NCATE: UHCL is one of only 14 universities in Texas accredited by the National Council for Accreditation of Teacher Education (NCATE). NCATE is a non-profit, non-governmental alliance of 33 national professional organizations recognized by the U.S. Department of Education as an accrediting body of schools, colleges, and departments of education. Meeting NCATE accreditation standards helps to ensure high quality teacher, specialist, and administrator preparation. Through the process of accreditation, NCATE works to make a difference in the quality of P-12 education.

TCED 4034.01 - Creating a Positive Learning Environment

Instructor: Christine Callahan
Office: Bayou 1125 - 2700 Bay Area Boulevard, Houston, Texas 77058-1098

Office phone: (281) 283-3550  Fax: (281) 226-7554
E-mail: callahan@uhcl.edu
Office hours: Mon. 2:30-3:30PM, Wed. 5:30-6:30PM or by appointment
Secretary’s phone number: (281) 283-3550

Course Bldg/Room Assignment: Bayou 2235
Course Days and Time: Wednesday 7-9:50pm


Recommended Texts:
Wong, H., First Days of School
Jones, F., Tools for Teaching
Rutherford, P. Why Didn’t I Learn This in College
Payne, Ruby, A Framework for Understanding Poverty

COURSE CATALOG DESCRIPTION
This course explores theories and strategies for guiding children’s behavior and for effectively managing classroom environments. Focus will be on approaches that promote autonomy in children.
This course is face-to-face but you also have access to the web-enhanced course materials. Access to important course materials and links is provided through BLACKBOARD http://courses.cl.uh.edu:8900.

You are responsible for reviewing the materials, and checking the course email by Sunday midnight for updates and important information.

ALL ASSIGNMENTS ARE TO BE SUBMITTED THROUGH THE BLACKBOARD E-MAIL

IF YOU HAVE NOT COMPLETED AN ASSIGNMENT BY THE DUE DATE AND TIME, YOU MUST SEND AN E-MAIL EXPLAINING WHY IT IS NOT SUBMITTED AND WHEN YOU PLAN TO SUBMIT IT.

For technical support with BLACKBOARD, please view the Student Support Site at http://courses.cl.uh.edu

INSTRUCTOR’S ADDENDUM TO COURSE CATALOG DESCRIPTION

The course will help candidates develop professional classroom management skills. Through course activities, the candidates will learn about classroom management aspects that focus on the social, emotional and moral domains of children’s behavior and on the teacher’s responsibility of classroom organization.

METHODOLOGY

This course will utilize interactive class discussions, readings, small group exercises, lesson and classroom planning, and videos to enable participants to effectively examine the realm of discipline and classroom management in the classroom.

COURSE OBJECTIVES AND GOALS

The candidate will:

• develop a philosophy and practice statement regarding discipline in the classroom.
• critically analyze strategies of classroom management and guidance of adolescents.
• role play and determine a plan of action for a variety of guidance situations.
• evaluate published materials on discipline and classroom management.
• assess approaches on development and autonomy.
• become aware of the professional responsibilities related to discipline and classroom management.

University of Houston – Clear Lake Initial Teacher Certification Standards

Standard 1 – Knowledge of the Subject Matter
Standard 2 – Professional Responsibility and Ethics
Standard 3 – Curriculum, Instruction & Assessment
Standard 4 – Learning Environment & Classroom Management
Standard 5 – Family & Community Involvement

Note – A full description of these standards will be distributed for your reference.
TEEX
Domain II – Creating a Positive, Productive Classroom Environment
Competency 005
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.
The beginning teacher:
A. Uses knowledge of the unique characteristics and needs of students at different developmental levels to establish a positive, productive classroom environment (e.g., encourages cooperation and sharing among younger students; provides middle-level students with opportunities to collaborate with peers; encourages older students respect for the community and the people in it).
B. Establishes a classroom climate that emphasizes collaboration and supportive interactions, respect for diversity and individual differences and active engagement in learning by all students.
C. Analyzes ways in which teacher-student interactions and interactions among students impact classroom climate and student learning and development.
D. Presents instruction in ways that communicate the teacher’s enthusiasm for learning.
E. Uses a variety of means to convey high expectations for all students.
F. Knows characteristics of physical spaces that are safe and productive for learning, recognizes the benefits and limitations of various arrangements of furniture in the classroom and applies strategies for organizing the physical environment to ensure physical accessibility and facilitate learning in various instructional contexts.
G. Creates a safe, nurturing and inclusive classroom environment that addresses students’ emotional needs and respects students’ rights and dignity.

Competency 006
The teacher understands strategies for creating an organized and productive learning environment and for managing student behavior.
The beginning teacher:
A. Analyzes the effects of classroom routines and procedures on student learning, and knows how to establish and implement age-appropriate routines and procedures to promote an organized and productive learning environment.
B. Demonstrates an understanding of how young children function in groups and design group activities that reflect a realistic understanding of the extent of young children’s ability to collaborate with others.
C. Organizes and manages group activities that promote students’ ability to work together cooperatively and productively, assume responsible roles and develop collaborative skills and individual accountability.
D. Recognizes the importance of creating a schedule for young children that balances restful and active movement activities and that provides large blocks of time for play, projects and learning centers.
E. Schedules activities and manages time in ways that maximize student learning, including using effective procedures to manage transitions; to manage materials, supplies and technology; and to coordinate the performance of noninstructional duties (e.g., taking attendance) with instructional activities.

F. Uses technological tools to perform administrative tasks such as taking attendance, maintaining grade books and facilitating communication.

G. Works with volunteers and paraprofessionals to enhance and enrich instruction and applies procedures for monitoring the performance of volunteers and paraprofessionals in the classroom.

