California State University, San Marcos

**FORM X (WHITE)**

- Authorization To Offer Non-Degree Extension Credit Course Through Extended Studies*

<table>
<thead>
<tr>
<th>1. Desired Term:</th>
<th>Fall 2006</th>
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<tbody>
<tr>
<td>2a. Course abbreviation and Number:</td>
<td>EDUC E1049</td>
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<tr>
<td>2b. Abbreviated Title:</td>
<td>Classroom Organizing &amp; Planning</td>
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<td>3. Year of implementation:</td>
<td>2006</td>
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<tr>
<td>4. Number of Units:</td>
<td>1</td>
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<td>5. Billing Units:</td>
<td>1</td>
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6. Allowed Student Levels: UG X GR X EE X  (Default is to check all three levels)

7. Grading Method:  
   - N Normal (N) (Default is Letter Grade +/-). Students may request Credit/No Credit
   - Normal Plus Report-in-Progress (NP) (As for Normal; also allows Report-in-Progress)
   - Credit/No Credit Only (C)
   - Credit/No Credit or Report-In-Progress Only (CP)

8. Mode of Instruction:  
   (See pages 17-23 at [http://www.calstate.edu/cimn/data-elm- 
dic/APDB-Transaction-DED-SectionV.pdf](http://www.calstate.edu/cimn/data-elm-dic/APDB-Transaction-DED-SectionV.pdf) for definitions of the Course Classification Numbers)

<table>
<thead>
<tr>
<th>Type of Instruction</th>
<th>Number of Credit Units</th>
<th>Instructional Mode (Course Classification Number)</th>
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<tbody>
<tr>
<td>Lecture</td>
<td>1</td>
<td>02</td>
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<tr>
<td>Activity</td>
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<tr>
<td>Lab</td>
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9. Attributes: Course Requires Consent for Enrollment?  
   - Yes X No
   - Faculty Credential Analyst Dean Program/Department - Director/Chair
   - Prerequisites:  
   - Co-requisites:  

10. Does this course impact other discipline(s)? (If there is any uncertainty as to whether a particular discipline is affected, check "yes" and obtain signature.)  
   - Yes X No
   - If yes, obtain signature(s). Any objections should be stated in writing and attached to this form.

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<tr>
<th>Discipline</th>
<th>Signature</th>
<th>Date</th>
<th>Support</th>
<th>Oppose</th>
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**Important: Please Complete**

1. Instructor: Leslie J. Hays, Ed.D

2. Please complete the Extension Course Proposal Form  
   [http://www.csusm.edu/academic_programs/Curriculum_Forms/index.html](http://www.csusm.edu/academic_programs/Curriculum_Forms/index.html)

**SIGNATURES: (COLLEGE LEVEL)**

1. Program Director/Chair  
   Signature:  
   Date:  

2. College Dean for Designated  
   Signature:  
   Date:  

**SIGNATURES: (UNIVERSITY LEVEL)**

3. Dean of Extension Studies (or Designee)  
   Signature:  
   Date:  

4. Vice President for Academic Affairs (or Designee)  
   Signature:  
   Date:  

**Banner**
In planning the components of our Extended Studies program at Cal State San Marcos, this office consults closely with the academic colleges and departments to determine the suitability of course content, teaching methods and instructor qualifications. To assist us in evaluating your proposed course for credit, please submit this completed form to our office as soon as possible. Questions before you submit? Call me at (760)750-8713.

- **Course Title:** Organizing and Managing the Classroom (K-12)

- **Course Description:**
  This is an online course designed to help teachers improve their abilities to organize and manage a classroom. Through video selections, experienced teachers share tips and show examples of classroom management strategies. The program is organized around the California Standards for the Teaching Profession, and includes video classroom examples, teacher rationale, reflection, and a variety of online resources for all grade levels.

