



School of Education and Behavioral Sciences

## **FLEX: ED 404**

### **Managing Learning Environments**

Location meeting and Class meeting schedule (Online Asynchronous)

Credits: 3      Section: ED 404      Term: FLEX

**FLEX:** Your Flex course begins the first of the month and extends up to **10 weeks** (if enrolled in a **Flex Accelerated** course coded COURSE-CODE-##-2) or **4 months** (if enrolled in a **Flex Standard** course coded COURSE-CODE-##-9). Please refer to Self-Service to confirm your academic schedule.

#### **Instructor Information**



**Instructor:** Dr. Brina Domingo

**Email:** [brina.domingo@chaminade.edu](mailto:brina.domingo@chaminade.edu)

**Phone:** (808) 735-4719

**Office Location:** Brogan Hall 129

**Office Hours:** By Appointment

- Tues/Thurs 9:00am – 12:00pm (In Person)
- Mon/Wed/Fri 9:00am - 3:00pm (Virtually)

#### **Communication**

Primary communication via email; weekdays, within my designated office hours, will yield a response within 6-12 hours. Nights, weekends and holidays I will respond within 24-48 hours. Any email sent after 5pm will not be checked or responded to until 9am the following morning. If there is anything urgent that needs to be addressed immediately, please put “Urgent” in the title of the email you are sending.

#### **School & Department Information**

##### **School of Education and Behavioral Sciences**

Office Location: Brogan Hall

Phone: (808) 739-4652

If you have questions regarding the School of Education and Behavioral Sciences, reach out to your Instructor or Academic Advisor Brother Allen Pacquing.

## Course Description & Materials

### Catalog Course Description

This course develops strategies for successfully managing environments for student success with the focus on the teacher as guide and facilitator. The content includes the study of research findings that are developmentally appropriate for classroom management techniques.

Prerequisites: ED 220, ED 221.

### Conceptual Framework

The Education Division's Conceptual Framework is based upon a set of beliefs that flow from the University's vision and mission statements, the Division's vision and mission statements, and the core academic beliefs of Chaminade University. These values and beliefs are based on the Catholic Marianist principles; a commitment to mentor teacher and educational leader candidates to their fullest potential; a commitment to teaching, scholarship and research; and a commitment to serve the university and the larger community. This rigorous alignment is designed to prepare education professionals who demonstrate professional dispositions and empathy, content knowledge, and the pedagogical/leadership skills to work effectively with a diverse community of learners.

### Education Division Mission Statement

The Education Division's mission is to foster the development of knowledgeable, proficient, and reflective teachers and educational leaders. Our programs are based in the liberal arts tradition, Catholic Marianist values, current research, best practice, and professional standards. In this context we develop educators who demonstrate ethical, effective and culturally responsive practices, and a commitment to building a just and peaceful society.

### Educator Code of Ethics

The Model Code of Educator Ethics 2.0 is intertwined throughout the various activities within this course, as well as the other courses you will take within this program. The responsibility to profession, of professional competence, to our students, to the school, and with the use of technology are integral to all aspects of this course.

### Time Allocation

This is a three credit course requiring **135 clock hours** of student engagement, per the official CUH Credit Hour Policy. Students enrolled in this course are expected to spend about 1 hour on your Course Completion Schedule, 1 hour on your FlipGrid Introduction Video, 2 hours and 30 minutes per module on your Community of Practice Assignments, 2 hours and 30 minutes per module on Scenario Strategy Reflections, 4 hours on your Final Course Reflection, 5 hours each for researching and writing your Scenario Application Papers, 20 hours Developing, Researching and Writing your Classroom Management Philosophy Paper, and 10 hours on your Digital Portfolio. There will be an additional 39 hours of work required beyond what is listed here to

complete your course readings. This additional work will average about 3.9 total hours per module.

