EDAD 5700
Practicum in Educational Leadership
Fall, 2016

Educational Leadership Program

Core Values and Beliefs: Graduates will have the knowledge, skills and motivation to accomplish the following:

Lead learning organizations
Engage ethically with the community
Advocate for diversity, equity and inclusion
Develop theory to practice solutions

Instructor Contact Information

Instructor: Bill Camp
Office Hours: Tuesdays: 10-12, L00; Wednesday 4:30-5:30 before class and other dates/times by appointment
Contact Information: Office 940-565-2753; cell 940-300-4034; bill.camp@unt.edu
Teaching Assistant: Inna Dolzhenko, M.S.
Email: Inna.Dolzhenko@unt.edu
Educational Leadership Student Services Coordinator- Marilyn Deuble
Email: Marilyn.Deuble@unt.edu

Course Description

The course is organized around the six Texas Principal Competencies and the ten Professional Standards for Educational Leaders.

Course Learning Objectives

At the conclusion of the course, the students will be able to:

1. Identify the eleven Texas Principal Competencies and describe best practices of leadership by the campus principal for each competency.
2. Demonstrate preparation for success when taking the Texas Examination of Educator Standards (TExES) Principal Certification Test by successfully completing assignments related to test taking strategies and by scoring at least 80% when taking a practice test.
3. Describe learning from a mock interview for a campus administrative position.
4. Use the Texas Academic Performance Report (TAPR) document and the Accountability Summary and Data Tables document to determine the current accountability rating and basic data elements for a specific school.
5. Demonstrate knowledge about the state and federal school accountability systems.
6. Participate in at least two campus-based projects under the direction of the campus administrator, each of which involve leadership or administrative responsibilities.

Course Outcomes

Texas Principal Competencies

The UNT Educational Leadership Program promotes an understanding of the eleven Texas Principal Competencies. These competencies are arranged in the following domains: Domain I, School Culture (School and Community Leadership), 001, 002; Domain II, Leading Learning (Instructional Leadership/Teaching and Learning), 003, 004; Domain III, Human Capital (Human Resource Management), 005, 006; Domain IV, Executive Leadership (Communication and Organizational Management), 007, 008; Domain V, Strategic Operations (Alignment and Resource Allocation), 009, 010; and Domain VI, Ethics, Equity, and Diversity, 011.

These are the competencies the State of Texas requires all principal certification programs to address. These competencies are closely aligned with national competencies for principal preparation programs. This course addresses all of the Principal Competencies. See the Support Materials tab in the Menu in Bb menu for the link to a full listing of the Texas Principal Competencies.

Professional Standards for Educational Leaders

This course also addresses national standards, the 10 Professional Standards for Educational Leaders. See the link in the Bb course to these Standards.

Instructional Methods

The instructor will provide reading assignments for each week, along with an introductory narrative for the topics to be addressed each week. Students also will be provided assignments, discussions, and activities related to the topics and have the opportunity to apply the learning gained each week in the school setting. The instructor will review and respond to assignments and discussions submitted in Bb Learn. The instructor expects each student to participate fully in order to gain a good understanding of the subject matter while gaining new or improved skills or knowledge to prepare the student to be an effective school leader and administrator.

Course Requirements

Reading assignments: Please refer to the class schedule for the assigned readings for each week.
**Assignments:** There will be assignments for each week that will be described in Bb Learn. See the Course Schedule, the individual assignments for each week, and the Calendar.

**Class Discussions:** Each student will be expected to provide substantive responses to the forums in the Discussion area of Bb Learn and respond to the posting of other students.

**TK20 Assignments** – There will be a TK20 assignment for the course, “Impact on Student Learning.” You may access the directions for the assignment and the rubric in the Tk20 System and in the course Assignments area. If you have not already purchased it, use this link to purchase TK20. [http://www.coe.unt.edu/tk20](http://www.coe.unt.edu/tk20)

