TABLE OF CONTENTS

COURSE INFORMATION ........................................................................................................2
INSTRUCTOR INFORMATION .................................................................................................2
STUDENT LEARNING OUTCOMES ......................................................................................2
COMPLIANCE ..........................................................................................................................3
REQUIRED TEXTS AND MATERIALS ..............................................................................3
GRADING SYSTEM ...............................................................................................................3
METHODS OF INSTRUCTION ............................................................................................3
COMMUNICATION ...............................................................................................................4
CANDIDATE PARTICIPATION ..............................................................................................5
ATTENDANCE ......................................................................................................................5
LIBRARY RESOURCES .........................................................................................................6
ASSIGNMENT SUBMISSION ...............................................................................................6
POLICIES RELATED TO THIS COURSE ...........................................................................6
ASSIGNMENT OBJECTIVES & DUE DATES .......................................................................10
COURSE INFORMATION

COURSE NUMBER
EDG 6347

COURSE TITLE
Practicum in School Administration

COURSE DELIVERY
This is a distance course utilizing the Blackboard course management tool with course requirements, learning activities, assignments, and due dates specified in the course calendar and modules in Blackboard. The course site can be accessed at http://blackboard.angelo.edu


COURSE DESCRIPTION
Designed to provide a field experience in school administration with emphasis on instructional leadership at different grade levels, public relations, personnel administration, and business management under the supervision of a field supervisor. (160 clock hours) Grading will be either pass or fail. (May be repeated for credit.)

INSTRUCTOR INFORMATION

LEAD INSTRUCTOR
Tia L. Agan, Ed.D.
Email: tagan@angelo.edu

INSTRUCTOR TEAM
Graduate courses in the Department of Curriculum and Instruction may utilize an instructor team to support the Lead Instructor. All members of the instructor team are highly qualified with educational and practical experiences related to the subject-matter of the course.

OFFICE HOURS
Email is the most accessible way to contact all instructors. The instructor team is available via email using only your ASU email address (angelo.edu). You should receive a response within 24 hours.

STUDENT LEARNING OUTCOMES
By the end of the course, the candidate will:

• Integrate theory with elements of good practice
• Gain an in-depth personal experience in their field
• Demonstrate skills necessary to accomplish goals in their field
• Document experience and mastery of the standards
• Reflect and apply practicum experiences to future roles
**COMPLIANCE**

To comply with [19 TAC §228.30](http://ritter.tea.state.tx.us/sbecrules/tac/chapter241/ch241.html), the curriculum for this course is based on approved educator standards and ethical codes. The following national and state standards are addressed in the course, and a full description of the standards and competencies can be accessed using the provided link:

- [19 TAC §247.2 Code of Ethics and Standard Practices for Texas Educators](https://www.angelo.edu/online-education/technology_requirements.php)
- [CAEP Standards for Accreditation at the Advanced-Level](https://www.tea.state.tx.us/sbecrules/tac/chapter241/ch241.html)
- [ISTE Standards for Educators](https://www.walmarkinsights.com)

**REQUIRED TEXTS AND MATERIALS**


(Instructions will be posted in Blackboard.)

**RECOMMENDED READINGS**

Course materials and readings are located in Blackboard. Candidates are expected to locate peer-reviewed, research-based resources for research on individual topics and learning activities.

**TECHNOLOGY REQUIREMENTS**

A complete list of technology requirements for online education at Angelo State University is available at [https://www.angelo.edu/online-education/technology_requirements.php](https://www.angelo.edu/online-education/technology_requirements.php). Internet connectivity problems and home computer problems are not considered adequate excuses for missing assigned learning activities. Technical support concerns should be submitted to the IT Service Center via phone at (325) 942-2911 or toll-free at (866) 942-2911.

**GRADING SYSTEM**

Each assignment will be worth a varying number of points. Grades will be determined by the percentage of the total possible points earned.