H. Applies theories and techniques related to managing and monitoring student behavior.

I. Demonstrates awareness of appropriate behavior standards and expectations for students at various developmental levels.

J. Applies effective procedures for managing student behaviors and for promoting appropriate behavior and ethical work habits (e.g., academic integrity) in the classroom (e.g., communicating high and realistic behavior expectations, involving students in developing rules and procedures, establishing clear consequences for inappropriate behavior, enforcing behavior standards consistently, encouraging students to monitor their own behaviors and to use conflict resolution skills, responding appropriately to various types of behavior).

FOR 4-8 CERTIFICATION LEVELS ONLY:

Depending on your certification level, the ACEI standards may apply to you and thus are included below. The ACEI standards are required for EC-6 certifications.

Association for Childhood Education International (ACEI) Standards
Many standards of the ACEI are addressed through this course’s activities and assignments to some degree (2.1-2.7, 4.0 & 5.2), with the highest concentration of emphasis and closest alignment on other standards (1.0, 3.1-3.5 & 5.1). Specifically, this course highlights standards 1.0, 3.1, 3.2, 3.4 & 5.1 as its core for curriculum content and design (description of all standards is provided below). Standard alignment notations for class activities and assignments are included for your guidance and direction on the course schedule and in assignment guidelines.

### DEVELOPMENT, LEARNING AND MOTIVATION

**1.0 Development, Learning, and Motivation**—Candidates know, understand, and use the major concepts, principles, theories, and research related to development of children and young adolescents to construct learning opportunities that support individual students’ development, acquisition of knowledge, and motivation.

### CURRICULUM

**2.1 Reading, Writing, and Oral Language**—Candidates demonstrate a high level of competence in use of English language arts and they know, understand, and use concepts from reading, language and child development, to teach reading, writing,
speaking, viewing, listening, and thinking skills and to help students successfully apply their developing skills to many different situations, materials, and ideas;

2.2 Science—Candidates know, understand, and use fundamental concepts of physical, life, and earth/space sciences. Candidates can design and implement age-appropriate inquiry lessons to teach science, to build student understanding for personal and social applications, and to convey the nature of science;

2.3 Mathematics—Candidates know, understand, and use the major concepts and procedures that define number and operations, algebra, geometry, measurement, and data analysis and probability. In doing so they consistently engage problem solving, reasoning and proof, communication, connections, and representation;

2.4 Social studies—Candidates know, understand, and use the major concepts and modes of inquiry from the social studies—the integrated study of history, geography, the social sciences, and other related areas—to promote elementary students’ abilities to make informed decisions as citizens of a culturally diverse democratic society and interdependent world;

2.5 The arts—Candidates know, understand, and use—as appropriate to their own understanding and skills—the content, functions, and achievements of the performing arts (dance, music, theater) and the visual arts as primary media for communication, inquiry, and engagement among elementary students;

2.6 Health education—Candidates know, understand, and use the major concepts in the subject matter of health education to create opportunities for student development and practice of skills that contribute to good health;

2.7 Physical education—Candidates know, understand, and use—as appropriate to their own understanding and skills—human movement and physical activity as central elements to foster active, healthy life styles and enhanced quality of life for elementary students.

INSTRUCTION

3.1 Integrating and applying knowledge for instruction—Candidates plan and implement instruction based on knowledge of students, learning theory, connections across the curriculum, curricular goals, and community;

3.2 Adaptation to diverse students—Candidates understand how elementary students differ in their development and approaches to learning, and create instructional opportunities that are adapted to diverse students;

3.3 Development of critical thinking and problem solving—Candidates understand and use a variety of teaching strategies that encourage elementary students’ development of critical thinking and problem solving;

3.4 Active engagement in learning—Candidates use their knowledge and understanding of individual and group motivation and behavior among students at the K-6 level to foster active engagement in learning, self motivation, and positive social interaction and to create supportive learning environments;

3.5 Communication to foster collaboration—Candidates use their knowledge and understanding of effective verbal, nonverbal, and media communication techniques to foster active inquiry, collaboration, and supportive interaction in the elementary classroom.
ASSESSMENT

4.0 Assessment for instruction—Candidates know, understand, and use formal and informal assessment strategies to plan, evaluate and strengthen instruction that will promote continuous intellectual, social, emotional, and physical development of each elementary student.

PROFESSIONALISM

5.1 Professional growth, reflection, and evaluation—Candidates are aware of and reflect on their practice in light of research on teaching, professional ethics, and resources available for professional learning; they continually evaluate the effects of their professional decisions and actions on students, families and other professionals in the learning community and actively seek out opportunities to grow professionally.

5.2 Collaboration with families, colleagues, and community agencies—Candidates know the importance of establishing and maintaining a positive collaborative relationship with families, school colleagues, and agencies in the larger community to promote the intellectual, social, emotional, physical growth and well-being of children.

Note - For your reference, the ACEI Standards can be accessed on the course Blackboard as a PDF File or downloaded at: http://www.acei.org/images/stories/documents/ACEIElementaryStandardsSupportingExplanation.5.07.pdf

Association for Middle Level Education (AMLE) Standards

Many standards of the AMLE are addressed through this course’s activities and assignments to some degree (1-7). Specifically, this course highlights standards 1-5 as its core for curriculum content and design (description of all standards is provided below).

Standard 1. Young Adolescent Development

Middle level teacher candidates understand the major concepts, principles, theories, and research related to young adolescent development, and they provide opportunities that support student development and learning.

Standard 2. Middle Level Philosophy and School Organization

Middle level teacher candidates understand the major concepts, principles, theories, and research underlying the philosophical foundations of developmentally responsive middle level programs and schools, and they work successfully within these organizational components.

