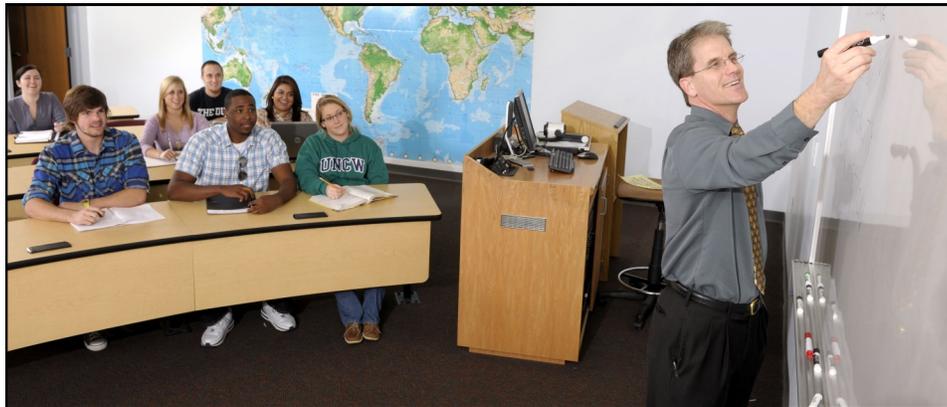


A Beginning Teacher
Professional Development Program

Facilitator Guide Module One

For Use with Face to Face Meetings





Module 1: Classroom Management



Overview:

In this first module you will be getting the participants acquainted with the BT Matters program, the personnel involved with the program, and their fellow participants. Then you will jump into the first core content topic, Classroom Management.

Objectives for this Module:

- 1) Gain an overview of the BT Matters Project Design
- 2) Determine your classroom management style and the implication to change yourself to adapt to the needs of your learners
- 3) Consider how physical space, routines, and procedures proactively engage student learning
- 4) Understand how motivation serves as a foundation to build nurturing relationships with students
- 5) Consider how curriculum and instructional decisions influence classroom management
- 6) Discover resources within the school community and community at large
- 7) Begin to design a classroom





Face to Face Activities Overview

Activity	Summary
Section 1 - Welcome/Overview (15 Minutes)	
Activity 1 - Where's Your Hometown?	Participants pin hometown on a map.
Activity 2 - Icebreaker - Getting to Know You.	Participants organize themselves by age.
Activity 3 - Overview of Project	PowerPoint Presentation of Project, Expectations, and Objectives.
Section 2 - Application (45 Minutes)	
Activity 1 - Conflict Management style self assessment.	Participants complete self assessment of their conflict management styles.
Activity 2 - Classroom Layout Discussion.	Participants look at varied classroom photos and describe feelings about those photos.
Activity 3 - What If Scenarios	Participants respond to "What If" Scenario Cards.
Activity 4 - Motivation for Learning	Participants watch a video about motivation and then discuss.
Section 3 - Community Connections (45 Minutes)	
Determined by location	See suggestions in manual.
Section 4 - Conclusion (15 Minutes)	
Activity 1 - Graphic Organizer	Participants reflect using a graphic organizer.
Activity 2 - Continuing the Conversation	Discussion
Activity 3 - Exit Slips	Participants fill out a reflection before leaving.



Module 1: Classroom Management



SECTION ONE: Welcome Overview

Time: 15 minutes

Objectives Covered: #1

Materials Needed: Sticky notes, markers, maps, PPT slide (file M1.1 - Welcome and Overview).