The following grading scale is in use for this course:

- **P =** above 70% and completion of all assignments
- **F =** below 70% or incomplete assignments

**All assignments must be completed to receive a P.**

**METHODS OF INSTRUCTION**

- Since this course is delivered online, candidates are responsible for understanding the assignments and learning the material. If questions arise, it is important to ask the instructor immediately for help since many of the tasks build on one another.
• Course design includes a combination of learning activities to strengthen the academic and professional competence of candidate’s writing skills, presentation skills, collaboration, analysis, and practical application/experience.

• Learning activities may include, but are not limited to critical analysis submissions incorporating research, writing, and reflection; digital presentations with multimedia and/or interactive elements; collaboration opportunities through online discussion boards, wikis, or blogs; practical case studies requiring research, writing, and collaboration; and other projects and activities such as interviews, field visits, modeling, and videos.

COMMUNICATION
The course is designed to offer regular and substantive interaction between candidates and instructors. Both candidates and instructors are responsible for effective, appropriate, and timely communications and interactions in the course.

CANDIDATE COMMUNICATIONS: Candidates should initiate communications with instructors through Class Café or the ASU email system. Check frequently for announcements and reminders. Scoring rubrics and module information outline the specific interaction and communication requirements for each learning activity.

Course content and subject-specific questions should be posted to Class Café for interactions with other candidates and instructors about the content. Technical support concerns should be submitted to the IT Service Center via phone at (325) 042-2911 or toll-free at (866) 942-2911.

WRITTEN SUBMISSIONS: It is an expectation of this department that you use academic and professional writing skills. Candidates should follow APA guidelines for formatting and citations in all learning activities unless otherwise specified. Failure to utilize accurate APA citations and references constitutes plagiarism.

USE GOOD “NETIQUETTE”:
• Check the discussion frequently and respond appropriately and on subject.
• Focus on one subject per message and use pertinent subject titles.
• Capitalize words only to highlight a point or for titles. Otherwise, capitalizing is generally viewed as SHOUTING!
• Be professional and careful with your online interaction. Proper address for faculty is by formal title such as Dr. or Ms./Mr. Jones unless invited by faculty to use a less formal approach.
• Cite all quotes, references, and sources.
• When posting a long message, it is generally considered courteous to warn readers at the beginning of the message that it is a lengthy post.
• It is extremely rude to forward someone else’s messages without their permission.
• It is fine to use humor, but use it carefully. The absence of face-to-face cues can cause humor to be misinterpreted as criticism or flaming (angry, antagonistic criticism). Feel free to use emoticons such as J or :) to let others know you are being humorous.

(From “The Net User Guidelines and Netiquette” by A.H. Rinald, 1994, Florida Atlantic University. Adapted with permission.)

INSTRUCTOR COMMUNICATIONS: Instructors will provide communications relevant to the course and subject matter through weekly emails, Blackboard announcements, Class Café, interactions during learning activities such as moderating discussion boards, and feedback on submitted assignments. These course activities help build a sense of community among learners.

Instructors will typically respond to email within 24 hours. Class Café discussions will include both peer and instructor responses as appropriate to assist with candidate mastery of the subject. Instructors will typically provide feedback on assignments within 48-72 hours of submission of the assignment through Blackboard. Feedback communication is provided to candidates by instructors in Grade Center, Turn It In Feedback Center, or on scoring rubrics in Blackboard as appropriate for each assignment.

CANDIDATE PARTICIPATION
• Candidates are expected to be active learners. It is a basic assumption of the instructor that candidates will be involved discovering, processing, and applying the course information using peer-review journal articles and researching additional information through the ASU Online Library and Internet.
• Candidates are expected to engage with the material, their peers, and their instructors. Ensure that you are reading all of the materials provided in the Blackboard modules. Participate in discussions with your peers about the content through Class Cafe.
• If you have questions, it is important to ask immediately since many of the tasks build on one another.