Standard 3. Middle Level Curriculum and Assessment

Middle level teacher candidates understand the major concepts, principles, theories, standards, and research related to middle level curriculum and assessment, and they use this knowledge in their practice.

Standard 4. Middle Level Teaching Fields

Middle level teacher candidates understand and use the central concepts, tools of inquiry, standards, and structures of content in their chosen teaching fields, and they create meaningful learning experiences that develop all young adolescents’ competence in subject matter and skills.

Standard 5. Middle Level Instruction and Assessment

Middle level teacher candidates understand and use the major concepts, principles, theories, and research related to effective instruction and
assessment, and they employ a variety of strategies for a developmentally appropriate climate to meet the varying abilities and learning styles of all young adolescents.

**Standard 6. Family and Community Involvement**

Middle level teacher candidates understand the major concepts, principles, theories, and research related to working collaboratively with family and community members, and they use that knowledge to maximize the learning of all young adolescents.

**Standard 7. Middle Level Professional Roles**

Middle level teacher candidates understand the complexity of teaching young adolescents, and they engage in practices and behaviors that develop their competence as professionals.

The following are links recommended by the AMLE for middle school teachers:

- [http://www.amle.org/BrowsebyTopic/TransitionstofromMiddleSchool.aspx](http://www.amle.org/BrowsebyTopic/TransitionstofromMiddleSchool.aspx)
- [http://www.amle.org/BrowsebyTopic/MiddleSchoolConcept.aspx](http://www.amle.org/BrowsebyTopic/MiddleSchoolConcept.aspx)
- [http://www.amle.org/BrowsebyTopic/YoungAdolescentDevelopment.aspx](http://www.amle.org/BrowsebyTopic/YoungAdolescentDevelopment.aspx)
- [http://www.amle.org/BrowsebyTopic/Teaching.aspx](http://www.amle.org/BrowsebyTopic/Teaching.aspx)
- [http://www.amle.org/BrowsebyTopic/Assessment.aspx](http://www.amle.org/BrowsebyTopic/Assessment.aspx)

I encourage you to cite these resources on class assignments.

*****************************************

**Course Policies:**

**Attendance and Class Participation Assignments:**

- Attendance is required and affects the final grade. You will earn **450 points** for class attendance and participation. **At each class session you will earn 30 points. If you do not come to class, you will not receive the points for that session.**

- Class participation is extremely important. There are some assignments for this course that we will do only during class time, **thus points can only be earned during class.** Attendance, promptness and participation will be a factor in your final grade. It is expected that candidates will come to class prepared and willing to participate. Attendance is important in this class because many of the learning experiences depend upon active participation, discussion and interaction with peers. You will need to be prepared for class in order to fully participate. **BRING YOUR CLASSROOM MANAGEMENT BINDER WITH ALL MATERIALS IN IT AND YOUR TEXTBOOK TO EVERY CLASS.** Roll will be taken at the beginning of class. If you come in late, it is your responsibility to notify the instructor that you are present. In the event of an emergency, please notify the instructor or the suite secretary as soon as possible. If you know you will not be in attendance, it is advised that you turn in any assignments due – EARLY.

- You are expected to be in attendance **for the full amount of class time** in order to receive the full amount of points.

- Absences are not classified as excused or unexcused. Points will be deducted from your class attendance & participation grade if you come late or leave
early. E-mail me through the BLACKBOARD when you are absent and I will send you the class agenda and handouts that are available

- **electronically.** Hard copies of the work you missed will be in your class folder when you return.
- If you have a child-care problem, please do not bring your child to class.
- **Make sure your cell phone is turned off or on vibrate** during class.
- If you use a laptop during class, please be sure all work done and all websites that are visited during class time relate to this course.

**Grade Determination:** *The course grade will be determined as follows:*

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance and Class Participation</td>
<td>450 pts.</td>
</tr>
<tr>
<td>Classroom Management Binder</td>
<td>150 pts.</td>
</tr>
<tr>
<td>Classroom Management Plan</td>
<td>1000 pts.</td>
</tr>
<tr>
<td>Lesson Plan</td>
<td>700 pts.</td>
</tr>
<tr>
<td>Final Management Paper Packet</td>
<td>100 pts.</td>
</tr>
<tr>
<td>Lesson Simulation Packet</td>
<td>100 pts.</td>
</tr>
</tbody>
</table>

**Total Points:** 2500 pts.

**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 – 100%</td>
<td>(2325 – 2500 pts)</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 92</td>
<td>(2250 – 2300 pts.)</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 89</td>
<td>(2175 – 2225 pts.)</td>
</tr>
<tr>
<td>B</td>
<td>83 – 86</td>
<td>(2075 – 2150 pts.)</td>
</tr>
<tr>
<td>B-</td>
<td>80 – 82</td>
<td>(2000 – 2050 pts)</td>
</tr>
<tr>
<td>C+</td>
<td>77 – 79</td>
<td>(1925 – 1975 pts.)</td>
</tr>
<tr>
<td>C</td>
<td>73 - 76</td>
<td>(1825 – 1900 pts)</td>
</tr>
<tr>
<td>C-</td>
<td>70 – 72</td>
<td>(1750 – 1800 pts.)</td>
</tr>
<tr>
<td>D+</td>
<td>67 – 69</td>
<td>(1675 – 1725 pts)</td>
</tr>
<tr>
<td>D</td>
<td>63 – 66</td>
<td>(1575 – 1650 pts.)</td>
</tr>
<tr>
<td>D-</td>
<td>60 – 62</td>
<td>(1500 – 1550 pts)</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60</td>
<td>(0 – 1475 pts.)</td>
</tr>
</tbody>
</table>

**VERY IMPORTANT** - If the key assessments are not uploaded by the end of the semester, your final grade for the course will be lowered by one letter grade.