**Final exam:** There will **not** be a final exam for this course.

## Course Schedule and Learning Outcomes

<table>
<thead>
<tr>
<th>Weeks</th>
<th>Topics</th>
<th>Items to read and prepare prior to each class</th>
<th>Learning Outcomes</th>
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</table>
| 1     | Introduction and the Visioning Process | **Activities**  
Discussion - Get Acquainted with your Classmates  
Discussion Week 1 - The Visioning Process  
Assignment - Select Two Site-Based Projects  
Assignment - Create a School’s Vision Statement  
**Readings and Resources**  
Texas Principal Competency 001  
Video: Great School Leadership in Action | The students should be able to:  
1. Propose and describe site-based projects you have selected for the term  
2. Identify and locate the three Domains and the Texas Principal Competencies (TPCs) - You are **not** expected to memorize the TPCs.  
3. Create a vision statement for a school community |
| 2     | Communicating and Collaborating | **Activities**  
Discussion – Share Your Resume  
Discussion Week 2 - Communicating and Collaborating Assignment – Reflection on Article  
**Readings and Resources**  
Texas Principal Competency 002 and Texas Principal Competency 007  
Journal Article Related to the TPC 002 | The students should be able to:  
1. Summarize the skills and knowledge required of the effective principal related to TPC #2 and #7  
2. Demonstrate the ability to read critically and reflect in writing on news accounts or journal articles provided by the instructor that relate to one or more of the TPCs. |
| 3 | Act with integrity, fairness, and in an ethical and legal manner | **Activities** | Discussion Week 3 - TPC #11 Assignment – TEES Test Preparation  
**Readings and Resources**  
Texas Principal Competency 011  
Code of Ethics and Standard Practices for Texas Educators | The students should be able to:  
1. Describe the expectations for the school principal related to TPC #3 and the "Code of Ethics and Standard Practices" for Texas Educators.  
2. Successfully access the Preparation Manual for the TEES Principal Certification Test and provide correct answers to the 49 practice questions in the Manual with at least 70% accuracy. |
|---|---|---|---|---|
| 4 | Leadership for Curriculum and Instruction | **Activities** | Discussion Week 4 - The Principal as Instructional Leader  
Texas Principal Competencies 003 and 004 Assignment – Article Reflection  
**Readings and Resources**  
Texas Principal Competency 003 and 004  
Article “Principals Who Think Like Teachers” | The students should be able to:  
1. Describe the skills and knowledge required of the effective principal related to curriculum, assessment, and the instructional program.  
2. Be able to describe specific actions the principal should take to be the instructional leader for the school. |
| 5 | Leading and Supporting the School's Staff Members | **Activities** | Discussion Week 5 - The Mock Interview  
Assignment Week 5 – Mock Interview and Report of Interview  
Assignment Week 5 – Create or Revise Your Resume  
**Readings and Resources**  
Texas Principal Competency 005 and 006  
Article “Administrative Interview Questions”  
Article “Practice Makes Perfect – How to Prepare for Your Next Job Interview”  
Article “Helps and Hints for Interviewing for an Administrative Position”  
Article “Hints and Helps for Writing Your Resume” | The students should be able to:  
1. Identify the appropriate departments and the contact persons at the District or organizational level for communication and collaboration about the major principal responsibilities associated with Texas Principal Competency #6.  
2. Reflect in writing on experiences learned from having a "Mock" administrative interview with a school or district administrator.  
3. Create a professional resume that will accurately convey your experiences and credentials to prospective employers. |
| 6 | Organization and Problem Solving Skills | **Activities** | Discussion Week 6 – Problem Solving  
Assignment Week 6 – Reflection on Journal Article  
**Readings and Resources** | The students should be able to:  
1. Describe the principal's role in data analysis and leading change or reforms in a high stakes testing and accountability environment. |
| 7 | Administrative Leadership | **Activities** | Discussion Week 7 – School Safety  
Assignment Week 7 – Report – Best Practices for Adm. Leadership and Accountability System  
**Readings and Resources**  
Texas Principal Competency 009 and 010 | 2. Use the TAPR document to determine basic data for the student's school and be able to compare and contrast the data between two or more schools.  
3. Reflect in writing on the value of the PLC or similar initiative to promote collaborative decision-making. |  
| The students should be able to: |  
1. Identify and describe at least three best practices for administrative leadership for the school for the areas noted in TPCs #8 and #9.  
2. Demonstrate knowledge about the current state and federal accountability systems for public and charter schools in Texas.  
3. Provide a critique of the school's current Crisis Management Plan and identify actions taken to provide a safe and secure environment. |  
| 8 | Texas Principal Competencies Demonstrated | **Activities** | Assignment Week 8 – Impact on Student Learning  
Assignment Week 8 – Reflection on Article/Video  
**Readings and Resources**  
**Texas Principal Competency**  
Report “The School Principal as Leader: Guiding Schools to Better Teaching and Learning” produced by Wallace Foundation |  
| The students should be able to: |  
1. Report and reflect in depth about at least two site-based projects and other administrative learning during the term by submitting the "Impact on Student Learning" Assignment.  
2. Reflect on overall learning about successful and effective school leadership gained in this course. |  
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**TECHNICAL REQUIREMENTS / ASSISTANCE**  
The following information has been provided to assist you in preparation for the technological aspect of the course.  
- Hardware and software necessary to use Blackboard:  
  Mac: OS 9, OSX  
  Internet Access with compatible web browser (Select link for Vista 8.0 SP4)  
  Java: Version 1.6.0 Update 24 (JRE 1.6.0_24): Click HERE and choose “Download Java”  
  Word Processor  
  [Other related hardware or software necessary for the course]  
- System and browser requirements  
- Computer and Internet Literacy |
ACCESSING THE COURSE

