

CI 6319 Practicum in School Administration

Syllabus – Spring, 2012

Dr. Richard Bain, Instructor

Angelo State University

College of Education

Department of Curriculum and Instruction

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Course Syllabus for Spring, 2012

CI 6319: Practicum in School Administration

COURSE INSTRUCTOR

- **Name:** Richard J. Bain, Ed. D.
- **Office location:** Room 111, CARR College of Education Building
- **Office telephone:** 325-486-6768
- **E-mail:** rbain2@angelo.edu
- * **Office hours:** E-hours by appointment

COURSE INFORMATION

- **Prefix Number:** CI 6319
- **Course Title:** Practicum in School Administration
- **Course Credit:** 3 semester hours. May be repeated one time with approval of major advisor for a maximum total of 6 hours
- **Class meetings:** None required. Voluntarily by arrangement.
- **Semester & Year:** Spring, 2012

- **Course Description:**
This course provides on-the-job guided clinical experiences relating to the role of the principal under the supervision and direction of a school principal or assistant principal and a university supervisor. Pre-requisite: approval of major advisor.

- **Course Purpose and Goal:**

The purpose of CI 6319 is to provide candidates with assignments and a variety of reality on-the-job experiences relating to the principal's job roles. Candidates conduct research, observe, collaborate, participate, and act as leaders in various activities relating to the principal's role.

The goal is for candidates to be able to assume an administrative position with the knowledge, skills and confidence to be successful.

TEXTBOOKS, OTHER INSTRUCTIONAL RESOURCES

Required text. None

Recommended to prepare to take TExES Exam.

- (1) *Elaine Wilmore. Passing the Principal TExES Exam.* Available on-line. Google by author and title.
- (2) *Practice Question eBook for the TExES Principal Test (Code 068).* Available on-line at ETS Test Store. (Control & Click following) http://store.ets.org/store/ets/en_US/home
- (3) The free *TExES Preparation Manual for the 068 Principal Exam* is available on-line at <http://www.texas.ets.org/>. (Control & Click to open.) Click Preparation Materials. This preparation manual may be downloaded and printed at no cost.

This manual enables candidates

- to learn about the exam format,
- to learn test-taking rules and regulations,
- to use test-taking strategies which enhance success,
- to see how the test items are based on, and relate to, specific domains and competencies,
- to take and grade the practice test to prepare for the exam.

ASU GRADUATE INSTITUTIONAL LEARNING GOALS

Graduate Institutional Learning Goals reflect the mission of the University through a focus on specific areas of candidate leaning.

1. Master Knowledge and Skills.

Students will:

- Demonstrate advanced knowledge, skills, and values appropriate to the discipline, including the ability to work as individual researchers/scholars as well as in collaboration with others.

(continued: Graduate Institutional Learning Goals)

2. Master Communication and Dissemination.

Students will:

- Demonstrate advanced oral and written communication skills appropriate to the discipline.

3. Master Leadership and Social Responsibility.

Students will:

- Comprehend and practice the ethical principles appropriate to the discipline.

FIF-IDEA EVALUATION OF INSTRUCTOR BY CANDIDATES

The IDEA evaluation is an anonymous on-line assessment and evaluation by the candidate of the course content and of the instructor. **This is an important part of this course. Candidates are urged to complete this evaluation when it is available during the latter part of the course.** IDEA provides invaluable feedback to the instructor regarding how well the course meets the criteria below.

1. Gaining factual knowledge about the role of the principal
2. Learning to apply course material to improve thinking, problem-solving and decision-making
3. Developing skills, competencies and points of view needed by professionals in the field
4. Acquiring collaboration skills in working with others
5. Learning how to find and use resources relevant to the field
6. Learning how to analyze and critically evaluate the effectiveness and efficiency of programs

CANDIDATE LEARNING OUTCOMES AND ASSESSMENT

The ultimate assessment of candidates' learning outcomes occurs when candidates take the 068 TExES Principal Certification Exam. The content of the exam is based on and derived from:

- ***Certification Test Domains for TExES 068 Principal Test.*** These are posted in Blackboard *COURSE DOCUMENTS* and may be accessed by clicking the link on the next page.

(Control / click on the following to access the web site for domains and competencies.)
http://www.texas.ets.org/assets/pdf/test_descriptions/te_facmanappendix_fld068_r.pdf

COURSE REQUIREMENTS AND GRADING

Communication with instructor. Candidates must use ASU e-mail as the official means of communication with the instructor in order to provide verification of what was communicated.

It is important that candidates check Blackboard, ASU e-mail, and Taskstream on a regular basis, preferably daily. The syllabus, course documents, assignments, course calendar, grading rubrics and other documents and communications are posted in Blackboard.

