

## EPI0001 Classroom Management Hybrid Course Syllabus

CLASS SCHEDULE:

PROFESSOR: Lisa F. Bugden, Ed.D.

E-MAIL: [lnordmann@valenciacollege.edu](mailto:lnordmann@valenciacollege.edu) NOTE: When class begins, Blackboard Messages will be used for all course-related communications. Atlas Email should be used for official grade inquiries and other college communications, such as registration, financial aid, etc.

DEPARTMENT: Educator Preparation Institute

DEPARTMENT OFFICE AND PHONE: West Campus 1-255; 407-582-5473

OFFICE HOURS: Email to schedule an appointment

CATALOG COURSE DESCRIPTION: This course teaches EPI students how to maintain a classroom. Topics will include: record keeping, classroom management, school safety, integrating Sunshine State Standards into curriculum, development of lesson plans, conducting parent conferences, using assessment techniques, understanding implications of FCAT and other standardized tests, acting professionally and ethically, and school law and the teacher. CREDIT: 3 hours

HYBRID COURSE: A hybrid course blends online and face-to-face instructional delivery. In this course, the students will experience instruction in a classroom setting and online via Blackboard. Students are expected to participate in classroom activities that will apply and enhance the concepts gleaned from the texts and other resources. On Blackboard, students are expected to complete learning modules, participate in online discussions, take online assessments and submit artifacts on a weekly basis. The combination of the two instructional delivery models is intended to enhance the learning process for all students. In as much as this is a three hour class in a compressed format, you should expect to spend at least five to ten hours per week on readings and online activities.

EXPECTATION: Due to the compressed nature of this course and the interaction that is required, students should expect to spend 12 hours per week (3 in class and 9 outside of class) working on course requirements and should visit the course at least every 48 hours (3-4 days per week) to remain up to date on communications from the instructor and fellow students.

COMMUNICATION: Communication is very important in a hybrid course and the medium used in this delivery model is written communication. Written communication can be difficult in that there are no nonverbal cues present. Make sure to be concise and professional when communicating in this course and to use the course Communication Tools appropriately.

**Communication Expectations:**

1. Students are expected to check Messages, Announcements, My Grades, and the Ask the Instructor Discussion Forum for communication from the instructor.
  2. Students are expected to contact the instructor immediately should a problem occur that will affect meeting course deadlines. This communication should be sent through Messages.
  3. If you have questions or issues in this course, you must let me know so I can work with you to solve them.
- If you have **course-related questions**, please access the **Support Forum** through the course menu and create a thread in the **Ask Your Instructor forum** with your question. I will answer your question for you and the class usually within 48 hours. Remember if you have a question, other students may have the same question, so don't hesitate to ask. To do this, follow these steps:
    - Access the Support Forum (under Communication) from the Course Menu on the left.
    - Select the Ask Your Instructor forum from the list.
    - Select Create Thread and type your question into the text box. Make sure to include a subject on the subject line. Then click Submit. You should see your message in the list at the bottom.
  - If you have a **personal concern or issue**, please use the **Messages** tool to contact me. I will usually respond to you within 48 hours. To do this, follow these steps:
    - Access Messages (under Communication) from the Course Menu on the left.
    - This program works like email. Select my name from the box and move it over.
    - Type a subject on the subject line and your question in the text box. Then click Submit.

**I will use the following tools to communicate with you.** In addition to the Ask Your Instruction forum, you should check these areas of the course every time you log into the course.

- **Announcements:** The instructor will post a weekly *Announcement* containing a list of assignments to be completed. Additionally, *Announcements* will be posted when the need arises.
- **Messages:** The instructor will send periodic emails to the class and individual students as the need arises and will answer personal questions in the Blackboard *Messages* tool.
- **My Grades:** Students should check *My Grades* for feedback on all assignments. Completed Rubrics will be attached to the Assignment by the instructor and can be accessed once the Assignment has been returned to the student.

**REQUIRED TEXT(S): (1) Effective Teaching Methods 7E by Borich, and (2) EITHER Classroom Management for Elementary Teachers 8E by Evertson, Emmer & Worsham OR Classroom Management for Middle/High School Teachers 8E by Emmer, Evertson, & Worsham**

**TECHNOLOGY REQUIREMENTS: For internet and computer hardware requirements please visit <http://valenciacollege.edu/oit/ltad/StudentResources/gettingStarted/sysrequirements.cfm>.**

**A flash drive is mandatory for storing class materials and artifacts.**

**Students should review the tutorial learning module for Blackboard located in the course.**

If you need assistance with Blackboard, contact the Valencia Blackboard Help Desk through email at [OnlineHelp@valenciacollege.edu](mailto:OnlineHelp@valenciacollege.edu) or by calling 407-582-5600.

