Course Syllabus

EDUCATION 6386
SCHOOL PLANT PLANNING AND MAINTENANCE
FALL 2009

Instructor: Dr. Brenda Mendiola
Adjunct Professor

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Professional Contact: It is requirement of ASU that all professional online correspondence is made through the Angelo State University email and blackboard systems. My personal email is provided for use only in cases where the ASU email system is not working. My cell phone number is also included in case you need to speak with me about the superintendent program, course assignments, or other professional issues. You may send a text message or leave a voice mail if you call and I do not answer. I monitor e-mails daily and check text messages and voice mail frequently. However, there may be times when it may take me a day or so to respond to you. There is no need to panic. I may be involved in meetings or traveling to locations where cell phone coverage is limited or Internet service is unreliable. Be patient. I promise to respond to you as quickly as possible.

Course Description: This course is an online course focused on the study of the issues facing the school administrator in determining school facility needs, planning future facilities, determining the responsibilities of architects and contractors, and exploring building construction and maintenance.

Textbook: There is no required textbook for this class. Internet resources will be used for reference. We will use Blackboard to communicate assignments and information and to facilitate group discussion. If you are not familiar with Blackboard, tutorials are available at blackboard@angelo.edu
Competencies:
The superintendent knows how to apply principles of leadership and management to the district's physical plant and support systems to ensure a safe and effective learning environment.

The superintendent knows how to:
• apply procedures for planning, funding, renovating, and/or constructing school facilities.
• implement strategies that enable the district's physical plant, equipment, and support systems to operate safely, efficiently, and effectively.
• apply strategies for ensuring the safety of students and personnel and for addressing emergencies and security concerns.
• develop and implement procedures for crisis planning and for responding to crises.
• apply procedures for ensuring the effective operation and maintenance of district facilities.
• implement appropriate, effective procedures in relation to district transportation services, food services, health services, and other services.
• apply pertinent legal concepts, regulations, and codes.

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Assessment Criteria:
45% assignments
25% participation in group activities
30% final project

Due Dates: Assignments will be due approximately each 7-10 days. You must contact me in advance if there is a reason you will be unable to meet a deadline. Otherwise, late work will not be accepted and a grade of zero will be assigned for work not submitted by the deadline. I realize technology sometimes fails, again, please contact me through email or by calling me (325) 226-4441 if you are unable to submit assignments due to technology failures.

Format for Submitting Assignments: APA guidelines should be followed for assignments. Please use Times New Roman or Arial #12 font and one-inch margins on all sides. If sources (other than the textbook) are utilized, they should be referenced following APA formatting. Assignments should be submitted through blackboard. Please use the following format for naming assignments: Last name_first name_assignment name.doc, docx, or .rtfr
Please do not convert your assignment to pdf files. I will open your assignments, provide feedback, and send them back to you once they are graded.

Angelo State University Required Statements

Honor Code: 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.

Persons Seeking Accommodations: Persons with disabilities which may warrant academic accommodations must contact the Student Life Office, in order 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.