Need tech assistance? Note: contact the ASU Help Desk at 325-942-2911 for assistance regarding Blackboard.

Research writing style. Candidates should adhere to *American Psychological Association Publication Manual (APA), 6th Edition*, when completing written assignments. The *APA Manual* is available at the ASU Library, Bookstore or on-line at www.apa.org. (Control & click.)

Grade. The course is *Pass / Fail*. No “Incomplete” grades can be given. See pages 7 and 8 below for the COURSE CALENDAR and the GRADING RUBRIC. These items are also posted in Blackboard under COURSE DOCUMENTS.

GOALS FOR THE ASSIGNMENTS

The assignments to be completed by the intern are designed to meet the following goals.

1. To provide the intern with a practical experience in the day-to-day administration and supervision of campuses, with emphasis on all campus levels.
2. To enable the intern to carry out major responsibilities requiring skillful leadership with the guidance and advice of the field supervisor and the ASU instructor.
3. To stimulate the intern to expand and improve his/her knowledge of concepts and research in administration.
4. To encourage and assist interns to maintain and increase their knowledge of current educational problems and administrative practices.
5. Enable the intern to do research and complete projects which will benefit the campus or the district.
6. Provide the intern with as much experience as possible in all 068 Principal Domains.
7. Prepare candidates to seek administrative positions with confidence and competence.

COURSE CALENDAR -- CI 6319 -- Spring, 2012
Principal Practicum in Administration

<u>ASSIGNMENT</u>	<u>DUE DATE</u>	<u>COMMENTS</u>
(1-6) Six log reflection reports	Report 1 due 02/03, followed by a report each 2 to 3 weeks	See ASSIGNMENTS in Blackboard for details about due dates and instructions for all assignments.
(7) Project (Choose No. 1 or No. 2)	05/01	
(8) Intern's Summative Reflection	05/04	
(9) ISD Field Supervisor's Evaluation	05/04	See ASSIGNMENTS for the evaluation and the instructions for submission.
(10) Log of Activities	05/01	
(11-13) Three observations 100 points each (300 total possible)	To be scheduled. Observation 3 due on or before 04/27.	May be observed by instructor or by another university observer.

TOTAL POINTS: 800 *Candidate must earn 640 or more points to "PASS." See next page.*

This Calendar of Assignments is also available in Blackboard in COURSE DOCUMENTS.

See ASSIGNMENTS in Blackboard for assignment details and instructions.

The course grading rubric is on the next page and also is posted in Blackboard under COURSE DOCUMENTS.

A grading rubric for the summative evaluation by the instructor is provided below and also in Blackboard as *GRADING RUBRIC* under COURSE DOCUMENTS..

CI 6319 PRINCIPAL PRACTICUM -- GRADING RUBRIC SUMMATIVE EVALUATION BY ASU INSTRUCTOR

COURSE REQUIREMENTS AND FINAL GRADE

Final grade. The course is *Pass / Fail*. To receive a passing grade the intern must have an overall mastery rating of 80% or higher. The final grade will be determined by the intern's performance on the following course requirements. No incomplete grades are permitted.

Grading

<u>ASSIGNMENT</u>	<u>CONTENT</u>	<u>ON TIME</u>	<u>WRITING</u>	<u>TOTAL POINTS</u>			
(1-6) Six evaluation / reflection reports @ 29 each 6 x 29 = 174 total points	150	12	12	174			
(7) Project 1 or 2 (Choose No. 1 or No. 2)	100	3	8	111			
(8) Intern's Summative Reflection	40	2	2	44			
(9) ISD Field Supervisor's Evaluation	30	N/A	N/A	30			
(10) Log of Activities	130	6	5	141			
(11-13) Three observations (100 points x 3 = 300)	300	N/A	N/A	300			
TOTALS:	<u>750</u>	+	<u>23</u>	+	<u>27</u>	=	<u>800</u>

Total cumulative points required to pass: 640 or more.

Reminder: Course is "Pass" or "Fail" without the option of an incomplete grade.

PERSONS SEEKING ACCOMMODATIONS

Persons with disabilities which may warrant academic accommodations must contact the Student Life Office , Room 112, University Center to request such accommodations prior to any accommodations being implemented. Students are encouraged to make this request early in the semester so that appropriate arrangements can be made without delay. Information about accommodations can be found in the link which follows.

Press CONTROL and click: www.angelo.edu/services/student_life/disability.html

ACADEMIC HONESTY

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and following the *University Honor Code*. http://www.angelo.edu/forms/pdf/Honor_Code.pdf (Control & Click)

Plagiarism is strictly forbidden, and ASU instructors may utilize internet search links that assist in identifying plagiarized materials.