<p><i>COURSE OUTCOMES: At the end of this module, learners should be able to. . .</i></p>	<p><i>by completing the following ARTIFACTS. . .</i></p>
<p><b>1. identify methods and uses for keeping records in the classroom</b></p> <p><b>2. describe how to establish classroom policies and procedures</b></p> <p><b>3. identify how to create a safe classroom environment for all students</b></p>	<p>1. Create a written classroom plan for a specific level (elementary, middle, high school) which includes a list of records you plan to keep with a rationale for their use, a floor plan design with explanation of the elements within it, and a description of the classroom policies and procedures you will use for classroom management and student safety</p> <p><b>FEAPs:</b> The Learning Environment</p> <p><b>150 points</b></p>
<p><b>4. demonstrate how to incorporate Sunshine State Standards into lesson plans</b></p> <p><b>5. create objective-based lesson plans</b></p>	<p>2. Create an objective-based lesson plan that incorporates Florida Sunshine State Standards</p> <p><b>FEAPs:</b> The Learning Environment, Instruction Design and Lesson Planning, Instructional Delivery and Facilitation</p> <p><b>120 points</b></p>
<p><b>6. identify ways to establish and maintain cooperative relations with parents</b></p>	<p>3. Design or describe the ways you plan to communicate and involve parents in education for a specific level (elementary, middle, high school) and/or subject area (e.g., science, math, English)</p> <p><b>FEAPs:</b> The Learning Environment, Continuous Professional Improvement, Professional Responsibility and Ethical Conduct</p> <p><b>90 points</b></p>
<p><b>7. compare assessment tools and their uses</b></p>	<p>4. In written form, analyze assessment artifacts in terms of their purposes and what they reveal about student behavior and learning.</p> <p><b>FEAP:</b> Assessment</p> <p><b>90 points</b></p>
<p><b>8. identify the implications of the results of FCAT and other standardized assessments</b></p>	<p>5. Using Florida Department of Education website write a 1-2 page summary about the FCAT</p> <p><b>FEAP:</b> Assessment</p> <p><b>90 points</b></p>

<p><b>9. describe the importance of professional ethics as it relates to the teaching profession</b></p>	<p>6. In writing, Compare and Contrast the NEA Code of Ethics and the Florida Code of Ethics.</p> <p><b>FEAP:</b> Professional Responsibility and Ethical Conduct</p> <p><b>60 points</b></p>
<p><b>10. describe the implications of school law as related to the classroom teacher</b></p>	<p>7. Complete electronic activity addressing the Rights and Responsibilities of Students as related to school law.</p> <p><b>FEAP:</b> Professional Responsibility and Ethical Conduct</p> <p><b>10 points (Discussion Activity in Class)</b></p>

COURSE ASSIGNMENTS:

1. **Individual Artifacts** will focus on application and demonstration of course content. All artifacts must earn at least an 80%, or they will have to be corrected and resubmitted. Points will be deducted for late and corrected artifacts, so the student’s best work should be submitted on the first attempt. **If a student fails to pass all artifacts at 80%, they will receive an “F” for the course regardless of performance on other class assignments.** A sample of these artifacts should be used in the student’s EPI Portfolio as evidence of satisfactory demonstration of the FEAPs. Students should make an electronic copy of all final Grading Forms for use in their EPI Portfolio. **The artifacts should be typed using 12 font in Times New Roman, double spaced (when appropriate) and submitted as an attachment through the appropriate assignment in Blackboard in .doc, or .ppt format by the due date listed. The appropriate template should be used for artifacts when provided.** Additional information for creating artifacts and the Rubrics for evaluation are provided in Blackboard. 610 total points
2. Participation in **Discussions via Blackboard** will also be graded. Please follow the Discussion Protocol included at the end of the syllabus. 70 total points
3. Weekly **Quizzes** will be given on the weekly readings. They can be found under the Assessments tab on the Blackboard. Quizzes must be completed before coming to class on Mondays. Quizzes cannot be made up if missed. Each quiz will be worth 10 points for a total of 80 points
4. **Attendance is mandatory.** Class time will be used to provide important information and to explain and begin individual projects. Also, you must be present to complete the in-class artifacts. Absences will be handled on a case by case basis with written assessments required to make up any missed work. Each class meeting is 10 points for a total of 80 points.
5. Each week’s **learning module** must be completed in its entirety. This means that all assignments and discussions must be completed and submitted by the assigned due dates. Points have been assigned to each assignment/discussion. Some assignments/discussions are individual and some are group activities.
6. Five hours of **volunteering** must be completed by students who **ARE NOT** full time teachers, or teacher’s aids (paraprofessionals). This experience will aid these students in understanding how the content in this course applies in real teaching situations. **The volunteering must be completed by students who are not teaching to receive a passing grade for this course.**

7. At the end of the course each student must complete their **Portfolio Evaluation**. These will be graded satisfactory or unsatisfactory and must be completed to receive a passing grade for this course. See the Portfolio Guidelines on the EPI website for more details.