### Required Materials

- ***First Days of School: How to Be an Effective Teacher*** (5th edition) Wong, Harry K. and Rosemary T. (2018). ISBN13: 9780976423386; ISBN10: 0976423383 (DVD not required although this book is a keeper.) 5<sup>th</sup> edition required
- ***Teach Like a Champion 3.0: 63 Techniques that Put Students on the Path to College*** 2nd Edition by Doug Lemov (to be used second half of the class) ISBN 9781119712619 (paperback) ISBN 9781119712626 (ePDF) Publisher: Wiley
  - Amazon/ Kindle eBook available

### Recommended Items

You will need to be comfortable accessing YouTube videos, recording and uploading video responses, as well as working in Google Docs or Word Processor. You will also need to know and utilize Proper APA Formatting for all assignments for paper formatting as well as in-text citations (to avoid plagiarism).

- APA General Format:
  - [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)
- APA Example Paper:
  - [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/apa\\_sample\\_paper.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_sample_paper.html)

### Canvas (<https://chaminade.instructure.com>)

Canvas is Chaminade University's online learning platform. For this course, you will be submitting all assessments (discussions, assignments, reflections and projects) on Canvas.

## Learning Outcomes

### Program Learning Outcomes (PLOs)

Upon completion of [degree program name], the student will be able to:

1. Apply knowledge of learner development, learner differences, diverse students and the learning environment to optimize learning for Elementary students.
2. Describe central concepts, tools of inquiry and structures of the subject matter disciplines for Elementary students.
3. Utilize formative and summative assessments, to determine, select, and implement effective instructional strategies for Elementary students.
4. Analyze the history, values, commitments, and ethics of the teaching profession within the school community.

5. Explain the Marianist tradition of providing an integral, quality education within diverse learning communities.

### Course Learning Outcomes (CLOs)

Upon completion of ED 404 - Managing Learning Environments, the student will be able to:

<b><i>Students will be able to:</i></b>	<b>PLO</b>
<b><u>CLO 1:</u></b> Explore best practices related to classroom management, the establishment of class rules, procedures, routines and motivational strategies for a variety of students.	1 and 5
<b><u>CLO 2:</u></b> Create a blueprint for developing a classroom community, a culture that promotes positive social skills and academic achievement. This will include all stakeholders - parents, administrators, teaching assistants, co-teachers, additional school staff, etc.	4
<b><u>CLO 3:</u></b> Construct a classroom management plan and philosophy that addresses both Instructional and behavior management issues.	2 and 3

### Marianist Values

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

1. Education for formation in faith.
2. Provide an integral, quality education.
3. Educate in family spirit.
4. Educate for service, justice and peace, and integrity of creation.
5. Educate for adaptation and change.

Students will learn alongside their peers to create a positive learning environment and as future educators to provide their students with a quality education that is founded in family spirit and adaptation to change while serving the education community as a whole.

### Native Hawaiian Values

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the 'Ōlelo No'eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua ('Ōlelo No'eau 364) May I live by God.

2. Provide an Integral, Quality Education (Na'auao) Lawe i ka ma'alea a kū'ono'ono ('Ōlelo No'eau 1957) Acquire skill and make it deep.
3. Educate in Family Spirit ('Ohana) 'Ike aku, 'ike mai, kōkua aku kōkua mai; pela iho la ka nohana 'ohana ('Ōlelo No'eau 1200) Recognize others, be recognized, help others, be helped; such is a family relationship.
4. Educate for Service, Justice and Peace (Aloha) Ka lama kū o ka no'eau ('Ōlelo No'eau 1430) Education is the standing torch of wisdom.
5. Educate for Adaptation and Change (Aina) 'A'ohe pau ka 'ike i ka hālau ho'okahi ('Ōlelo No'eau 203) All knowledge is not taught in the same school

### General Education Learning Outcomes

For many years, through changes in leadership, assessments and curricula, the General Learner Outcomes have been there. These are the overarching goals of standards-based learning for all students in all grade levels. Our teachers rely upon rubrics built upon these to inform their assessment of students — going beyond academic achievement to ensure students become engaged, lifelong learners.