- **Course Objectives:**
  
  - Identify examples of good classroom management and organization (online activities)
  
  - Reflect on own practice of classroom management and organizational strategies. (online reflections)
  
  - Use selected strategies in the classroom and report on experiences. (online reports)

- **Evaluation:**
  
  Time spent in programs is reported via the Prep Period online management system. Students must send a report of their time in the system, as well as written reports of activities. Students must complete three reflection activities and one resource activity for each of the modules below, for a total of 24 written reports.

  - **Module 1:** Building a Classroom—Creating an Effective Physical Environment
  
  - **Module 2:** Building Appreciation for Others—Promoting Fairness and Respect
  
  - **Module 3:** Building Collaboration—Promoting Social Development and Group Responsibility
  
  - **Module 4:** Building Responsibility—Establishing and Maintaining Behavior Standards
  
  - **Module 5:** Building an Organized Community—Planning and Implementing Routines and Procedures
  
  - **Module 6:** Building Efficiency—Using Instructional Time Effectively

- **Course Length**
  
  - 15 hours in online course
  
  - 5-10 additional hours in outside class work to complete assignments

- **Proposed Date(s):** September 15, 2006→ ongoing

- **Location:**
  
  This is an online course found at [www.prepperiod.org](http://www.prepperiod.org).

- **Support Needs:** Students will need to have the latest version of Flash, a recent Internet browser, and Adobe Acrobat loaded on their computer. The technical requirements are also specified on the site, with links to support sites if software needs to be downloaded.

- **Comments:**
  
  These online classes have been produced and currently available through San Diego County Office of Education.

When completed, please return this form, along with an up-to-date resume (with teaching references) to: Catherine Boyle, Office of Extended Studies, Cal State San Marcos, 333 S. Twin Oaks Valley Rd., San Marcos, CA 92098; FAX: (760)750-3138; E-mail: cboyle@csusm.edu
LESLIE J. HAYS, Ed.D
Director, Learning Resources & Education Technology Support
San Diego County Office of Education
6401 Linda Vista Road, San Diego, CA 92111
858-292-3758  Email: lhays@sdcde.net


2003 Administrative Services Credential, San Diego State University.


1973: B.A. with a major in Biology (cum laude) from the University of the South, Sewanee, Tennessee. (Undergraduate work at Emory University, Atlanta, Georgia).

TEACHING EXPERIENCE

Spring 2003: Adjunct Professor at USD in School of Education. Taught Secondary Content Area Reading class.

1979 – 2000: Science teacher at Helix High School, La Mesa, CA, and Lincoln HS, San Diego, CA. Taught multiple levels of science including AP Biology, Chemistry, Oceanography and AP Psychology.

1977-1978: Owner and administrator of an English as a Second Language school, the California Language Institute, in Santa Cruz, Bolivia. Managed the school and taught English.


LEADERSHIP EXPERIENCE

2004-present: Director, Learning Resources & Educational Technology for SDCOE. Oversee Professional Development Online Production Unit and Learning Resources Display Center.

2002-2005: Facilitator of East County Transitions K-16 monthly articulation meetings sponsored by SDCOE with eight participating districts, two community colleges and San Diego State University.


2002, 2003: Region IX AVID Annual Leadership Colloquium. Planned and organized the two-day program which focused on the issues Equity and Access through the use of educational research and site-specific data. 89 school teams from three counties participated in 7-12 vertical teaming sessions.
2000-2003: SDCOE, Project Specialist for AVID charged with supporting 64 AP Challenge Grant High Schools and their partner middle schools in SD, Orange and Imperial Counties and AVID Regional Coordinator for 30 East County Middle and High Schools. Organized and led staff development meetings at monthly AVID Coordinator Workshops.

1998-00: Literacy Coordinator for Helix High School in charge of developing and implementing a school wide program.


National Science Foundation Grant to conduct "Evolution and Nature of Science" summer institutes for middle and high school science educators in San Diego County (1995-1997).

Toyota Tapestry Grant awarded for a science project titled "Inner Space to Outer Space: Imaging Technologies" (1995).