*Your instructor will demonstrate this process mid-semester and provide guidelines on how to compile your work for uploading these documents.*

**Dispositions**

As an NCATE accredited institution, UHCL will recommend for certification only those persons who have demonstrated the necessary strong, positive dispositions associated with the professional educator. This means that a student may be withdrawn from a UHCL program if the student is judged to not have the required professional dispositions, regardless of the student’s academic record. The statement defining what is meant by "professional dispositions" is given at [http://prtl.uhcl.edu/portal/page/portal/SOE/Forms/form_files/DISPOSITIONS.pdf](http://prtl.uhcl.edu/portal/page/portal/SOE/Forms/form_files/DISPOSITIONS.pdf)
Every student must read and follow The Policy on Professional Dispositions, which is provided to define the standard of behavior the School of Education expects of its candidates. At the end of the course and at other appropriate times, the instructor(s) will assess your compliance with these standards. These assessments will be invaluable to you, and the program faculty, as you continue to develop professionally.

**AMERICANS WITH DISABILITIES STATEMENT**
The University of Houston System complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for students with a disability. In accordance with Section 504 and ADA guidelines, each University within the System strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them. If you believe that you have a disability requiring an academic adjustments/auxiliary aid, please contact your University’s student disability services center. Whenever a special accommodation or auxiliary aid is necessary in order to ensure access to and full participation by students with disabilities in university programs and services, the department responsible for the program or service will work with the Office of Health and Disability Services (Student Services and Classroom Building 1.301) and appropriate federal and state agencies to ensure that reasonable accommodations are made. The student requiring special accommodations or auxiliary aids must make an application for such assistance through the Office of Health and Disability Services. Proof of disability from a competent authority will be required, as well as information regarding specific limitations for which accommodation is requested. **Should you need special accommodations, please contact me after class or in my office.**

**ACADEMIC HONESTY POLICY**
Academic honesty is the cornerstone of the academic integrity of the university. It is the foundation upon which the student builds personal integrity and establishes a standard of personal behavior. The University can best function and accomplish its mission in an atmosphere of the highest ethical standards. The University expects and encourages all students to contribute to such an atmosphere by observing all accepted principles of academic honesty. This policy is designed to encourage honest behavior and is jointly administered by faculty and students.

**Honesty Code:**
The Honesty Code is the university community’s standard of honesty and is endorsed by all members of the University of Houston – Clear Lake academic community. It is an essential element of the University’s academic credibility. It states:

> I will be honest in all my academic activities and will not tolerate dishonesty.

**6 Drop Rule Limitation**
Students who entered college for the first time in Fall 2007 or later should be aware of the course drop limitation imposed by the Texas Legislature. Dropping this or any other course between the first day of class and the census date for the semester/session does not affect your 6 drop rule count. Dropping a course between the census date and the last day to drop a class for the semester/session will count as one of your 6 permitted drops. You should take this into consideration before dropping this or any other course. Visit [www.uhcl.edu/records](http://www.uhcl.edu/records) for more information on the 6 drop rule and the census date information for the semester/session.
**English Language Proficiency Statement**
Below is the URL for the English Language Proficiency Standards. Pursuant to Texas Education Agency policy and based on the fact that Texas has so many English language learners in the public school classrooms, there is the expectation to be familiar with the English Language Proficiency Standards. Those standards will be assessed on the Pedagogy and Professional Responsibilities TExES (the PPR). After reading the standards, if there are any questions, please raise them in class.
http://ritter.tea.state.tx.us/rules/tac/chapter074/ch074a.html

**CLASSROOM MANAGEMENT BINDER ASSIGNMENT = 150 POINTS**
- You will provide a 3-4” binder for all classroom management materials. You may also keep this electronically; HOWEVER, be prepared to access it on the night we check it in class.
- You will need 15 tabs – one for each week’s materials:
  - Tab 1 Week 1
  - Tab 2 Week 2
  - Tab 3 Week 3
  - Tab 4 Week 4
  - Tab 5 Week 5
  - Tab 6 Week 6
  - Tab 7 Week 7
  - Tab 8 Week 8
  - Tab 9 Week 9
  - Tab 10 Week 10
  - Tab 11 Week 11
  - Tab 12 Week 12
  - Tab 13 Week 13
  - Tab 14 Week 14
  - Tab 15 Week 15

**MANAGEMENT PLAN ASSIGNMENTS: 1000 POINTS**
- Management Plan assignments will be given throughout the semester.
- A guideline with the description of each assignment, the corresponding grading rubric for completing each assignment and due dates will be distributed. Collectively, these assignments will count for 1000 points of your final grade based on a 2500-point scale.
- **Certain assignments will be written in the DAP Format** (Describe, analyze, Plan – a complete description is in the Assignments Guideline).
- As indicated/described on the guideline, assignments have different values ranging from 50 – 200 points.

These assignments involve creating a product or writing reflections and position papers on management issues (organizational strategies, planning, etc.) and are aligned with UHCL Initial Teacher Certification Standards and the TExES Standards, Domain II, Competencies 005 & 006 (see assignment guideline for specific alignment).
• Throughout the semester, you will be asked to reflect on different components of classroom management that you have been reading about from the text and course materials or what you have experienced during in-class activities or field observations.

• The reflections may be positive or negative reactions and may include personal anecdotes. You will be expected to write from the perspective of what you hope to create in your own future classroom. In other words, you will be collecting ideas on management practices to be used in your classroom and critically examining those you would not apply in your classroom.