1. Self-directed Learner (The ability to be responsible for one's own learning)
2. Community Contributor (The understanding that it is essential for human beings to work together)
3. Complex Thinker (The ability to demonstrate critical thinking and problem solving)
4. Quality Producer (The ability to recognize and produce quality performance and quality products)
5. Effective Communicator (The ability to communicate effectively)
6. Effective and Ethical User of Technology (The ability to use a variety of technologies effectively and ethically)

### Alignment of Course Learning Outcomes

	CLO 1	CLO 2	CLO 3
<b>Marianist Values</b>	<b>3 and 4</b>	<b>2 and 3</b>	<b>5</b>
<b>PLOs</b>	<b>1 and 5</b>	<b>4</b>	<b>2 and 3</b>
<b>Native Hawaiian Values</b>	<b>3 and 4</b>	<b>2 and 3</b>	<b>5</b>
<b>General Education Learning Outcomes</b>	<b>3 and 4</b>	<b>2 and 5</b>	<b>1 and 6</b>

### Course Activities and Assessments

Assignments	Max Points	Your Points
Course Completion Schedule (1:00) • Due by the 7th of the first month	10	/10
Introduction Assignment (1:00) • Due by the <i>first</i> Friday from your start date	5	/5
Community of Practice Assignments (2:30 each)	18	/18

<ul style="list-style-type: none"> <li>9 Posts – 2 Points Each (1 for Your Initial Post <u>and</u> 1 for Comment Response)</li> </ul>		
Scenario Strategy Reflections (2:30 each) <ul style="list-style-type: none"> <li>9 Reflections – 2 Points Each</li> <li>Minimum of 2 Pages written in Proper APA Formatting</li> </ul>	18	/18
Final Course Reflection (4:00) <ul style="list-style-type: none"> <li>Minimum of 3 Pages written in Proper APA Formatting</li> </ul>	4	/4
Scenario Application Papers - 10 Points Per Paper (5:00 each) <ul style="list-style-type: none"> <li>You will get a list of 9 student scenarios, each detailing a different student (giving their background, exhibited academic or behavior deficiencies, and triggers). You will pick 3, reflect on how you'd approach that student in your own classroom, and give detailed application of strategies you've learned to best support them in your own classroom.</li> <li>Minimum of 2 pages long written in Proper APA Formatting</li> </ul>	30	/30
Classroom Management Philosophy Paper (20:00) <ul style="list-style-type: none"> <li>Develop your own philosophy for Classroom Management and how you'd apply what you learned in this course in your own classroom.</li> <li>This paper is a cumulative paper and should be a Minimum of 5 pages long written in Proper APA Formatting</li> </ul>	20	/20
Classroom and Behavior Management Digital Portfolio (10:00) <ul style="list-style-type: none"> <li>Creation of Individual ED 404 Website (<i>must provide link</i>) that showcases each revised Chapter Review Reflection based upon feedback, your 3 Scenario Application Papers <u>and</u> your finalized Classroom Management Philosophy.</li> </ul>	10	/10
<b>Total</b>	<b>115</b>	<b>/115</b>

**Course Schedule:** *Schedule subject to change based on dynamics of current events*

Module	Topic	Tasks
Module 1	<b>Introduction to Classroom Management:</b> <i>Get an overview of the different views of classroom management while also identifying how to build character and trust within your classroom management perspective.</i>	<ul style="list-style-type: none"> <li>Required Reading:               <ul style="list-style-type: none"> <li>"Effective Classroom Management" - Chapter 1</li> <li>"Teach Like a Champion" - Chapters 10</li> <li>Student Scenario #1</li> </ul> </li> <li>Introduction Assignment</li> <li>Community of Practice #1</li> <li>Reflection #1</li> </ul>

