

ARIZONA WESTERN COLLEGE
COURSE SYLLABUS

EDU 275 CLASSROOM MANAGEMENT AND INSTRUCTIONAL PLANNING

Credit Hours: 3 Lecture: 3

PREREQUISITIE: EDU 222

NOTE: In addition to regular class attendance, 10 hours (K-12) of classroom observation and participation are required.

COURSE DESCRIPTION

Provides students with the knowledge and skills enabling them to have a well-disciplined and managed classroom which maximizes learning and instructional time; also provides information and practice to assist students in planning, writing, teaching, and evaluating effective standard- based, age-appropriate lessons.

1. COURSE GOALS

- 1.1 Effectively manage classrooms with an emphasis on classroom discipline.
- 1.2 Plan successful teaching lessons by articulating clear, measurable and observable goals and objectives using Arizona's current state standards.
- 1.3 Present standards-based lessons using proven researched based models.
- 1.4 Use appropriate assessment options to establish individual learning plans.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 apply theories of behavior and misbehavior.
- 2.2 identify and analyze models of discipline.
- 2.3 summarize types of classroom management.
- 2.4 differentiate between preventive, supportive and corrective discipline.
- 2.5 develop an emerging plan for practices and procedures in the classroom.
- 2.6 summarize various assessments for different learning styles.
- 2.7 compile a current list of state standards for a variety of ages and subjects.
- 2.8 apply state standards to development of a lesson plan.
- 2.9 write complete lesson plans using current accepted models.
- 2.10 evaluate and assess lesson plans.
- 2.11 develop a portfolio of effective teaching strategies.
- 2.12 present a lesson using direct instruction.
- 2.13 present lesson implementing effective teaching strategies and assessments.
- 2.14 evaluate and assess presented lessons.
- 2.15 identify and model effective classroom procedures; i.e. dismissing, distributing materials, transitioning from one class to the next.

3. METHODS OF INSTRUCTION

- 3.1 Lecture and discussion
- 3.2 Reading from text, handouts, and research materials.
- 3.3 Audio-visual presentations
- 3.4 Guest speakers
- 3.5 Observation
- 3.6 Presentation
- 3.7 Pair and small group discussions
- 3.8 Class participation
- 3.9 Cooperative assignments
- 3.10 Critiques

4. LEARNING ACTIVITIES

- 4.1 Classroom observations
- 4.2 Participate in assigned readings
- 4.3 Guided exercises
- 4.4 Daily class participation
- 4.5 Preparation and presentation of lesson-plan
- 4.6 Classroom observations
- 4.7 Self- reflections and evaluations
- 4.8 Development of management plan
- 4.9 Portfolio preparation

5. EVALUATION

- 5.1 Portfolio
- 5.2 Exams
- 5.3 Writings and assignments

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for "No Show" reporting during the first 10 days of each semester.
Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.
For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
 - Submitting an academic assignment
 - Taking an exam, an interactive tutorial or computer-assisted instruction
 - Attending a study group that is assigned by the school
 - Participating in an online discussion about academic matters
 - Initiating contact with a faculty member to ask a question about the academic subject studied in the course