ATTENDANCE
Courses in the Department of Curriculum & Instruction are distance courses. Distance courses are different than correspondence courses; they require regular and timely participation, interaction, and engagement from the candidate and instructor(s). Candidates are required to follow the course calendar and the expectations related to candidate participation. Candidates are expected to engage in course activities and submit assignments by due dates and times identified in the course calendar.

Faculty are required to confirm attendance of candidates in a course at the beginning of each term to the ASU Registrar Office as part of complying with regulations regarding the administration of federal financial aid. In accordance with ASU processes and federal regulations, academic attendance in a course is considered active engagement which includes
but is not limited to submitting an academic assignment or participating in an online discussion in the course about academic matters. Logging into an online course without active participation does not meet academic attendance requirements. The last date of course attendance for reporting to the Registrar will be the last date of active engagement in the course.

**LIBRARY RESOURCES**
Candidates should familiarize themselves with the numerous resources available through the Angelo State University Porter Henderson Library at [www.angelo.edu/services/library/](http://www.angelo.edu/services/library/).
Information on library resources is available in the Orientation tab of each course. All candidates can also use the Ask A Librarian research support feature.

**ASSIGNMENT SUBMISSION**
In this class, all assignments need to be submitted through the posted Blackboard or the TaskStream link in the Blackboard course site. You should record the confirmation number received when you submit your work. Assignments are not accepted via email.

If a technology issue does occur regarding an assignment submission, email your instructor along with documentation that you notified the help desk. This process will document the problem and establish a timeline for submission.

**LATE WORK OR MISSED ASSIGNMENTS**
All learning activities should be submitted by the scheduled due dates. A 10% grade reduction may occur for each day the assignment is late. Documented medical or personal emergencies will be reviewed on a case-by-case basis with the appropriate documentation and in accordance with department policy.

**POLICIES RELATED TO THIS COURSE**
All candidates are required to follow the policies and procedures presented in the following documents:

- Angelo State University Student Handbook

- ASU Undergraduate and Graduate Catalog
  [http://www.angelo.edu/catalogs/](http://www.angelo.edu/catalogs/)

- Academic Calendar
  [https://www.angelo.edu/services/registrars_office/academic_calendar.php](https://www.angelo.edu/services/registrars_office/academic_calendar.php)
ACADEMIC INTEGRITY

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject to disciplinary action and possible expulsion from ASU.

The Angelo State University Student Handbook provides a detailed list of behaviors that constitute academic misconduct and plagiarism. Academic misconduct includes cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, violations of published professional ethics or standards, and/or any act or attempted act designed to give unfair academic advantage to oneself or another student.

Candidates are expected to know and understand behaviors that can constitute academic misconduct. An academic integrity module is required of all candidates as part of their orientation to the program. Each course requires that the candidate complete an Academic Integrity Statement of Understanding acknowledging that the candidate has read and agrees to the Academic Integrity Standards, has passed the Academic Integrity Quiz with a score of 90% or higher, and understands the penalties associated with violations of the academic integrity standards.

Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else’s work, ideas, etc., and passing it off as one’s own. Plagiarism is literary theft. In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center.

Academic Penalties for Academic Misconduct

The consequences for academic misconduct include, but are not limited to,

- Reduced score for the original assignment
- Zero (0) or no credit for the original assignment
- Make-up assignment different than the original assignment
- Failing grade for the course resulting in (F) on transcript and transcript notation
- Removal from internships or practicums
- Permanent or time-limited dismissal from the academic program and/or department and transcript notation
- Loss of departmental/graduate eligibility for financial aid and other awards, endorsements.
- Notification of certification board
- Documentation of professional disposition concerns
- Referral to Student Affairs for violations of the Angelo State University Student Handbook
STUDENTS WITH DISABILITIES
Angelo State University is committed to the principle that no qualified individual with a
disability shall, on the basis of disability, be excluded from participation in or be denied the
benefits of the services, programs, or activities of the university, or be subjected to
discrimination by the university, as provided by the Americans with Disabilities Act of 1990
(ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent
legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated
campus department charged with the responsibility of reviewing and authorizing requests for
reasonable accommodations based on a disability. It is the student’s responsibility to initiate
such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte
University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For
more information about the application process and requirements, visit the Student Disability
Services website at www.angelo.edu/ADA. The employee charged with the responsibility of
reviewing and authorizing accommodation requests is:

