Course Syllabus

ASE 671
Role of the Principal in School Administration
Sam Houston State University

Spring 2008

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Course Description:

All key topics related to the principalship are covered including: goal-setting, strategic planning, organizational design, leadership, decision-making, communication, human resources, student services, curriculum development, improving teaching, and business management.

Required Texts:


<table>
<thead>
<tr>
<th>ELCC Standards</th>
<th>Course Activities</th>
<th>TExES Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Manage Organization</td>
<td>1. Interview the principal as to how he/she uses student demographic information in personnel decisions for the school community. Due: February 21, 2008 2-3 Pages</td>
<td>6.4 Recruit, Select, Evaluate Personnel-Legal</td>
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<td>3.3 Manage Resources</td>
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<td>3.2 Manage Operations</td>
<td>2. Discuss faculty orientation and induction year procedures for beginning teachers. Describe follow-up or evaluation procedures used in this program. Due: February 21, 2008 2-3 Pages</td>
<td>6.1 Collaboratively Develop Prof. Dev. Plan 6.5 Use Evaluations to Enhance Personnel 6.7 Engage in Professional Development</td>
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<tr>
<td>1.1 Develop the Vision</td>
<td>3. Review the campus improvement plan. Describe how this plan was developed, what strategies are planned to implement this plan, how this plan correlates to district goals, and how the plan will be evaluated. Be sure to list district and campus goals and objectives. <strong>Due: February 28, 08 2-3 Pages</strong></td>
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<td>1.2 Articulate the Vision</td>
<td>4. Attend a district principal's meeting. Describe how the meeting was organized, actions taken and interactions between administrators. Clear with your principal and area superintendent. Write Reflection. <strong>Due: April 24, 2008 1 Page Only</strong></td>
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<td>1.3 Implement the Vision</td>
<td>5. Secure and/or develop a comprehensive checklist for the opening and closing of a school year from the principal-teacher point of view. Critique the effectiveness of such documents. <strong>Due: March 27, 2008 1 Page Only</strong></td>
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<td>1.4 Steward for the Vision</td>
<td>6. Discuss the procedures for preparing a master schedule of classes in the elementary and secondary schools. <strong>Due: April 10, 2008 1 Page Only</strong></td>
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<td>7.4 Work in Multiple District Administrator Settings</td>
<td>2.4 Develop Internal/External Communication 2.9 Respond to Political, Social, Economic Issues</td>
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## Course Rationale:

The purpose of this course is consistent with the mission of Sam Houston State University, the College of Education and Applied Science and the Educational Leadership Program.

1. Sam Houston State University Mission: "...enable it's students to become informed, thoughtful and productive citizens."
2. College of Education and Applied Science Mission: "...provides students with opportunities to develop knowledge, skills, strategies, and experiences which allow them to serve in diverse roles and function productively in society."
3. Educational Leadership Program Mission: "To prepare educational leaders for real world challenges and opportunities."
Learning Activities:

1. Papers will be submitted on different topics as specified in the course outline.

2. Attendance and discussion will be an important aspect of the course. Students are expected to attend class each week. All absences must be approved by the instructor. Points for participation may be deducted for lack of attendance and late work.

3. The completion of the School Design Plan.

Student Code of Conduct:

Graduate students are governed by the Sam Houston State University student code of conduct. Any student with questions about grievances, ethical behavior, etc. should review the Graduate Catalogue and Student Code of Conduct. Particular attention should be paid to the sections on plagiarism and theft or mutilation of library materials.

Students should practice self-discipline in classes. Courtesy should be extended to all graduate students. Thought should be given to the value of all conversation in class. Classes will be more enjoyable and beneficial to all involved when graduate students conduct themselves as conscientious professionals.

Students with a disability, which affects their academic performance, are expected to arrange for a conference with the instructor in order that appropriate strategies can be considered to ensure that participation and achievement opportunities are not impaired. The physically impaired may contact the Director of the Counseling Center as chair of the committee for Continuing Assistance for Disabled Students by telephone (extension 1720).

