



EDU-C498-50

# The Timely Teacher: Strategies for Classroom Organization

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Office Hours: Online course, please email  
Grading: 3 hour undergraduate college credit

## I. Course Description:

The purpose of this course will be to examine and discuss elements of a well-organized classroom. Participants will discuss what works in their own classrooms as well as what does not. Assignments will address strategies for overcoming areas of weakness and setting short and long-term improvement goals. Instructor will adjust the syllabus based on the needs of the class participants.

## II. Modules

### 1. LET'S GET STARTED!

Streamlining the start of the year, plan for maintaining routines, setting up the classroom, meeting student/parents/new teachers, planning with your co-teachers

### 2. WHAT DID YOU EXPECT?

Setting standards for discipline, planning for classroom transitions and drills, pro-actively addressing potential concerns, keeping the classroom neat and clean, making time for bulletin boards and decorations

### 3. THE LONG AND THE SHORT OF IT

Making unit plans, writing lesson plans per day, drafting a pacing guide, making copies, organizing classroom materials in online folders and files

### 4. ON YOUR MARK...

Grading things in a timely manner, maintaining grading consistency, monitoring student performance, incentives for achievement, plan for completing student make-up work consistently

### 5. TOP SECRET, SHHH!!!

Record keeping, online grading portals, privacy issues, medical concerns, IEP's, use of email, interacting with students/parents using electronic formats, documentation

### 6. FILING UP YOUR DANCE CARD

Use of a two-year planner to keep your sanity, digital calendars, color coordinating your calendar: bus duty, ball game gates, chaperoning trips, sponsoring clubs, etc...

### 7. LET US PAUSE FOR A COMMERCIAL BREAK

Planning for your absence from school, keeping an emergency lesson plan, elements of a solid substitute plan with your daily schedule, setting expectations from students in the event of your absence

### 8. IT'S A WHOLE NEW WORLD

Elements of online teaching, using technology in the classroom, maintaining class when you see no students, importance of documentation

### 9. KEEPING THE MAIN THING THE MAIN THING

Effectively using class time for teaching, spending classroom time on classroom concerns, addressing class time interruptions, remaining flexible when chaos comes

### 10. MAY I SEE YOUR LICENSE AND REGISTRATION, PLEASE?

Preparing for license renewal, keeping a file of certificates/events, official transcripts

### 11. FREE FOR THE TAKING

Creating a classroom community corner, replenishment of classroom supplies, offering extra credit without inflating grades

### 12. TAKE THE NEXT EXIT RAMP AHEAD

Pulling everything together and final comments to wrap up class