Module	Topic	Tasks
Module 2	<b>Understanding how to set High Academic Expectations in the Classroom:</b> <i>Identifying and understanding different techniques to help set high, but realistic expectations for all students' academic achievement.</i>	<ul style="list-style-type: none"> <li>● Required Reading: <ul style="list-style-type: none"> <li>○ “Teach Like a Champion” - Chapter 12</li> <li>○ Student Scenario #2</li> </ul> </li> <li>● Community of Practice #2</li> <li>● Reflection #2</li> </ul>
Module 3	<b>How Educators can Plan for Successful Classroom Management and Instruction:</b> <i>How to backward map your lessons and curriculum while emphasizing the 4 Ms and utilizing a double plan to ensure not only are your lessons soundly structured, but each minute of the class is being utilized effectively.</i>	<ul style="list-style-type: none"> <li>● Required Reading: <ul style="list-style-type: none"> <li>○ “Teach Like a Champion” - Chapter 4</li> <li>○ Student Scenario #3</li> </ul> </li> <li>● Community of Practice #3</li> <li>● Reflection #3</li> <li>● Scenario Application Paper #1</li> </ul>
Module 4	<b>Creating an Effective Lesson Plan:</b> <i>Learn how to structure a lesson, beginning to end, in order to ensure all aspects of the lesson build upon student learning while providing a variety of learning opportunities for diverse learners.</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Required Reading: <ul style="list-style-type: none"> <li>○ “Teach Like a Champion” - Chapter 2 <u>and</u> Chapter 3</li> <li>○ Student Scenario #4</li> </ul> </li> <li><input type="checkbox"/> Community of Practice #4</li> <li><input type="checkbox"/> Reflection #4</li> </ul>
Module 5	<b>Working Against the Clock - Ensuring Lesson Pacing is Effective:</b> <i>Figure out how to ensure that every minute of the class is being utilized and providing impactful learning opportunities for students while managing a variety of pacing, both fast or slow, between activity shifts.</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Required Reading: <ul style="list-style-type: none"> <li>○ “Teach Like a Champion” - Chapter 6</li> <li>○ Student Scenario #5</li> </ul> </li> <li><input type="checkbox"/> Community of Practice #5</li> <li><input type="checkbox"/> Reflection #5</li> <li><input type="checkbox"/> Scenario Application Paper #2</li> </ul>

Module	Topic	Tasks
Module 6	<b>Behavior Management and Discipline as part of Classroom Management:</b> <i>Understanding how behavior impacts classroom management, addressing these behaviors effectively and implementing assertive but positive classroom discipline while providing logical consequences.</i>	<input type="checkbox"/> Required Reading: <ul style="list-style-type: none"> <li>o “Effective Classroom Management” - Part 1: Chapters 1 - 5</li> <li>o “Teach Like a Champion” - Chapter 11</li> <li>o Student Scenario #6</li> </ul> <input type="checkbox"/> Community of Practice #6 <input type="checkbox"/> Reflection #6
Module 7	<b>Developing a System for Classroom Management by Utilizing Dignified Discipline:</b> <i>Learning how to develop a system of rules and discipline that emphasizes restorative justice rather than punitive punishment to ensure students and educators are not stressed during the discipline process and can take each negative interaction as a learning experience.</i>	<input type="checkbox"/> Required Reading: <ul style="list-style-type: none"> <li>o “Effective Classroom Management” - Part 2: Chapter 6 <b>and</b> Chapter 9</li> <li>o “Teach Like a Champion” - Chapter 7 <b>and</b> Chapter 9</li> <li>o Student Scenario #7</li> </ul> <input type="checkbox"/> Community of Practice #7 <input type="checkbox"/> Reflection #7 <input type="checkbox"/> Scenario Application Paper #3
Module 8	<b>Managing Behavior and Instruction to ensure Effective Management in the Classroom:</b> <i>Ensuring discipline, conflict resolution and peer mediation to develop an effective balance between behavior management and instruction.</i>	<input type="checkbox"/> Required Reading: <ul style="list-style-type: none"> <li>o “Effective Classroom Management” - Part 3: Chapters 10 - 13</li> <li>o Student Scenario #8</li> </ul> <input type="checkbox"/> Community of Practice #8 <input type="checkbox"/> Reflection #8