• These assignments will be based upon your reflections, course readings, specific in-class writing assignments and activities, etc.

• When writing a reflection or position paper, it is imperative to include reasons/rationales for your decisions and perspectives and you must include citations from the text (and Further Readings section) and other references (for example, Dr. Fred Jones, *Tools for Teaching*; Harry Wong, *The First Days of School*), etc., which support your ideas/views. (Please note – Providing DETAILS or SPECIFIC examples are what will grant full credit of points. Always chase each general statement you make with details that answer “how” or “why”.)

• Grammar, punctuation, spelling and cohesiveness will be considered in evaluation of these assignments. To assist in scaffolding your learning, you will receive rigorous instructor feedback for each assignment.

**All assignments are EXPECTED to be SUBMITTED ELECTRONICALLY through the BLACKBOARD E-MAIL TCED 4034/4036 course.**

**PLEASE NOTE:**
IF YOU HAVE NOT COMPLETED AN ASSIGNMENT BY THE DUE DATE AND TIME, YOU MUST SEND AN E-MAIL EXPLAINING WHY IT IS NOT SUBMITTED AND WHEN YOU PLAN TO SUBMIT IT.

***All assignments MUST be completed and submitted on the due date and time to receive full credit consideration.***

• All assignments submitted late will result in lowering of the assignment grade.

• The submission guidelines are –
  Any component of this assignment submitted late will result in lowering of the assignment grade (10% lower for submission of assignment on date due but after beginning of class and collection of assignments, 20% lower for submission of assignment after the class date/meeting it is due but by the next class/meeting at the beginning of class and 30% lower for submission before the scheduled FINAL class date/time. No credit will be given for assignments submitted after the FINAL class date/time).
LESSON SIMULATION ASSIGNMENTS: 700 POINTS

- To practice and demonstrate your understanding of effective management, you will simulate teaching a lesson to the class. Half the class will present on one week and the other half the next week.

- A more detailed guideline with the description of this assignment, the corresponding grading rubric for completing the assignment, and the due date will be distributed (includes specific information on alignment with UHCL Initial Teacher Certification Standards and TExES standards).

- Early in the semester, Peer Response Groups will be formed to work on this lesson assignment. You must base your lesson on the TEKS for your content area of certification. If you are a generalist, you should choose one content area. This lesson may be a lesson you have previously used for another class. GET A TEXTBOOK FOR THE GRADE LEVEL AND SUBJECT MATTER YOU WANT TO TEACH. You can do this at the UHCL Library in the Curriculum Section.

- Each lesson involves specific preparation requirements (creating materials, addressing management issues, learning styles etc.), which you will be individually responsible for planning and organizing (addressing a myriad of specifically identified classroom management issues). This may include everything from seating arrangement to classroom procedures to transition activities.

- On the day of the lesson presentations, you should dress and act professionally as you present to the class. For each lesson taught, peers are expected to: 1) role-play as students of that grade level; and 2) provide constructive feedback on the lesson using a form supplied by the instructor.

- You will turn in your completed lesson plan electronically through the WebCT course for instructor review and feedback. This will ensure that you are on track.

- After you teach your lesson, you will collect the peer feedback forms, reflect on your experience and write a reflection paper on what you have learned. You must submit this reflection paper as an attachment by e-mail through the BLACKBOARD course e-mail by Sunday midnight after teaching your lesson.

- There are three components of this assignment that are assessed.
  - The first component is completion of the lesson plan.
  - The second component is the simulated teaching of the lesson
  - The third component is the reflection paper. This assignment will count for a total of 700 points on a 2500 point scale.
***The LESSON Assignment MUST be completed by the Due Dates to Receive Full Credit consideration

1. Any component of this assignment submitted late will result in lowering of the assignment grade (10% lower for submission of assignment on date due but after beginning of class and collection of assignments, 20% lower for submission of assignment after the class date/meeting it is due but by the next class/meeting at the beginning of class and 30% lower for submission before the scheduled FINAL class date/time. No credit will be given for assignments submitted after the FINAL class date/time).

***FOR ALL ASSIGNMENTS - Computer glitches are NOT acceptable excuses for late submissions.

Email submissions must be WORD DOCUMENTS only and only accepted if readable (downloadable, not garbled, not blank).

- If you have any question about receipt of your assignment, you are responsible for following up email submissions of assignments with a phone call or phone message to the instructor to verify receipt and time of receipt of your valid and readable assignment.
- You are also expected to check and double check that you have ATTACHED your document(s) to the email message.
- E-mail the document to yourself as well.

1. Lesson Simulation Plan Packet:
   a. A cover page with your name, TCED 4034 OR 4036, Lesson Simulation Packet, and the date
   b. The revised lesson plan, with handouts
   c. The revised reflection.
   (100 pts.) DUE BY NOVEMBER 13, 7PM

2. Final Classroom Management Paper:
   a. A cover page with your name, TCED 4034 OR 4036, Final Management Paper, and the date
   b. All chapter papers (Ch. 2, 3&4, 5, 6, 8&9) revised and combined with Ch. # and Title at beginning of each section, and
   c. One combined reference sheet at the end.
   d. The Graded DAP Rubric added when returned.
   (100 pts.) DUE BY DECEMBER 4 - 7PM

LESSON SIMULATION PACKET AND FINAL MANAGEMENT PAPER PACKET FOR UPLOAD TO UAS:

Once graded and returned:
UPLOADS DUE NO LATER THAN: Wednesday, DECEMBER 11, 2013 @7pm.
GRADE DETERMINATION

The final grade will be based upon:

Attendance and Participation – 450 points
Classroom Management Binder Assignment – 150 points
Management Plan Assignments - 1000 points
Lesson Simulation Assignments - 700 points
Lesson Simulation Packet for Upload to UAS – 100 points
Management Paper Packet for Upload to UAS – 100 points

Management Plan Assignments

1. Educational Philosophy - 100 points
2. Organizing your Classroom and Materials (including a sketch of your classroom) – 200 points
3. Choosing Rules and Procedures and Managing Student Work – 200 points
4. Getting Off to a Good Start – 100 points
5. Planning and Conducting Instruction – 200 points
6. Maintaining Appropriate Student Behavior and Communication Skills for Teaching – 200 points

Lesson Assignments

1. Lesson Plan – 300 points
2. Lesson Presentation - 300 points
3. Lesson Reflection - 100 points

Uploading to the UAS (Unit Assessment System)

1. Final Management Paper Packet – 100 points
2. Lesson Simulation Packet – 100 points

VERY IMPORTANT - If the key assessments are not uploaded by the end of the semester, your final grade for the course will be lowered by one letter grade.
<table>
<thead>
<tr>
<th>DATE</th>
<th>READINGS DUE</th>
<th>TOPICS AND ASSIGNMENTS DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUGUST 28</td>
<td>Discussion of Syllabus and Assignments</td>
<td>Student Information Sheet Top Ten Things to Know About Me Educational Philosophy Classroom Management Binder UHCL SoE Initial Certification Standards</td>
</tr>
<tr>
<td></td>
<td><strong>HOMEWORK:</strong></td>
<td>*** Read Ch. 2 – Organizing Your Classroom and Materials</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Read syllabus and assignment guidelines!!!</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Complete Education Philosophy Project</td>
</tr>
<tr>
<td>SEPTEMBER 4</td>
<td>EDUCATIONAL PHILOSOPHY PRESENTATION DUE</td>
<td>SEPTEMBER 4, 7pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Presentation of Educational Philosophy</strong></td>
</tr>
<tr>
<td></td>
<td>CH. 2</td>
<td>Organizing your Classroom and Materials</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fred Jones video: <em>Working the Crowd and Room</em> Arrangement</td>
</tr>
<tr>
<td>SEPTEMBER 11</td>
<td>ASSIGNMENT ON CH. 2 - ORGANIZING YOUR CLASSROOM AND MATERIALS DUE NO LATER THAN SEPTEMBER 11, 7pm</td>
<td>CH. 3&amp;4 Choosing Rules and Procedures Managing Student Work Classroom Management Inventory Fred Jones video: <em>Rules, Routines, and Standards</em> First Binder Check</td>
</tr>
<tr>
<td></td>
<td><strong>DAP for CH. 3&amp;4 - CHOOSING RULES AND PROCEDURES/MANAGING STUDENT WORK DUE NO LATER THAN SEPTEMBER 18, at 7pm.</strong></td>
<td>CH. 5 Getting Off to a Good Start Learning Style Inventory Teaching Style Inventory You Tube videos of Brain Based Learning</td>
</tr>
<tr>
<td>SEPTEMBER 25</td>
<td>DAP for CH. 5 GETTING OFF TO A GOOD START DUE NO LATER THAN SEPTEMBER 25, at 7PM.</td>
<td>CH. 6 Planning and Conducting Instruction Form content area peer groups Lesson Plan formats</td>
</tr>
</tbody>
</table>
TEKS
Fred Jones video, Visual Instructional Plans

WE WILL CHOOSE A TEXTBOOK FROM THE
UHCL CURRICULUM LIBRARY AS YOUR
RESOURCE. YOU MAY ALSO BRING A
TEXTBOOK TO CLASS TO USE.

OCTOBER 2
DAP FOR CH. 6 LESSON PLANNING WITH YOUR
ROUGH DRAFT OF YOUR LESSON PLAN
DUE NO LATER THAN OCTOBER 2, at 7pm
Lesson Simulation Preparation Day
Fred Jones, video Say, See, Do Teaching

OCTOBER 9
LESSON PLAN REVISED DRAFT - DUE NO LATER THAN
OCTOBER 9, 7pm
Lesson Simulation Rehearsal Day
Bring one copy of your REVISED DRAFT LP and all
handouts you will use to teach it, to show to your group.

OCTOBER 16
PRESENTATION LESSON PLAN, HANDOUTS AND
POWER POINT DUE by OCTOBER 16, at 7pm for those
assigned to this date.

Lesson Simulation Presentation Day – bring hard copy of LP
and handouts/worksheets for me and put in your class folder.

LESSON REFLECTION DUE NO LATER THAN SUNDAY,
OCTOBER 20 by midnight for those who presented
OCTOBER 16.

OCTOBER 23
PRESENTATION LESSON PLAN, HANDOUTS AND
POWER POINT DUE by OCTOBER 23, at 7pm for those
assigned to this date.

Lesson Simulation Presentation Day – bring hard copy of LP
and handouts/worksheets for me and put in your class folder.

LESSON REFLECTION DUE NO LATER THAN SUNDAY
OCTOBER 27 by midnight for those who presented
OCTOBER 23.

OCTOBER 30
PRESENTATION LESSON PLAN, HANDOUTS AND
POWER POINT DUE by OCTOBER 30, at 7pm for those
assigned to this date.

Lesson Simulation Presentation Day – bring hard copy of LP
and handouts/worksheets for me and put in your class folder.

LESSON REFLECTION DUE NO LATER THAN SUNDAY,
NOVEMBER 3 at midnight for those who presented
OCTOBER 30.
LESSON SIMULATION PLAN PACKET DUE BY:
NOVEMBER 13, 7PM (100 PTS.)