Dallas Swafford
Director of Student Disability Services
Office of Student Affairs
(325) 942-2047
dallas.swafford@angelo.edu

STUDENT ABSENCE FOR OBSERVANCE OF RELIGIOUS HOLY DAYS
Candidates can find information on the observance of religious holy days in ASU Operating
Policy 10.19. Candidates should also review the information related to course attendance.

TITLE IX
Angelo State University is committed to providing and strengthening an educational, working,
and living environment where students, faculty, staff, and visitors are free from sex
discrimination of any kind. The University prohibits discrimination based on sex, which includes
pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual
Misconduct is a broad term encompassing all forms of gender-based harassment or
discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual
harassment, public indecency, interpersonal violence (domestic violence and/or dating
violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am
obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX
Compliance. This is done in order to connect students with resources and options in addressing
the allegations reported. As a student, are encouraged to report any incidents of sexual
misconduct directly to ASU’s Office of Title IX Compliance and the Director of Title IX
Compliance/Title IX Coordinator.
You may do so by contacting:

**Michelle Boone, J.D.**  
*Director of Title IX Compliance/Title IX Coordinator*  
Mayer Administration Building, Room 210  
325-942-2022  
michelle.boone@angelo.edu

You may also file a report online 24/7 at [www.angelo.edu/incident-form](http://www.angelo.edu/incident-form).

If you are wishing to speak to someone about an incident in confidence you may contact the *University Health Clinic and Counseling Center at 325-942-2173* or the *ASU Crisis Helpline at 325-486-6345.*

The Office of Title IX Compliance also provides accommodations related to pregnancy (such as communicating with your professors regarding medically necessary absences, modifications required because of pregnancy, etc.). If you are pregnant and need assistance or accommodations, please contact the Office of Title IX Compliance utilizing the information above.

For more information about Title IX in general you may visit [www.angelo.edu/title-ix](http://www.angelo.edu/title-ix).

**BASIC NEEDS**

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Multicultural and Student Activities Programs Center ([multicultural@angelo.edu](mailto:multicultural@angelo.edu); 325-942-2729).

The Multicultural and Student Activities Program Center has a food pantry and other resources to help. Furthermore, please notify the professor if you are comfortable in doing so. This will enable her to provide any resources that they may possess.

**SYLLABUS CHANGES**

The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student’s responsibility to look for such communications about the course on a daily basis.

**ASSIGNMENTS & DEADLINES**

All practicum assignments are due by 11:59 p.m. on the date indicated. PASL Registration, Reschedule, and Cancellation deadlines take effect at 10:59 p.m. CST on the date indicated. PASL Task submission deadlines take effect at 1:00 p.m. CST on the date indicated. See chart, below, for a complete list of assignments and deadlines, and refer to Blackboard course for more details.
# ASSIGNMENT OBJECTIVES & DUE DATES