Access and Log in Information
This course was developed and will be facilitated utilizing the University of North Texas’ Learning Management System, Blackboard Learn. To get started with the course, please go to: https://learn.unt.edu
You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: http://ams.unt.edu.

Student Support
Review the Blackboard Learn Student Orientation
Students should review the orientation to learn how to navigate the course and use tools. Locate the Blackboard Learn Student Orientation at the bottom of the list of registered courses after logging in.

What Should Students Do First?
Students should submit the following information to their instructor email the first week of class:
   • Name
   • Alternate contact information – email and phone number
   • Current school, district, and assignment
   • If not currently in a school setting, please describe your current employment

Please use “Messages” on the course menu to convey the requested information.

How Students Should Proceed Each Week for Class Activities
Read the “Start Here” section from the course menu, then continue on to Week 1. All assignments, resources, and links to other areas and sites are contained within each week’s folder, each of which is linked from the course menu. Students should access Blackboard daily for any messages and/or announcements related to the course.

Technical Support
After logging into Blackboard Learn course, locate the “UNT Helpdesk” tab at the top of the course browser window, which provides links to student resources of technical information and instruction, and how to contact the Help Desk for assistance.

• If you are new to Blackboard, see short how-to videos at Blackboard’s On Demand Learning Center for Students.
• Computer configuration for Blackboard Learn http://bit.ly/1n257On
• Blackboard Learn Student Videos http://bit.ly/1n25daS
Please make a note of this information NOW. If you can't log in, contact the UNT Student Helpdesk.

Email: helphelpdesk@unt.edu
Phone: 940-565-2324
Site: UNT Helpdesk
Report an Issue

Support Hours
http://www.unt.edu/helpdesk/hours.htm
Monday-Thursday 8am-midnight
Friday 8am-8pm
Saturday 9am-5pm
Sunday noon-midnight

COMMUNICATIONS

Information about the communication tools in the course and how they will be used:

- For all course-related questions, please read this syllabus carefully before seeking assistance.
- For assignment clarification questions, see the Ask Questions Here forum in Discussions from the course menu in Bb Learn.
- Use the Messages feature from the course menu for all private electronic communications with your instructor. Please check Messages daily.

Students can expect a response from the instructor within 24-hours of sending a message. If your concern is urgent, please contact by phone or leave a message.

Announcements
Please check the course Announcements each day for updated information and changes.

Collaborative Discussions
See Discussions from the course menu to check the appropriate weekly forum for assigned postings from with classmates and to make postings of your own.

Please extend the receiver of your message the same courtesy you would expect when communicating. Please read and consider the content of the message before responding.

Contacting Your Advisor
Dr. Linda Stromberg is your advisor and Ms. Marilyn Deuble is our Student Services coordinator. If you have advising questions, contact Linda.Stromberg@unt.edu or Marilyn.Deuble@unt.edu.

ASSESSMENT and GRADING

Assessments
Students may expect feedback on postings and assignments no later than one week following submissions.

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Report Assignments - 4 (Vision Statement, Accountability Report, Mock Interview Report, and TExES Test Preparation Report)
“Impact on Student Learning” Report – the Report to be submitted in Tk20 System Discussions - 7
Reflections on current news accounts, videos, or journal articles - 4

**Grading Procedure**
Grades will be determined by the following weights:

- Report Assignments – 4 Reports at 7 points each = 28 points
- Report of activities from Site-Based Projects = 17 points
- “Impact on Student Learning” – Tk20 submission
- Discussions – 7 - 5 points each = 35 points
- Reflections on Current Ed. Related articles – 4 at 5 points each = 20 points

**Total Possible Points** = 100 points

Final grades are determined as follows:
- 90 – 100% = A
- 80 – 89% = B
- 70 – 79% = C
- Below 70% = F

If a student believes he/she may be unable to complete all assignments in accordance with due dates, the student should contact the instructor immediately to discuss options. Because completion of all mandatory exercises is required, repeated late submissions of assignments can result in a failing grade for the course.

