	
Thursday Dec 3 Week 16	Classroom Management	
Thursday Dec 17 Week 17	Final Exam	

Note: The Instructor reserves the right to make adjustments and modifications to this syllabus during the semester as needed. Students will be notified of any and all changes.

Students will gain the ability to:

1. establish and/or reinforce expectations for classroom behavior
2. manage time; manage materials; manage student engagement; manage the physical classroom
3. recognize appropriate behavior through meaningful praise or other positive reinforcement
4. manage minor student misbehavior
5. manage disruptive student misbehavior

Assignments for Field Experience Students:

Weekly Report Format

The University of Texas at Arlington
College of Education and Health Professions & Health Professions
Weekly Report

UTA Candidate _____

Cooperating Teacher & School _____

Summary of Week _____ Completed Date: _____

Please reflect on the week, which just ended and assess your learning experience. Indicate what happened this week and how you felt about it.

1. Teaching responsibilities:
2. Non-teaching responsibilities:
3. Subject(s) of conference with your cooperating teacher

Instructional Log: Keep a log of the different instructional techniques you are using and reflect on their success and adaptations. (see form)

Assessment Log: Keep a log of the different assessments you are giving and report and analyze student data and provide specific reflections on student performance. (see form)

UTA CANDIDATE COMMENTS:

Strengths:

Goal(s) for growth:

Assessment Log: Keep a log of the different Management Techniques you (and your cooperating teacher) are giving and then, report and analyze student data and your reflections on student performance. (see form)

Week	Techniques	Reflections on Student Performance/Success
	Classroom Management Techniques Provide Classroom Examples observed of each technique. One paragraph per technique.	(For each observation, reflect on the students' performance—pre and post instruction. Add your reflections about what you learned from this observation that will influence your management decisions. On your final observation report, submit to TK-20.

Grading Rubric:

<i>Expert</i>	<i>Acceptable</i>	<i>Unacceptable</i>
<i>Submits Weekly Reports and Classroom Organization and Management Techniques Log that follows format and are well developed with expert insights. Three specific examples of CM techniques (e.g. Reinforcement, Scaffolding, extinction, etc).</i>	<i>Submits Weekly Reports and Classroom Organization and Management Techniques Log that follows format and are developed with good insights. Two specific examples of CM techniques.</i>	<i>Submits Weekly Reports and Classroom Organization and Management Techniques Log that does not follow format and/or show a lack of insights. One specific example of CM techniques.</i>

Grade Calculation:

Chapter review tests grades will be averaged and count as a major grade Papers will be graded on the following scale:

- “A” Followed directions Edited and Proofread
Typed neatly w/readable print Incorporated relevant details throughout Thorough answers, original not obvious
Research is complete and analyzed w/evaluation Added Unique Feature (teacher feature)
- “B”- Followed Directions
Edited and proofread (1 error)
Typed neatly w/ readable print (1 error)
Incorporated relevant details

Thorough answers, original not obvious Research
is analyzed and evaluated

"C" Followed Directions
Edited and proofread (2 errors)
Typed neatly w/readable print (2 errors)

WRITE AND READ is an activity that simulates discussion of relevant topics in class. Students will write responses to questions posed and read the respective answers to the class when called upon.

OVERALL COMMENTS / SUGGESTIONS:

Grade Calculation:

Tests – 2 at 30% each -----	60%
Five Weekly Reports	30%
Write and Read- Active Participation	10%

Grading Scale:

A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = below 60%

Email Communication:

UTA e-mail will be considered the official means of communication between the university and students, effective August 22, 2005. Utilize your UTA e-mail for all communications.

You are responsible if you do not receive information because you do not regularly check your UTA email.

American with Disabilities Act (ADA):

If you are a student who requires accommodations in compliance with the ADA, please consult with me at the beginning of the semester. As a faculty member, I am required by law to provide "reasonable accommodation" to students with disabilities, so as not to discriminate on the basis of that disability. Your responsibility is to inform me of the disability at the beginning of the semester and provide me with documentation authorizing the specific accommodation. Student services at UTA include the Office for Students with Disabilities (located in the lower level of the University Center) which is responsible for verifying and implementing accommodations to ensure equal opportunity in all programs and activities.

Student Support Services:

The University supports a variety of student success programs to help you connect with the University and achieve academic success. They include learning assistance, developmental education, advising and mentoring, admission and transition, and federally funded programs. Students requiring assistance academically, personally, or socially should contact the Office of Student Success Programs at 817-272-6107 for more information and appropriate referrals.

Academic Honesty:

Academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form at The University of Texas at Arlington. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. "Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts." (Regents' Rules and Regulations, Part One, Chapter VI, Section 3, Subsection 3.2., Subdivision 3.22).

Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911.

Emergency Exit: <https://www.uta.edu/policy/procedure/7-6>