Grade:

The grade for the course will be based upon the following distribution of points:

1. Reflections 50 points
2. School Design Plan 50 points
3. 4 Short Papers (2-3 Pages) 40 points
4. Attendance and participation 50 points
5. 3 One Page Papers 30 points

Total: 220 points

(To earn participation points, a student must be actively participating in group collaboration, discussions, and other formats required in the course.)
The letter grades will be based on total points earned by the student.

199 - 220 points    A
179 - 198 points    B
160 - 178 points    C (Must have conference with professor)

NOTE: Papers, projects, and exams are due on the date printed in the course outline unless otherwise notified. If you are resubmitting a paper for reconsideration, it must be submitted on or before the next class period after the paper was originally returned, unless prior arrangements are made with the professor. The professor reserves the right to modify this syllabus to meet the learning needs of the class as necessary.

Course Outline
Spring 2008

January 17  Leadership in the Principalship and Self Awareness; Personal Assessments, Review of Syllabus
Read: Lunenburg Chapter 1
      Sergiovanni Chapter 1 and 7

January 24  Leadership in the Principalship and Self Awareness;
Read: Lunenburg  Chapter 1
      Sergiovanni  Chapter 1 and 7

January 31  Developing the Mission, Vision, Values, and Goals of the School: What does this really mean?
            Explain: School Design Project: Handout
            Due: April 17, April 24, May 1
            Discuss: Rubric
Read: Lunenburg  Chapter 1 and 2
      Sergiovanni  Chapter 2 and 10

February 7  School Culture and Climate
            Speaker: Dr. Wanda Bamberg, Superintendent
Read: Lunenburg  Chapter 1
      Sergiovanni  Chapter 6
February 14  
Power and Influence of the Principalship; Review of Leadership Theory; Organizational structures and alignment  
Fieldwork Meeting

Read:  
Lunenburg  Chapter  7
Sergiovanni  Chapters 2, 3, 4, and 7

February 21  
Building Community That Supports Learning: School, Family, and Community

Read:  
Lunenburg  Chapter  14
Sergiovanni  Chapters 5, 8, and 9

February 28  
The School Principal and Communication  
Speaker: Ben Wilson, Asst. Supt. Of Public Relations and Governmental Affairs  
Write Reflection: Due March 13, 2008  
1 Page Only

Read:  
Lunenburg  Chapters 7 and 8

March 6  
The School Principal and Change  
Fieldwork Meeting

Read:  
Lunenburg  Chapter 10
Sergiovanni  Chapter 16

March 13  
Human Resource Management  
Speaker: Gloria Cavazos, Asst. Supt. Of Human Resources  
Write Reflection: Due March 27, 2008  
1 Page Only

Read:  
Lunenburg  Chapter 13
Sergiovanni  Chapters 13, 14, and 15

March 27  
Ethics, Decision Making and Discipline  
Speaker: Ken Knippel, Asst. Supt. Of Administration  
Write Reflection: Due April 3, 2008  
1 Page Only

Read:  
Lunenburg  Chapters 8, 9, and 15
Sergiovanni  Chapter 1
April 3
The Principal’s Role in Supervision and Instruction
Speaker: Priscilla Ridgeway, Asst. Supt. Of Curriculum and Instruction
Write Reflection: Due April 10, 2008
1 Page Only

Read:
Lunenburg Chapters 3, 4, and 5
Sergiovanni Chapters 11, 12, and 13

April 10
The Role of the Principal and Finance, Ethics
Dr. Keith Clark, Asst. Supt. Of Finance
Write: Reflection Due: April 17th, 2008
1 Page Only

April 17
School Design Plan: Groups Present

April 24
School Design Plan: Groups Present

May 1
School Design Plan: Groups Present

May 8
School Design Plan: Groups Present

May 15
Final Exam