<table>
<thead>
<tr>
<th>Module</th>
<th>Assignments</th>
<th>Points</th>
<th>Description</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>Create TaskStream, Acknowledgment of Expectations, Code of Ethics, and Supervisor Information</td>
<td>0</td>
<td>Review information and expectations, acknowledge understanding, submit supervisor details.</td>
<td>Sunday, January 19, 2020</td>
</tr>
<tr>
<td>N/A</td>
<td>PASL Registration Opens</td>
<td>0</td>
<td>The window to begin submitting PASL Tasks will become available.</td>
<td>Friday, August 5, 2019</td>
</tr>
<tr>
<td>N/A</td>
<td>PASL TASK Submission Opens</td>
<td>0</td>
<td>The window to begin submitting PASL Tasks will become available.</td>
<td>Friday, January 3, 2020</td>
</tr>
<tr>
<td>Module 1</td>
<td>Log 1</td>
<td>10</td>
<td>Measure hours completed in each standard.</td>
<td>Sunday, February 16, 2020</td>
</tr>
<tr>
<td></td>
<td>Field Supervisor Evaluation 1 &amp; Site Supervisor Evaluation 1</td>
<td>10</td>
<td>Assess progress and determine areas of improvement needed.</td>
<td>Sunday, February 16, 2020</td>
</tr>
<tr>
<td></td>
<td>Practicum Reflection 1</td>
<td>10</td>
<td>Describe how three of the experiences helped shape your understanding.</td>
<td>Sunday, February 16, 2020</td>
</tr>
<tr>
<td>Module 2</td>
<td>Log 2</td>
<td>10</td>
<td>Measure hours completed in each standard.</td>
<td>Sunday, March 29, 2020</td>
</tr>
<tr>
<td></td>
<td>Field Supervisor Evaluation 2 &amp; Site Supervisor Evaluation 2</td>
<td>10</td>
<td>Assess progress and determine areas of improvement needed.</td>
<td>Sunday, March 29, 2020</td>
</tr>
<tr>
<td></td>
<td>Practicum Reflection 2</td>
<td>10</td>
<td>Describe how three of the experiences helped shape your understanding.</td>
<td>Sunday, March 29, 2020</td>
</tr>
<tr>
<td></td>
<td>PASL Registration Closes; Reschedule Deadline; Cancellation Deadline</td>
<td>0</td>
<td>The registration window for the Spring 2020 submission of</td>
<td>Friday, March 27, 2020 10:59 p.m.</td>
</tr>
</tbody>
</table>
### Module 3

<table>
<thead>
<tr>
<th>Activity</th>
<th>Requirement</th>
<th>Description</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PASL Task Submission Deadline</strong></td>
<td>0</td>
<td>The window to submit PASL Tasks will close.</td>
<td>Tuesday, March 31, 2020 1:00 p.m.</td>
</tr>
<tr>
<td><strong>Log 3</strong></td>
<td>10</td>
<td>Measure hours completed in each standard.</td>
<td>Sunday, April 26, 2020</td>
</tr>
<tr>
<td><strong>Field Supervisor Evaluation 3 &amp; Site Supervisor Evaluation 3</strong></td>
<td>10</td>
<td>Assess progress and determine areas of improvement needed.</td>
<td>Sunday, April 26, 2020</td>
</tr>
<tr>
<td><strong>Practicum Reflection 3</strong></td>
<td>10</td>
<td>Describe how three of the experiences helped shape your understanding.</td>
<td>Sunday, April 26, 2020</td>
</tr>
<tr>
<td><strong>PASL Task Resubmission Registration Opens</strong></td>
<td>0</td>
<td>The window to resubmit PASL Tasks will open.</td>
<td>Wednesday, April 29, 2020 1:00 p.m.</td>
</tr>
<tr>
<td><strong>Final Self-Evaluation &amp; Portfolio</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Course Evaluation Survey</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>N/A</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>N/A</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Self-Evaluation &amp; Portfolio</td>
<td>Sunday, May 3, 2020</td>
</tr>
<tr>
<td>Course Evaluation</td>
<td>Sunday, May 3, 2020</td>
</tr>
<tr>
<td>PASL Task Resubmission Registration Closes</td>
<td>Monday, May 18, 2020 1:00 p.m.</td>
</tr>
<tr>
<td>PASL Task Resubmission Deadline</td>
<td>Wednesday, May 20, 2020 1:00 p.m.</td>
</tr>
</tbody>
</table>