Lesson Simulation Plan Packet:
a. A cover page with your name, TCED 4034 OR 4036, Lesson Simulation Packet, and the date
b. The FINAL REVISED lesson plan with REVISED handouts
c. The REVISED reflection (if needed).
ALL combined into one word document.
(100 pts.) DUE BY NOVEMBER 13, 2013- 7PM

AFTER LESSON SIMULATION PACKET IS GRADED AND RETURNED, IT IS TO BE UPLOADED TO THE UAS NO LATER THAN DECEMBER 11, 2013 @ 7pm

NOVEMBER 6  CH. 8 - Maintaining Appropriate Student Behavior
Fred Jones video: Understanding Brat Behavior

NOVEMBER 13  LESSON SIMULATION PACKET DUE NO LATER THAN NOVEMBER 13, AT 7PM
CH. 9  Communication Skills for Teaching
Fred Jones video: Eliminating Backtalk

NOVEMBER 20  DAP FOR CH. 8 – Maintaining Appropriate Student Behavior & CH. 9 - Communication Skills for Teaching
DUE NO LATER THAN NOVEMBER 20, 7pm
CH. 10 Managing Problem Behaviors
Fred Jones video: Omission Training and Preferred Activity Time

DECEMBER 4  FINAL CLASSROOM MANAGEMENT PAPER PACKET
DUE NO LATER THAN WEDNESDAY, DECEMBER 4, 2013, 7PM  (100 PTS.)

BINDER CHECK – WILL BE DONE AT BEGINNING OF CLASS

CH. 11 Managing Special Groups
Fred Jones video, Dealing with Typical Classroom Crises
Helpful Hints for Ms. C
Dispositions Forms returned
Course Evaluation

DECEMBER 11  NO CLASS MEETING:
FROM BINDER READ:
How to Get Ready to Teach
As your final exam you will convert the following documents to a PDF and then UPLOAD TO THE UAS:

1. Lesson Simulation Plan Packet:
   a. A cover page with your name, TCED 4034 OR 4036, Lesson Simulation Packet, and the date
   b. The FINAL REVISED lesson plan (DELETE MY COMMENTS, CORRECTIONS AND THE GRADE)
   c. The REVISED reflection. (DELETE MY COMMENTS, CORRECTIONS AND THE GRADE)
   CONVERT TO A PDF AND THEN UPLOAD TO THE UAS.

2. Final Classroom Management Paper:
   a. A cover page with your name, TCED 4034 OR 4036, Final Management Paper, and the date
   b. All chapter DAP papers (Ch. 2, 3&4, 5, 6, 8&9) REVISED (DELETE MY COMMENTS, CORRECTIONS AND THE GRADE) and combined with Ch. # and Title at beginning of each section, and
   c. One combined reference sheet at the end (CUT THE REFERENCE PAGE AT THE END OF EACH PAPER AND PASTE TO THE LAST PAGE TO CREATE A FINAL REFERENCE PAGE – cut repeated references.
   d. The Graded DAP Rubric added when returned from me.

CONVERT TO A PDF AND THEN UPLOAD TO THE UAS NO LATER THAN DECEMBER 11, 7PM.

VERY IMPORTANT - If the key assessments are not uploaded by the end of the semester, your final grade for the course will be lowered by one letter grade.

PLEASE NOTE – Lesson Simulation Packet and Final Management Paper are KEY ASSESSMENTS for the Initial Teacher Certification Program. It is strongly suggested that you save these documents in your UHCL student warehouse as work-in-progress for future portfolio submission.
Field Experience Statement

In accordance with Senate Bill 9, it is required that school districts, charter schools, or private schools conduct criminal background checks on all district employees, any person that is volunteering, or completing any kind of field experience. Each person to whom this applies must provide the school district with driver’s license information and any other information necessary to conduct the criminal background check.

For assignments that require either class wide, group participation or activities in which candidates are necessarily interacting with minor students, each candidate must complete the appropriate criminal background check form and submit it to the instructor by the stated due date on the syllabus. In most cases this applies even if the candidate is an employee of the district.

For assignments that require candidates to visit schools (eg., interviews, etc.), it is the responsibility of the candidate to provide the school district, charter school, or private school with any information necessary to conduct a criminal background check. The School of Education accepts no responsibility for candidates who do not follow established school district, charter school, or private school procedures or state legislation.

No candidate may begin any field experience prior to the formal approval of the school district.

If a candidate is unable to complete all required field experiences (regardless of the reason, including failing to have a formally approved criminal background check), then the candidate will not receive credit for the course; i.e., the candidate will either be withdrawn from the course or receive an “F” in the course.

Every student in a course with a designated Course Assessment must complete and submit the assignment to the School of Education (SOE) Unit Assessment System (UAS) following the instructions from http://soe.uhcl.edu/UAS. Unlike assignment grades that contribute to a student’s course grade, Course Assessment assignment scores are only used to determine how well the program supports SOE candidates, meets State Standards, and fulfills national accreditation requirements. Instructors assign each Course Assessment assignment to one of three UAS categories: Excellent, Acceptable, or Unacceptable. Every student in a course which is either field-based or has a field experience, must log into the UAS and complete the Diversity Survey.
University of Houston Clear Lake  
School of Education Disposition Assessment Form

Candidate: ___________________ Course & Section: ___________________________

Instructions: Please provide the appropriate score using the following criteria:
0=Unacceptable (difficulty or inconsistency in demonstrating this disposition)
1= Needs improvement (demonstrates this disposition with reasonable consistency)
2= Acceptable (consistent demonstration of this disposition)
NA= Not able to observe