Module	Topic	Tasks
Module 9	<b>Building a Classroom Community:</b> <i>How to develop classroom organization and a management program in order to identify which best-practices would work best to help create your own classroom management system.</i>	<input type="checkbox"/> Required Reading: <ul style="list-style-type: none"> <li>o “Effective Classroom Management” - Part 2: Chapters 7 - 8 <b>and</b> Part 4: Chapters 14 - 15</li> <li>o Student Scenario #9</li> </ul> <input type="checkbox"/> Community of Practice #9 <input type="checkbox"/> Reflection #9 <input type="checkbox"/> Classroom Management Philosophy Paper
Module 10	<b>Reflecting on Your Classroom Management Philosophy and Learned Strategies:</b> <i>Reflecting on your Classroom Management Philosophy Paper, making the final revisions in order to learn and apply your own identified best-practices in real world situations.</i>	<input type="checkbox"/> Final Course Reflection <input type="checkbox"/> Classroom Management and Behavior Digital Portfolio

## Course Policies

### Late Work

May be subject to change based on the dynamics of current events. Late assignments will be accepted up to **three** days after the identified deadlines in your course completion schedule. Work submitted one-day late will receive a 10% deduction, two-days late a 25% deduction, and three days late a 50% deduction. If there is an emergency, make sure to contact me before the due date of an assignment.

**TurnItIn Rates:** “RED” will result in an automatic redo of the assignment and/or a “0” score.

**\*\*\*ALL assignments** (with the exception of the Weekly Discussions, Lesson Plan and Digital Portfolio) must be written in **PROPER APA FORMATTING** (See Supplementary Learning Requirements Above).

- Proper APA Formatting
  - A Title Page
  - Running Head and Page #s
  - Appropriate Level 1 - Level 3 Headings
  - In-Text Citations
  - A References Page
- Times New Roman Font

- Size 12 Font
- Double Spaced
- Abstract - ONLY required for your Classroom Management Philosophy Paper, Does not count toward your 5 page minimum.

**\*\*\*No work will be accepted after the last day of the course (No Extensions Given)**

### Extra Credit

There are no extra credit assignments for this course; however, course activities and assignments can be revised based on feedback provided during initial grading to bring up your overall course grade.

Any revised assignments must be submitted within one week of initial grading.

### Changes to the Syllabus

While the provisions of this syllabus are as accurate and complete as possible, your instructor reserves the right to change any provision herein at any time. Every effort will be made to keep you advised of such changes, and information about such changes will be available from your instructor.

### Grades of Incomplete

No incomplete grades will be assigned. All assignments (late or revised) are due by the final day of the course. **NO WORK WILL BE ACCEPTED** after the final day of the course and your grade will be as stands based on whatever work is submitted.

### Final Grades

Final grades are submitted to [Self-Service](#):

- A = 90% and above
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 59% and below

### Email & Netiquette Guidelines

1. "Netiquette" is the correct or acceptable way of communicating on the Internet. Rules- see website or copy and paste:  
<https://www.rasmussen.edu/student-experience/collegelife/netiquette-guidelines-every-online-student-needs-to-know/>
2. Use your Chaminade email account.

3. Always include a subject line.
4. Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emoticons might be helpful in some cases.
5. Use standard fonts.
6. Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.

### **Community of Practice Communication Guidelines**

1. Do not make insulting or inflammatory statements. Be respectful of others' ideas.
2. Be patient and read the comments of others thoroughly before posting your remarks.
3. Be positive and constructive.
4. Consider how your posts help to further the discussion and/or meet course learning outcomes.

## **Important Information**

### **Academic Honesty**

Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated.

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, and plagiarism, in addition to more obvious dishonesty.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Dean of the Academic Division. Punishment for academic dishonesty will be determined by the instructor and the Dean of Academic Division and may include an "F" grade for the work in question, an "F" grade for the course, suspension, or dismissal from the University.

For the most up to date information, please refer to the [Academic Honesty Policy](#) on the Chaminade University Catalog website.