All formal assignments should adhere to standard written English. If you have any doubts about your writing skills, please go to the Writing Center on any one of the three campuses. See <http://www.valenciacollege.edu/tutoring/> for more details.

GRADING SCALE:

756-840 points	A	Artifacts	610
672-755 points	B	Attendance	80
588-671 points	C	Discussions	70
Below 558 points	F	Quizzes	80
		Total	<u>840</u>

POLICIES AND PROCEDURES:

**ATTENDANCE:** Students are expected to access the course at least every other day (at least 3-4 days per week). Students are also expected to attend all 8 class meetings in their entirety. If a student does not access the course with regularity (at least 3-4 days per week) or do not attend class they will be withdrawn by the instructor.

**Blackboard:** All assignments and their due dates will be located in Blackboard for the course. Additional readings and information will also be posted.

**COMPUTER LAB USAGE:** Remember that when utilizing Valencia College computer labs, food and drink are not permitted. For additional information, see <http://www.valenciacollege.edu/labs>.

**STUDENT CODE OF CLASSROOM CONDUCT:** Valencia is dedicated not only to the advancement of knowledge and learning, but is concerned with the development of responsible personal and social conduct. For more information, see <http://valenciacollege.edu/generalcounsel/>.

**ACADEMIC HONESTY:** All forms of academic dishonesty are prohibited at Valencia College (College Policy 6HX28:(08-11)). **You must reference all sources used for all assignments using APA style.** If you adapt a lesson or use information from the Internet, a teacher’s guide, or any other source to create an artifact or complete an assignment, you must include a reference page at the end of the artifact or assignment. Plagiarism will not be tolerated in the EPI Program. For more information, see <http://valenciacollege.edu/oit/ltad/StudentResources/integrity/research.cfm>.

**STUDENTS REQUIRING ACADEMIC ACCOMMODATION:** Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. For more information, see <http://www.valenciacollege.edu/osd/> or visit West Campus SSB, Rm. 102. Ph: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222

**VALENCIA STUDENT CORE COMPETENCIES:** The faculty of Valencia College has established four Core Competencies that describe the learning outcomes: THINK, VALUE, COMMUNICATE and ACT. These general competencies can be applied in many contexts and must be developed over a lifetime. They specify how learning can be expressed and assessed in practice. They enable students and faculty to set learning goals and assess learning within and across the many disciplines of human inquiry. Further details about these competencies can be found at <http://valenciacollege.edu/competencies>.

**WITHDRAWAL DEADLINE:** To receive a “W” for this course, you must withdraw by

**POSSIBLE NECESSITY OF SCHEDULE/CONTENT MODIFICATION:** Course schedule and/or content may be changed at the professional discretion of the professor.

Sample

**Discussion Protocol  
EPI0001  
Hybrid**

**The Discussion Forum topics are a practical extension of the concepts contained in this course.** They are used to encourage peer interactions and to promote critical thinking with the course content. All students should read the [Rules of Netiquette](#). All students are expected to participate fully in these activities. In order to do so, students should follow the protocol below.

**Due date and grading criteria for discussions:**

1. Original responses to discussions are due by Midnight one week after the discussion begins. (Up to 5 points)
2. Replies are due by Midnight two weeks after the discussion begins. You must reply to 2 other student's original responses to receive full credit. (Up to 5 points)
3. Late responses will receive a reduction in points equal to the number of days late.
4. Inadequate responses and missing replies will constitute a reduction in points.
5. The final 2 weeks of the course will follow a shorter schedule. Discussions for these weeks must be completed before the course closes.

**How to post a message to this forum:**

- After accessing the Discussion Forum from the Learning Module, Click on the "Create Thread" button.
- Type in your subject on the subject line, and compose your discussion response.
- Click on the "Submit" button when you are ready to post your discussion topic.

**How to reply to a message in this forum:**

- After reading another students response or a reply to your response, click on the "Reply" button.
- Type your reply into the text box.
- Click on the "Submit" button when you are ready to post your reply.

**A Quality Response:**

- Answer each part of the question thoroughly.
- Write about a paragraph (Several sentences) for each part/question.
- Be concise yet thorough.

**A Quality Reply:**

- Addresses what was in the original post or reply that you are commenting on.
- Expresses your ideas thoroughly but concisely.
- Is more than encouragement or agreement.