

**Wayne State University
College of Education**

CLASSROOM ORGANIZATION AND MANAGEMENT PLAN GUIDELINES
Final Assessment during Pre-Student Teaching

Assignment Overview:

The purpose of this assignment is to help you connect what you have learned about student growth and development in order to develop an effective plan for organizing and managing your classroom. Your plan should provide a framework for mediating student activity and behavior to create an environment in which all students can succeed. *This assignment is a partial fulfillment of the University Writing Intensive (WI) for all undergraduate students.*

Directions:

Create a written plan of appropriate classroom organization and management techniques to ensure a safe and orderly learning environment. Your final product may contain a combination of descriptive prose, charts, lists, notes, and diagrams; and must address Professional Standards of Michigan Teachers (PSMT).

Requirements:

Your written plan should include the following components:

1. *Research and Theories:*
 - Use aspects of learning theory or research to support the plan
 - Explain how your plan supports your teaching and learning statement
2. *Elements of the Plan:*
 - Describe strategies to build a community of learners
 - Indicate accommodations provided for a diverse group of learners
 - List rules, consequences, routines, transitions and procedures
 - Provide a diagram and description of your ideal classroom
3. *Roles:*
 - Describe the roles of the teacher and students
 - Tell how will you communicate with and involve parents and/or caregivers
4. *Writing Mechanics:*
 - *The plan is clearly written using correct spelling, grammar, punctuation and usage.*

Classroom Organization & Management Plan Competencies & Claims addressed:

COE Competencies	COE Claims
MI-WAYNE-COE-STS.3 Utilizes Appropriate Classroom organization and management techniques to ensure a safe and orderly environment conducive to learning.	Reflection, Innovation and Diversity
MI-WAYNE-COE-STS.4 Provides a learning environment that engages students' creative and critical thinking.	Innovation

Evaluation Procedures:

If you score “Underdeveloped” or “Progressing” on any of the line items, you will be required to resubmit that particular aspect of the assignment.

Underdeveloped	Progressing	Basic	Proficient	Exemplary
0-15	16-21	22-39	40-56	57-60

Classroom Organization & Management Plan Rubric

Description of Scores

1	2	3	4	5
Underdeveloped	Progressing	Basic	Proficient	Exemplary
Multiple parts of the assignment are missing or incomplete.	The assignment is developing but not yet at a level that could be considered basic.	This is the level at which most pre-service teachers present. The basic elements of the assignment are there but the assignment needs development and depth.	This is the level expected upon completion of student teaching. The assignment contains all of the elements in a final, well-developed paper.	It is a rare candidate who scores at this level. The assignment contains all of the required elements and is of the highest quality.

I General Requirements: Professional Presentation

- 1 Plan is well organized and comprehensive in scope. {3}
- 2 Plan includes the following: rules, consequences, routines, transitions, and procedures; a diagram and description of an ideal classroom. {3}
- 3 Writing is clear and free from errors in spelling, punctuation, grammar and usage.
- 4 Addresses Professional Standards for Michigan Teachers (PSMT). {1}

II Reflective: Organization and Management Plan

5. Includes application of learning theories and related research to support choices. {1,3,6}
6. Illustrates [understanding] of student, teacher, and parental roles and responsibilities in creating and maintaining a successful plan. {3,10}

III Innovative: Organization and Management Plan

7. Illustrates attempts to strategically interpret and apply learning theories and research to classroom organization and management. {3,5}
8. Illustrates attempts to adapt approaches to classroom organization and management in appropriate ways. {3,5}
9. Demonstrates growing understanding of how to solve organization and management problems using a variety of approaches. {3,5}

IV Diversity: Organization and Management Plan

10. Accommodates needs of diverse populations. {5,7}
11. Describes strategies for building a community of learners. {3,6,7}
12. Addresses how teacher candidate will communicate with and involve parents from diverse populations. {10}