

CI 6388 Superintendent Internship

Course Syllabus -- Spring, 2012

Dr. Richard Bain, Instructor

Angelo State University

College of Education

Department of Curriculum and Instruction

Course Syllabus – Spring, 2012
CI 6388 Superintendent Internship
Angelo State University
College of Education
Department of Curriculum and Instruction

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 6388
- **Course Title:** Superintendent Internship
- **Course Credit:** 3 semester credit hours
- **Class meetings:** None required.
- **Semester & Year:** Spring, 2012

- **Course description and purpose:**

This course provides the intern with 160 clock hours of on-the-job experiences under the supervision and direction of a superintendent and a university supervisor. Prerequisites: approval of major advisor,

The purpose of this required course for the superintendent certificate is to provide the candidate with a variety of reality on-the-job clinical experiences which include observations, collaboration, participation, leadership, and assignments which relate to the total responsibilities and roles of the superintendent.

TEXTBOOKS, OTHER INSTRUCTIONAL RESOURCES

Required text. None

Recommended resource. *Elaine Wilmore. Passing the Superintendent TExES Exam.*

Press CONTROL / CLICK on the following link. <http://search.barnesandnoble.com/Passing-the-Superintendent-TExES-Exam/Elaine-L-Wilmore/e/9781412956192/>

Free practice test . The free *TExES Preparation Manual for the 195 Superintendent Exam* is available on-line at

<http://www.texas.ets.org/>. (Control & Click to open.) Click ***Preparation Materials***, scroll down and click ***195 Superintendent***. This preparation manual may be printed at no cost.

Following is a link which goes directly to the 195 Superintendent Preparation Manual. (CONTROL / CLICK the following link.)

http://www.texas.ets.org/assets/pdf/testprep_manuals/195_superintendent.pdf

The manual enables candidates

- to learn about the exam format,
- to learn test-taking rules and regulations,
- to practice 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, and
- to meet with other candidates to discuss why answers chosen on the practice test were correct or incorrect.

TEExES Test

Candidates must obtain permission from the ASU major advisor to register to take this exam.

Candidates who will complete their coursework before the start of the fall semester of 2012 may take the TExES test starting in this current spring semester of 2012. Contact instructor for approval.

Detailed information regarding the registration procedures, test sites and deadlines may be found in the link which follows. [*Registration Bulletins*](#) (CONTROL / CLICK.) Candidates are encouraged to check this site frequently for updated information.

CANDIDATE LEARNING OUTCOMES AND ASSESSMENT

The set of standards relating to assessment outcomes is the *Certification Test Domains for TExES Superintendent Test*. This set of standards is available in Blackboard in COURSE DOCUMENTS.

ASU GRADUATE INSTITUTIONAL LEARNING GOALS

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

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.

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.

IDEA EVALUATION OF INSTRUCTOR BY CANDIDATES

The IDEA evaluation is an on-line assessment and evaluation of the course by the intern which provides feedback to the instructor regarding how well the course content and activities meet 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 Superintendent Certification Exam. The content of the exam is based on and derived from the competencies in the document below.

Certification Test Domains for TExES 195 Superintendent Test. These are posted in Blackboard *COURSE DOCUMENTS*.

Free TExES test preparation materials. The free *TExES Preparation Manual for the 195 TExES Superintendent 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.

COURSE REQUIREMENTS AND GRADING

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 or bookstore, or on-line at www.apa.org. (CONTROL/ CLICK)

Grade. The course is *Pass / Fail*. To receive a passing grade the intern must have an overall mastery rating of 80% or higher. A grade of "Incomplete" cannot be awarded.

Procedure for submission of assignments. All assignments are submitted electronically unless advance approval is given by the instructor.

COMMUNICATION

Candidates must use the ASU e-mail for correspondence relating to the course.

ASSIGNMENT GOALS AND PURPOSES

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

1. Provide the intern with a practical experience in the day-to-day administration and operation of educational institutions.
2. Enable the intern to carry out major responsibilities requiring skillful leadership with the guidance and advice of the field supervisor and the ASU supervisor.
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, practices, and administrative strategies.
5. Enable the intern to do research and complete projects which will benefit the campus or the district.
6. Provide activities and experiences which will permit the intern to apply in a practical way the knowledge and skills learned in the superintendent course content. Operationally, it is expected that interns will participate in a broad range of administrative tasks which will do the following:
 - Enhance the intern's professional preparation through first-hand field experiences.
 - Expand the intern's experience in a variety of administrative areas, with emphasis on those areas in which the intern has had limited experience.
 - Explore his/her interests and capabilities in the field of administration.
 - Become prepared to move into new areas of administration.

PERSONS SEEKING ACCOMMODATIONS

Persons with disabilities must contact the Student Life Office , Room 112, University Center.
www.angelo.edu/services/student_life/disability.html

ACADEMIC HONESTY

Candidates must be honest and show integrity in their academic pursuits, especially with plagiarism. See the ASU *Academic Honor Code* and the *ASU Student Handbook*.

Course Calendar and Assignments

CI 6388: Superintendent Internship -- Spring, 2012

<u>ASSIGNMENT / POINTS</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)	On or before 05/01	
(8) Intern's Summative Reflection	05/04	
(9) ISD Field Supervisor's Evaluation	05/04	See ASSIGNMENTS for the evaluation form and instructions for submission.
(10) Log of Activities	05/01	
(11-13) Three observations In intern's district	To be scheduled. Obs. No. 3 due 04/25	May be conducted by instructor or by another university observer.
(4) Discussion Board	Weekly up to 05/04	

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.

A grading rubric for the summative evaluation by the instructor is provided below and also in Blackboard in COURSE DOCUMENTS.

CI 6388 INTERNSHIP -- GRADING RUBRIC -- FALL 2012
Summative Evaluation by 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 @ 25 each 6 x 25 = 150 total points	130	10	10	150			
(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			
(14) Discussion Board		26		24			
TOTALS:	<u>730</u>	+	<u>47</u>	+	<u>23</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.