



## Classroom Management and Assessment in the Middle and High School AEDS 446P

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**Meeting Times:** W 8:00-9:50 a.m.  
**Meeting Location:** B&E 135  
**Office:** B&E 208  
**Office Hours:** W/F: As Posted  
Others by appointment

*Mission Statement: The USC Aiken School of Education, in partnership with the university community, regional schools, area professionals and businesses, prepares dynamic educators who are knowledgeable in their fields, skilled in the art and science of teaching, and dedicated to providing the quality education that every student deserves.*

### I. Descriptive Information

- A. Course: AEDS 446P Practicum in Classroom Management and Assessment in the Middle and High School
- B. Catalog Description: (1 hr.) (Prereq: Admission to Education Professional Program or special permission of School Head; Coreq: AEDS 446) Candidates will participate in supervised observation and application of classroom management and assessment techniques in clinical settings in both the middle and secondary classrooms. Candidates will complete a minimum of 20 hours in the middle or high school classroom.
- C. USCA School of Education Conceptual Framework  
The objectives of this course are designed to facilitate the candidate's development as a Dynamic Educator. This course will focus specifically on the development of the Dynamic Educator with respect to *planning, instructing, communicating, or managing middle and high school classes.*

### II. Course Goals and Objectives

#### A. Course Goals

The goal of the course is to provide directed, clinical observations in a middle or high school classroom that allow the candidate to study and reflect upon middle or high school classroom management strategies and assessment.

#### B. Instructional Objectives

Each Candidate will:

1. Study and analyze effective models of classroom management.
2. Describe and provide specific examples of appropriate, positive classroom management and discipline skills.
3. Describe and provide specific examples of non-instructional procedures for the middle/high school classroom.
4. Study and analyze strategies to assess student learning by traditional, authentic and alternative means.
5. Describe the use of formative assessment.
6. Analyze school data to plan instruction as it pertains to South Carolina Curriculum Standards.

### III. Course Readings

ADEPT Performance Standards: <http://www.scteachers.org/ADEPT/index.cfm>

South Carolina Standards and Resource Guide:

<http://ed.sc.gov/agency/Standards-and-Learning/Academic-Standards/>

### IV. Instructional Procedures

A variety of instructional approaches will be utilized, but the basis for instruction is direct observation in an assigned clinical setting. Specific methods used will include observation and reflection, journal writing, and discussion.

## V. Course Requirements

### Administrative Requirements

1. USCA Code of Conduct: Students will conduct themselves in class in accordance with the standards noted in the USCA Student Handbook. Given that this course is required in preparation for becoming a teacher and you will be in the public schools as a representative of the university, you should exhibit those behaviors expected of professionals.
2. Students with Disabilities: If you have a physical, psychological, and/or learning disability which might affect your performance in this class, please contact the Office of Disability Services, 126A BSED, (803) 641-3609, as soon as possible. The Disability Services Office will determine appropriate accommodations based on medical documentation.

## VI. Evaluation and Grading Scale

Verification of field experience. This course requires a **MINIMUM** of 20 hours of field experience: 10 in classroom management and 10 in assessment. **To receive credit in the course, all 20 hours must be completed and documented.** At the end of each observation period, the candidate is to record the date, starting time, finishing time, and total time of the visit. Both the candidate and the cooperating teacher must sign the time sheet to verify each classroom visit. A “backup” copy of the time sheet is recommended. An accurate time sheet must be turned in at your final conference to get credit in this course.

### Description of Assignments

1. Purchase your official USCA name badge at the university bookstore. You will use this for all of your practica courses. You must wear it each time you visit a school.
2. Once approved by the university and school district, you must complete a minimum of 20 hours of supervised observation in a middle school or a high school classroom. You are not allowed to complete your 20 hours in two or three visits. The purpose for the visits is to receive as much information and observe as many different settings as possible. You are expected to dress and act as a professional while visiting these programs. You need to check into the office of each school and receive permission, a badge, etc. to allow you access to the campus.  
During each visit, in addition to observing, you should assist the teacher whenever possible and requested. All activities should take place within the classroom **under the direct supervision of the teacher**. Examples of assistance which you might provide are working with individuals or small groups of students completing seatwork or lab activities, grading quizzes, tutoring students who need additional help, or participating in class discussions where appropriate.
3. After each visit you must submit (via email) the date, start time and finish time of the visit. This must agree with your time sheet and will be verified during the mid-semester and final conferences.

