

**EDG 6340**  
**Structure and Organization of Texas Schools**  
**COURSE SYLLABUS**  
**Fall (A) 2012**

**Instructor/Professor:** Dr. Blake Hightower

**Office:** CARR 109

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**E-Hours:** 9:30 AM – 10:30 PM (MWF), 1:00 PM – 4:00 PM (TR), or by appointment

**Course Description:**

A study of the organization and the administrative structure of the public school system with an emphasis on Texas. An introduction to organizational theory.

**Course Goals**

- Demonstrate an understanding of the ways organizational theory can help explain organizational structure and behavior.
- Demonstrate an awareness and understanding of the literature on the various organizational levels or units in Texas public school education.
- Demonstrate an understanding of how these theories facilitate organizational change and improve organizational effectiveness.
- Demonstrate an understanding of the ways that educational administrators can use organizational theory to improve management decisions and organizational outcomes.

**Methods of Instruction**

As a fully online course, students will be actively involved in independent study. Textbook reading and response writing; journal reading and reviewing; data gathering and reporting; and creation of different test types will be required activities.

**Introductions**

Although not a required assignment, I would like for each of you to provide a short introduction through the Discussion Board section of Blackboard. This will allow your classmates and your professor to get to know you a little better.

**Course Requirements**

Students are expected to complete all assigned activities in order to successfully complete the course.

**Major Course Activities**

All activities must be satisfactorily completed to receive course credit.

1. Introductions & Response to Discussions
2. Blackboard Reflection Journals
2. Selected Textbook Exercises
3. Application Papers

## Course Evaluation Plan

Potential Points:

1. Introduction	150
2. Blackboard Reflection Journal	200
a. Journal Entry #1	50
b. Journal Entry #2	50
c. Journal Entry #3	50
d. Journal Entry #4	50
2. Selected Textbook Exercises	150
a. Vornberg Chapter 11, page 300-302	75
b. Vornberg, Chapter 12, page 320	75
4. Application Papers	500
a. Structural Frame	125
b. Human Resources Frame	125
c. Political Frame	125
d. Symbolic Frame	125

**Total** 1,000

### Grade Assignment Criteria

Participation and punctuality are an important part of your performance and grade evaluation. **Late work will be accepted at no more than half the original value.**

A-1000 to 900 (90%) Outstanding, above minimum requirements

B- 899 to 800 (80%) Satisfactorily meeting minimum requirements

C- 799 to 700 (70%) Minimally meeting requirements

F- below 700 Unacceptable work

### Textbooks

Bolman, L.G. & Deal, R. E. (2008). *Reframing organizations: Artistry, choice and leadership (4<sup>th</sup> ed.)*. San Francisco, CA: Jossey-Bass.

ISBN#: 978-0-7879-8799-2

Vornberg, J.A. (Ed.).(2008). *Texas public school organization and administration: 2008. (11<sup>th</sup> ed.)*. Dubuque, IA: Kendall Hunt.

ISBN#: 978-0-7575-5129-1

American Psychological Association. (2009). *Publication manual of the American Psychological Association (6<sup>th</sup> ed. Second Printing.)* Washington D.C: Author.

## **Graduate Student Learning Goals**

Graduate institutional learning goals reflect the mission of the university through a focus on specific areas of student learning. Individual departments, programs and services will provide opportunities and support, where appropriate, for students to attain the skills and dispositions identified by the university as essential to education.

### **Master Knowledge and Skills**

#### **Students will:**

Demonstrate advanced knowledge, skills and values appropriate to their chosen discipline.

Demonstrate the ability to work as individual researchers/scholars and in collaboration with others.

Demonstrate the ability to be creative critical thinkers and to apply new technologies appropriate to their chosen discipline.

### **Master Communication and Dissemination**

#### **Students will:**

Be required to demonstrate advanced oral and written communication skills appropriate to their chosen discipline.

Demonstrate global perspectives appropriate to their chosen discipline.