**Accessing Grades**
Grades will be accessible to students after assignments have been graded by the professor.

**Assignment Submission Instructions**
Assignments required to be submitted online must be in Word format and submitted by the deadline noted in each assignment found in the Assignments tab of Blackboard Learn.

**COURSE SCHEDULE**

Please review the details for each week in the menu on the left of the BB Learn course page. The course will last for 8 weeks as part of the AOP.
RESOURCES
Student Support Services
Links to all of these services can be found on the Academic Support tab at the top of your course site.

- Learn how to forward your EagleConnect mail to a personal email address.
- UNT UIT Helpdesk
  http://www.unt.edu/helpdesk/students/
- Change or update your AMS password (used to log into online courses)
  https://ams.unt.edu/
- https://ams.unt.edu/UNT Portal
  http://my.unt.edu/UNT Portal
  http://my.unt.edu
- UNT Library Information for Off-Campus Users
  http://www.library.unt.edu/services/for-special-audiences/offcampus/information-for-off-campus-users

COURSE POLICIES
Assignment Policy
Due dates for each assignment are posted in the instructions connected to each assignment. Assignments should be submitted in Word format and submitted by using the “Submit” button at the end of each assignment.

Late Work
Late work will be accepted with a points deduction dependent upon date of submission compared to due date. Acceptance of and credit for late work is determined consistent with UNT policies and at the instructor’s discretion where permitted.

Class Participation
Students are required to login regularly to the online class site. The instructor will use the tracking feature in Blackboard to monitor student activity. Students are also required to participate in all class activities such as discussion board, chat or conference sessions and group projects.

Virtual Classroom Citizenship
The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper netiquette when interacting with class members and the professor.

Administrative Withdrawal
Students may add this course or withdraw in accordance with the University’s policy currently in effect.

Syllabus Change Policy
Changes to the syllabus may be necessary at times. Communication of any changes will be made via the Announcement tab and Email in Blackboard.
Policy on Server Unavailability or Other Technical Difficulties

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the UNT Student Help Desk: vista@unt.edu or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

UNT and Departmental Policy Statements

Ethical Behavior and Code of Ethics: The Teacher Education & Administration Department expects that its students will abide by the Code of Ethics and Standard Practices for Texas Educators (Chapter 247 of the Texas Administrative Code www.sbce.state.tx.us) and as outlined in Domain IV: Fulfiling Professional Roles and Responsibilities of the Pedagogy and Professional Responsibilities (PPR) Texas Examination of Educator Standards (TExES); and also addressed in codes of ethics adopted by professionals in the education field such as the National Education Association (NEA) and the American Federation of Teachers (AFT).

Submitting Work: All assignments will be submitted via Blackboard Learn. Assignments posted after the deadline will be considered late and points will be deducted from the final grade.

Grading and Grade Reporting: Grading rubrics for all assignments can be found on the course Blackboard Learn website with the assignment. Students are encouraged to review the grading rubrics to guide them in successfully completing all assignments.

Writing Policy: Principals are judged on the accuracy of everything they write, whether it is a letter to parents or an email to a colleagues or staff. Your written products – including, but not limited to, papers, lesson plans, and emails – should include appropriate and accurate spelling, grammar, punctuation, syntax, format, and English usage. You should expect that all assignments will be evaluated on these writing skills, in addition to any other expectations of a particular assignment. The UNT Writing Lab (Sage Hall 152) offers one-on-one consultation to assist students with their writing assignments. To use this resource, call (940) 565-2563 or visit https://ltc.unt.edu/labs/unt-writing-lab-home.

Disabilities Accommodation: “The University of North Texas complies with Section 504 of the 1973 Rehabilitation Act and with the Americans with Disabilities Act of 1990. The University of North Texas provides academic adjustments and auxiliary aids to individuals with disabilities, as defined under the law. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring accommodation, please see the instructor and/or contact the Office of Disability Accommodation at 940-565-4323 during the first week of class.” Dr. Jemimah Young is the compliance officer and contact person for the Department of Teacher Education & Administration.
Observation of Religious Holidays: If you plan to observe a religious holy day that coincides with a class day, please notify your instructor as soon as possible.