### **Writing Standards**

All work submitted by Chaminade University students must meet the following writing standards. Written assignments should:

1. Use correctly the grammar, spelling, punctuation, and sentence structure of Standard Written English.
2. Develop ideas, themes, and main points coherently and concisely.
3. Adopt modes and styles appropriate to their purpose and audience.
4. Be clear, complete, and effective.
5. Carefully analyze and synthesize material and ideas borrowed from sources. In addition, the sources of the borrowed material should be correctly acknowledged to avoid plagiarism (see Plagiarism).

### Use of Generative Artificial Intelligence (Gen AI)

Students are encouraged to use Gen AI tools such as ChatGPT and others to support their learning and creativity. However, the use of these tools must adhere to the following guidelines:

- **Attribution:** Any content generated by AI must be clearly attributed.
- **Academic Integrity:** AI tools should not be used to produce entire assignments or projects without significant input and modification by the student.
- **Originality:** Students must ensure that their submissions are original and reflective of their understanding. Plagiarism, including the uncredited use of AI-generated content, is strictly prohibited.
- **Disclosure:** Students must disclose the use of AI tools in their work. This includes specifying which tools were used and how they were applied.

Examples of appropriate uses for Generative AI for course activities include

- Idea generation,
- Creating outlines, and
- Sentence-level edits (i.e., punctuation and grammar)

### Title IX and Nondiscrimination Statement

Chaminade University of Honolulu is committed to providing a learning, working and living environment that promotes the dignity of all people, inclusivity and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator.

### Nondiscrimination Policy & Notice of Nondiscrimination

Chaminade University of Honolulu does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to the University's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights,

or both and contact information may be found at the [Chaminade University Title IX Office Contact Information and Confidential Resources website](#). On-campus Confidential Resources may also be found here at [CAMPUS CONFIDENTIAL RESOURCES](#).

The University's Nondiscrimination Policy and Grievance Procedures can be located on the University webpage at:  
<https://chaminade.edu/compliance/title-ix-nondiscrimination-policies-procedures/>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the [Campus Incident Report form](#). Chaminade University of Honolulu prohibits sex discrimination in any education program or activity that it operates. The NOTICE of NONDISCRIMINATION can be found here: [Notice of Nondiscrimination](#).

### **CUH Alert Emergency Notification**

To get the latest emergency communication from Chaminade University, students' cell numbers will be connected to Chaminade's emergency notification text system. When you log in to the Chaminade portal, you will be asked to provide some emergency contact information. If you provide a cellphone number, you will receive a text from our emergency notification system asking you to confirm your number. You must respond to that message to complete your registration and get emergency notifications on your phone.

### **Assessment for Student Work**

With the goal of continuing to improve the quality of educational services offered to students, Chaminade University conducts assessments of student achievement of course, program, and institutional learning outcomes. Student work is used anonymously as the basis of these assessments, and the work you do in this course may be used in these assessment efforts.

### **Student with Disabilities Statement**

Chaminade University of Honolulu offers accommodations for all actively enrolled students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (2008).

Students are responsible for contacting Kokua Ike: Center for Student Learning to schedule an appointment. Verification of their disability will be requested through appropriate documentation and once received it will take up to approximately 2–3 weeks to review them. Appropriate paperwork will be completed by the student before notification will be sent out to their instructors. Accommodation paperwork will not be automatically sent out to instructors

each semester, as the student is responsible to notify Kokua Ike via email at [ada@chaminade.edu](mailto:ada@chaminade.edu) each semester if changes or notifications are needed.

### **Kōkua 'Ike: Tutoring & Learning Services**

Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua 'Ike: Center for Student Learning in a variety of subjects (including, but are not limited to biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check [Kōkua 'Ike's](#) website for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via TutorMe. Tutor Me can be accessed 24/7 from your Canvas account. Simply click on Account > TutorMe. For more information, please contact Kōkua 'Ike at [tutoring@chaminade.edu](mailto:tutoring@chaminade.edu) or 808-739-8305.