4. Professional behavior and dress are expected at all times. Be sure to keep the following suggestions in mind:

- a) Remember that you are a guest in the classroom of your cooperating teacher. Visits should be arranged with the teacher in advance. Do not drop in! Be on time and be seated in a prearranged place in the room prior to the beginning of class. Notify the teacher as soon as possible if you are going to miss a scheduled observation.
- b) The nature of your interactions with the cooperating teacher, the students, the other staff and faculty at your host school, and the course instructor are components of your professionalism. Your behavior should be above reproach.
- c) At no time are your observations to be discussed with anyone outside of the context of this course. Even within the context of class discussion, please avoid comments, which would result in the identification of particular teachers or students.

5. Candidates are expected to be present at all class or individual meetings. Points will be deducted for absences.

Listed below are the areas of student performance that will provide the basis for assessment in the course. Late assignments will be penalized one letter grade per day.

<b>Due Date</b>	<b>Assignment</b>	<b>Points</b>
January 23	Initial Class Meeting: Course syllabus; overview of course requirements; professional behavior	25 pts.
January 27	USCA School of Education Name Badge	5 pts.
March 20	Individual Mid-Semester Conferences: Check time sheets to verify at least 10 hours for classroom management	25 pts.
May 1	Individual Final Conference – Completion and documentation of at least 20 hours in the classroom (at least 10 hours for assessment)	25 pts.
	Demonstration of professional behavior in all aspects of the course	20 pts.
	<b>TOTAL POINTS</b>	<b>100</b>

**Grading Scale:**

- 93-100 pts. = A
- 90-92 pts. = B+
- 85-89 pts. = B
- 80-84 pts. = C+
- 77-79 pts. = C
- 74-76 pts. = D+
- 70-73 pts. = D
- <70 pts. = F

## **Additional Information and Time Sheet**

### **Important reminders for Teaching Candidates**

**After initial contact is made with the cooperating teacher, the scheduling of visits to the classes should be worked out between the candidate and the cooperating teacher.**

- Candidates should strive to set the kind of example for students that will serve them well in their own conduct and behavior and subsequently contribute to an appropriate school atmosphere. To that end, in dress, conduct and interpersonal relationships, all candidates should recognize that they are being continuously observed by students and that their dress, actions and demeanor will be reflected in the conduct of the students.
- Candidates are expected to dress and act as a professional while visiting these programs (no jeans, sweats, t-shirts, crop tops, flip flops, etc).
- Candidates are not allowed to smoke anywhere on the school grounds.
- Candidates need to check into the office of each school and receive permission, a badge, etc. to allow you access to the campus. You must also check out when leaving the school at each visit.
- Candidates are to wear your USCA name badge each time you visit the schools.
- Remember that you are a guest in the classroom of your cooperating teacher. Visits should be arranged with the teacher in advance. Do not drop in! Be on time and be seated in a prearranged place in the room prior to the beginning of class. Notify the teacher as soon as possible if you are going to miss a scheduled observation.
- The time sheet is a legal document and can be audited for accuracy. It is the candidate's responsibility to return the sheet to the course instructor at the end of the semester with all appropriate signatures.
- The nature of the candidate's interactions with the cooperating teacher, the students, the other staff and faculty at the host school, and the course instructor are components of professionalism. Candidate behavior should be above reproach.
- At no time are candidate observations to be discussed with anyone outside of the context of this course. Even within the context of class discussion, please avoid comments, which would result in the identification of particular teachers or students.
- If the school does not already have permission for students to be videotaped, candidates need to arrange with the teacher to obtain permission for the students in the class.
- Failure to behave in a professional manner (behavior, dress, attitude, etc.) may result in a lower grade for the practicum or possible removal from the assigned school with the necessity to repeat the practicum at a later date.