Academic Integrity: Students are encouraged to become familiar with UNT's policy on Student Standards of Academic Integrity: [http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf](http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf). Academic dishonesty, in the form of plagiarism, cheating, or fabrication, will not be tolerated in this class. Any act of academic dishonesty will be reported, and a penalty determined, which may be probation, suspension, or expulsion from the university.

Cheating and Plagiarism Policy: The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism. The term “cheating” includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; and (3) the acquisition, without permission, of tests or academic material belonging to a faculty or staff member of the university. The term “plagiarism” includes, but is not limited to, the use of the published or unpublished work of another person, by paraphrase or direct quotation, without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. If a student engages in academic dishonesty related to this class, the student will receive a failing grade on the test or assignment and a failing grade in the course. In addition, the case will be referred to the Dean of Students for appropriate disciplinary action.

Acceptable Student Behavior: Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at [https://deanofstudents.unt.edu/conduct](https://deanofstudents.unt.edu/conduct).

Eagle Connect: All official correspondence between UNT and students is conducted via Eagle Connect and it is the student's responsibility to read their Eagle Connect Email regularly.

SPOT: The Student Perceptions of Teaching (SPOT) is expected for all organized classes at UNT. This brief online survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SPOT to be an important part of your participation in this class.

Collection of Student Work: In order to monitor students' achievement, improve instructional programs, and publish research findings, the Department of Teacher Education and Administration collects anonymous student work samples, student demographic information, test scores, and GPAs to be analyzed by internal and external reviewers.
TK20: Some undergraduate and graduate education courses require assignments that must be uploaded and assessed in the UNT TK20 Assessment System. This requires a one-time purchase of TK20, and student subscriptions are effective for seven years from the date of purchase. Please go to the following link for directions on how to purchase TK20: http://www.coe.unt.edu/TK20-campus-tools. Announcements regarding TK20 will also be posted on this website. This class does not have a tk20 assignment, but the other class offered during this session, EDLE 5700, does have assignments that must be submitted to tk20.

TExES Test Preparation. The UNT TExES Advising Office (TAO) administers the College of Education TExES Practice Exams. Students who want to take a practice exam should contact the TAO (Matthews Hall 103). Current students must meet the following criteria in order to sit for the TExES practice exams: Students must (1) be admitted to Educational Leadership Program, (2) have a certification plan on file with the COE Student Advising Office, and (3) be enrolled in coursework for the current semester. For TExES practice exam information and registration, go to: http://www.coe.unt.edu/texes-advising-office/texes-exams. If you need special testing accommodations, please contact the TAO at 940-369-8601 or e-mail the TAO at coe-tao@unt.edu. The TAO website is www.coe.unt.edu/texes. Additional test preparation materials (i.e. Study Guides for the TExES) are available at www.texes.ets.org.

“Ready to Test” Criteria for Principal Certification Candidates. You will be cleared to take the TExES Principal Exam, when you are enrolled in the internship.

Copyright Notice: Some or all of the materials on this course site may be protected by copyright. You may use the materials for the duration of the course only, and may not re-use them for other purposes when the course completes. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. Additional copyright information may be located at: http://copyright.unt.edu.

Six Student Success Messages. The Department of Teacher Education & Administration supports the six student success messages on how to succeed at UNT: (1) Show up; (2) Find support; (3) Get advised; (4) Be prepared; (5) Get involved; and (6) Stay focused. Students are encouraged to access the following website: https://success.unt.edu. The site contains multiple student resource links and short videos with student message.

Distributed Education Policy Statements

IMPORTANT NOTICE FOR F-1 STUDENTS

To read INS regulations for F-1 students taking online courses, please go to this website http://www.immigration.gov/graphics/services/visas.htm and select the link to "8 CFR 214.2(f)" in the table next to "F-1." Paragraph (f)(6)(i)(G)
A Final Rule with clarifications on the restriction can be found in a pdf file located at http://www.immigration.gov/graphics/lawsregs/fr121102.pdf
Within this document, refer to Section IX on page 9 with the subject header "Online and Distance Education Courses."

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student’s responsibility to do the following: (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course. (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose. Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Advising Office (telephone 940-565-2195 or email international@unt.edu) to get clarification before the one-week deadline.