Section 1 - Activity 1 = Welcome

Welcome: On the way into the room, teachers will pin their hometown to a map of the United States and/or World Map. Have slide two of PowerPoint file (M1.1 - Welcome and Overview) up on the screen. If necessary have a world map for those born overseas. *(5 Minutes)*

Section 1 - Activity 2 = Icebreaker

Icebreaker: As a whole group teachers will organize themselves in order by their birthday month and day then sit with teachers who will be teaching the same grade level and/or content area . Have them return to seats and sit in groups by grade level or subject area. Use slide three of PowerPoint file (M1.1 - Welcome and Overview) up on the screen. *(5 Minutes)*

Section 1 - Activity 3 = Project Overview

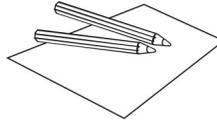
Overview. Complete overview of the BT Matters Program and use slides four through six of PowerPoint file (M1.1 - Welcome and Overview) up on the screen. *(5 Minutes)*



Module 1: Classroom Management



SECTION TWO: Application



Time: 45 minutes

Objectives Covered: #2, #3, #4, #5

Materials Needed: Computers and Internet or paper copies of self assessment.

Section 2 - Activity 1 = Self Assessment: Have participants complete the conflict management style and then discuss their results using the evaluation criteria. Facilitator reviews the article (M1.2-Article-Grasha-Teaching Styles-1994) before leading the follow up discussion and picks any parts they believe are relevant to share with the participants. (10 Minutes)



If access to computers and internet is available participants can take the assessment online at: <http://goo.gl/fMs6dV>

To discuss their results use these style definitions:

<http://goo.gl/oL7r5K>



If internet access is not available use the file labeled M1.2 - Conflict Management Self Evaluation and make each participant a copy of that file. Then use PowerPoint File (M1.2-.Survey-Information) to describe the various styles.



Module 1: Classroom Management



SECTION TWO: Application Continued ...



Section 2 - Activity 2 = Classroom Layout Discussion:

Show PowerPoint file (M1.2-What-does-this-say.ppt) to lead a discussion regarding which classroom layout best fits their teaching style. (10 Minutes)

Section 2 - Activity 3 = What if Scenarios:

Organize teachers in groups of five according to like grade level and/or subject area. Each group will need a set of “What If Scenarios” cards. Use file (M1.2-What-if-Cards.doc). Teachers will place each card face down on their table and take turns flipping over a card, reading it aloud to the group, and discussing an appropriate routine, procedure, consequence, etc. After about 7 minutes, teachers will share one discussion point from the small group activity that was significant to their group. Once each group has shared, teachers will individually complete the Routines, Procedures and Celebrations Chart to brainstorm procedures for each of the items listed. Use file (M1.2-Routines-Procedures-Celebrations.doc). (15 Minutes)

Section 2 - Activity 4= Motivation for Learning:

Go through the PowerPoint file (M1.2-Motivation-for-Learning.ppt). The video in the PowerPoint should play. If you have any trouble playing the video go to: <http://goo.gl/P4kkco>

Start the video at minute 5:05 and end it at 10:36.

Preface video by saying, “In this video Mr. Pink is talking about motivation in the business world. As you watch think about ways this might apply to a student in your classroom. Could students be motivated in the same ways?”

After the video, ask participants to discuss: “How will you apply Daniel Pink’s three dimensions of intrinsic motivation to your classroom?” (10 Minutes)



Module 1: Classroom Management

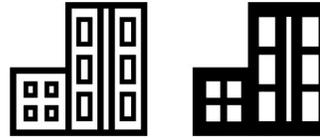


SECTION THREE: Community Connections

Time: 45 minutes

Objectives Covered: #6

Materials Needed: TBD



Activity: Making Learning Relevant to Your Community: Under the direction of the facilitator and master teachers community representatives will be invited to participate and share in this meeting. These activities will vary by school and district.

Suggestions for this Section:

1. Identify support staff within the school (secretary, custodian, cafeteria staff, guidance counselor, social worker, ESL instructor, etc.) and make positive first contact. Suggested activities include: self-introduction, notes to support staff, school personnel treasure hunt.
2. Identify resources for instructional supplies and organizational tools in the community. Such as: department stores with teaching supplies, teacher supply stores, places with teacher discounts, copy shops, office supply stores.
3. Connect with community resources to help build relationships with students' families (library, social services, churches, Boy/Girl Scouts, sport leagues, cultural centers, after-school programs, etc.)