### **Master Leadership and Social Responsibility**

#### **Students will:**

Comprehend and practice the ethical principles appropriate to their chosen discipline.

Understand and value individual differences, and have the skills to work effectively in a diverse, changing world.

## **Special Considerations**

“Persons with disabilities which may warrant academic accommodations must contact the Student Life Office, Room 112 University Center, in order to request such accommodations prior to any accommodations being implemented. You are encouraged to make this request early in the semester so that appropriate arrangements can be made.”

## **Academic Integrity**

“Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code, which is contained in both print and web versions of the *Student Handbook*.”

**Contacting the Professor**

Blake Hightower, Ed.D.  
Department of Curriculum & Instruction  
College of Education  
Angelo State University  
Member, Texas Tech University System  
[blake.hightower@angelo.edu](mailto:blake.hightower@angelo.edu)

It is my commitment to you to check email regularly. The same will be true for checking Blackboard (blackboard.angelo.edu). I strongly suggest you also check your email and Blackboard daily to keep up with any new announcements.

Calling the ASU helpdesk at 325-942-2911 can most quickly solve your Blackboard issues. Our tech experts are very good. Do not hesitate to call them when the technology does not do what you want it to.

**Course Calendar**

<b>Due Date</b>	<b>Assignment</b>
<b>August 27</b>	Introductions
<b>August 28</b>	Journal Entry #1
<b>August 30</b>	Journal Entry #2
<b>September 4</b>	Journal Entry #3
<b>September 10</b>	Textbook Exercise: Vornberg Ch. 11
<b>September 17</b>	Textbook Exercise: Vornberg Ch. 12
<b>September 24</b>	Application Paper: Structural Frame
<b>October 1</b>	Application Paper: Human Resources Frame
<b>October 8</b>	Application Paper: Political Frame
<b>October 15</b>	Application Paper: Symbolic Frame
<b>October 18</b>	Journal Entry #4

*Details on course assignments can be found in Blackboard.*

*All papers are due in Blackboard by midnight on the date assigned in the above course calendar. Late work will be graded beginning at half the original value.*

**American Psychological Association Correct Papers**

All papers presented for grading must be submitted through Blackboard, be written using Microsoft Word software and be formatted following the guidelines presented in the *Publication Manual of the American Psychological Association, sixth edition, second printing*.

All submitted papers must include an APA appropriate **(1) title page, (2)**

**abstract** (150 to 250 word overview of your paper), **(3) body**, and **(4) reference page**. Each of these four parts begins on a new page.

Make sure that you are using APA correct fonts (12 point Times New Roman), spacing (double spaced between text body lines; two spaces after a period throughout your paper), required margins (one inch), and running headers with pagination (on all pages; first page different from remaining). *Do not* use person pronouns (*I believe, my opinion, he details, etc.*). Refer to yourself as “this author”, “this paper’s author”, “this writer”, etc.). Do not make statements like, “This textbook chapter describes ...”. Authors describe; not chapters or articles. Instead, say something like, “In chapter three Cummings (2020) described three common ...”. Make sure that you are using past tense when reporting others written work. Also make sure that you are using *active voice*.

Do make sure that you use your Microsoft Office Word spell and grammar checker to eliminate all red and green underlines within your papers. Red is a misspelling. Green is a grammar error. To keep from constantly correcting the red underline for your own name “add” it to the dictionary when prompted (instead of hitting the “ignore” tab). A sample APA paper (provided by Purdue University’s Online Writing Lab) has been posted under “Course Documents” in Blackboard to serve as a quick guide. *When in doubt* or not listed in the “quick guide” *always* refer back to the APA manual as your definitive source.

**Last But Not Least:** If you have any concerns about the class please be sure to contact me as soon as possible. If you let me know about issues that might come up ahead of time, I will be very flexible in working with you, especially with regard to assignment due dates. Similarly, if you have any concerns related to issues/concerns outside of the class that you think I need to be aware of, I ask that you let me know ASAP. I think keeping the lines of communication open is very important so don’t hesitate to talk with me if you need to.