UHCL candidates are expected to:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Dispositions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Demonstrate professional responsibility by, for example,</strong></td>
</tr>
<tr>
<td></td>
<td>Being present, punctual and prepared for professional and academic activities.</td>
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<tr>
<td></td>
<td>Maintaining confidentiality of student records and private communications.</td>
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<tr>
<td></td>
<td>Being involved in professional development activities.</td>
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<td></td>
<td>Committing to being a lifelong learner and reflective practitioner.</td>
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<td></td>
<td>Maintaining professional competence.</td>
</tr>
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<td></td>
<td>Meeting professional obligations.</td>
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<td></td>
<td>Using language that meets professional standards.</td>
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<td><strong>Foster collegiality by, for example,</strong></td>
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<td></td>
<td>Responding constructively to evaluations by supervisors and others making appropriate corrections to address legitimate concerns.</td>
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<tr>
<td></td>
<td>Using positive conflict resolution techniques.</td>
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<tr>
<td></td>
<td>Maintaining positive working relationships.</td>
</tr>
<tr>
<td></td>
<td>Collaborating with colleagues to improve student achievement.</td>
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<tr>
<td></td>
<td>Showing respect for fellow students, faculty and staff.</td>
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<tr>
<td></td>
<td>Actively participating in meetings and conferences.</td>
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<tr>
<td></td>
<td>Assisting others when necessary.</td>
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<tr>
<td></td>
<td><strong>Embrace diversity by, for example,</strong></td>
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<tr>
<td></td>
<td>Adapting instruction to individual differences.</td>
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<tr>
<td></td>
<td>Demonstrating that diversity in the classroom and society is a strength.</td>
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<tr>
<td></td>
<td>Instructing with lessons which counteract negative stereotypes and bigotry.</td>
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<tr>
<td></td>
<td>Providing students with access to varying points of view.</td>
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<tr>
<td></td>
<td>Using language that is not demeaning or harmful to any individual or group.</td>
</tr>
<tr>
<td></td>
<td><strong>Demonstrate commitment to learning by, for example,</strong></td>
</tr>
<tr>
<td></td>
<td>Displaying enthusiasm for the candidate’s chosen teaching field(s) or professional role.</td>
</tr>
<tr>
<td></td>
<td>Creating a learning environment which enables students to fulfill their potential.</td>
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<tr>
<td></td>
<td>Being an advocate for all learners.</td>
</tr>
<tr>
<td></td>
<td>Adapting instruction to “best practices.”</td>
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<td></td>
<td>Displaying creativity to enhance the instructional process.</td>
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<tr>
<td></td>
<td><strong>Maintain professional and personal integrity by, for example,</strong></td>
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<tr>
<td></td>
<td>Adhering to the UHCL honesty code.</td>
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<tr>
<td></td>
<td>Maintaining ethical and legal behaviors in interactions with others.</td>
</tr>
<tr>
<td></td>
<td>Maintaining professional relationships.</td>
</tr>
</tbody>
</table>

Note: The items under each disposition help provide clarity and are not intended to be a comprehensive list of expected behaviors.

Candidate: ___________________ Date: _______ Rater: ___________________ Date: _______
## Calendar of Important Dates

### Fall 2013

<table>
<thead>
<tr>
<th>Period</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 8 - April 18</td>
<td>Early Registration</td>
</tr>
<tr>
<td>April 19 - August 23</td>
<td>Open Registration</td>
</tr>
<tr>
<td>August 24 - September 3</td>
<td>Late Registration</td>
</tr>
<tr>
<td>August 19 -</td>
<td>Financial Aid Disbursements Begin</td>
</tr>
<tr>
<td>August 23 -</td>
<td>Fee Payment Deadline for Early and Open Reg. 5 p.m.</td>
</tr>
<tr>
<td>August 26 - September 25</td>
<td>Online Graduation Application Available</td>
</tr>
<tr>
<td>September 2 -</td>
<td>University Holiday (Labor Day)</td>
</tr>
<tr>
<td>September 4 -</td>
<td>Fee Payment Deadline for Late Reg. 6 p.m.</td>
</tr>
<tr>
<td>September 26 - October 25</td>
<td>Online Late Graduation Application Available</td>
</tr>
<tr>
<td>November 27 -</td>
<td>First day of Student Thanksgiving Holidays</td>
</tr>
<tr>
<td>December 7 - December 14</td>
<td>100% Online courses only may schedule finals</td>
</tr>
<tr>
<td>December 9 - December 14</td>
<td>Regular Session Finals week</td>
</tr>
<tr>
<td>December 14 -</td>
<td>Degree Conferral Date</td>
</tr>
<tr>
<td>December 14 -</td>
<td>Official Closing of Fall Semester</td>
</tr>
<tr>
<td>December 19 -</td>
<td>Graduation Clearances due by Noon</td>
</tr>
<tr>
<td>TBD -</td>
<td>Commencement Ceremony</td>
</tr>
<tr>
<td>December 20 -</td>
<td>Grades available over E-Services Online</td>
</tr>
</tbody>
</table>

### Regular Session (15-Weeks)
- August 26 - First Class Day
- September 11 - Census Date
- November 11 - Last Day to Drop/Withdraw
- December 7 - Last Class Day
- December 16 - Grades due by Noon

### First Eight-Week Session
- August 26 - First Class Day
- September 3 - Census Date
- September 30 - Last Day to Drop/Withdraw
- October 19 - Last Class Day and Final Exam
- October 24 - Grades due by Noon

### Second Eight-Week Session
- October 21 - First Class Day
- October 28 - Census Date
- November 25 - Last Day to Drop/Withdraw
- December 14 - Last Class Day and Final Exam
- December 16 - Grades due by Noon