“Education is for improving the lives of others and for leaving your community and world better than you found it.”

Marian Wright Edelman



Module 1: Classroom Management

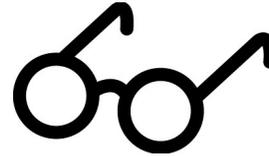


SECTION FOUR: Conclusion

Time: 15 minutes

Objectives Covered: #7

Materials Needed: Graphic Organizer, Exit Slips



Section 4 - Activity 1 = Graphic Organizer:

Hand participants a copy of graphic organizer for their own use. Use participant manual page titled “Closing Comments/Reflection”. Encourage participants to reflect on the three questions and to create three goal statement that they can take away from this module. (5 Minutes)

Section 4 - Activity 2 = Continue the Conversation:

Description: In our first session we discussed classroom management and the various components that go into creating a proactive classroom management plan. Perhaps you have already realized that once your students walk through the door, the relevance of your classroom management plan, which includes your instructional choices, becomes a major factor in your success as a teacher and, ultimately, in the learning of your students. (5 Minutes)

In small group share one aspect of your classroom management plan and one way you have had to rework your plan based on the needs of your students. Take a moment to respond and discuss with your colleagues.

Section 4 - Activity 3 = Exit Slips: As teachers leave the session, the Master Teachers will instruct them to submit an exit slip. Teachers will list 3 things they learned, two items that might benefit from change, and one item they may need help with as the school year begins. Teachers should include their name on the ticket. Use participant page titled “Exit Slip”. (5 Minutes)



Module 1: Classroom Management



SECTION FOUR: Resources for more information

(Contained in both facilitator and participant packets.)

New Teacher Academy: Classroom Management - Blogger Lisa Dabbs looks at a framework for novice teachers in how to approach their first years. Visit at: <http://goo.gl/BDm4Pk>

NEA Classroom Management Tools: Has a varied articles and tools to provide examples and helpful tips. Visit at: <http://goo.gl/O3Jjbi>

WEAC-Strategies for Classroom Management: Very good tips and resources from the Wisconsin Education Association. Visit at: <http://goo.gl/ABDaui>

Classroom Management Strategies for Elementary Teachers - Gaetan Pappalardo offers advice on how to answer common questions in the classroom that may seem trivial, but can easily stump the amateur teacher. Visit at: <http://goo.gl/TfBwVD>

What's the Secret to Effective Classroom Management? - Blogger Maurice Elias shares his ideas on the secret to effective classroom management. Visit at: <http://goo.gl/nDoiDQ>

Tricks of the Trade: Classroom Management Tips for Teachers - This compilation of short videos from educators explores how to keep it all together in class. You can also suggest your favorite strategies and tactics in Edutopia's classroom management discussion group. Visit at: <http://goo.gl/aHiebH>



Module 1: Classroom Management



Resources Used in First Module

(All files can be found on web site under Module One - Facilitator resources. It is recommended that these be downloaded to the local computer before use.)

File	Description
M1.1 Welcome and Overview	Used to introduce first section.
M1.2 Article Teaching Styles	Used to provide background information on teaching styles section.
M1.2 Motivation for Learning PowerPoint	Used in presentation of motivation information.
M1.2 Routines, Procedures, Celebrations Word Document	Used by participants to detail their own routines and procedures.
M1.2 Survey Information PowerPoint file.	Describes characteristics of survey types.
M1.2 What does this say? PowerPoint file.	Contains photos of various classrooms.
M1.2 What if Cards	Used in group discussion about scenarios.
M1.4 Closing Graphic. Word Document.	Provide your comments and reflection on the three items in that section of the unit.
M1.4 Exit Slip	For participants. A reflection document for participants before they leave.