



EDAD 554.02W: Leading the Learning Community

COURSE SYLLABUS Fall 2021

Please Note: All assignments and due dates are subject to change at the discretion of the instructor. Students will be advised of changes via university email and announcement postings in myLeo Online.

Instructor: Dr. Elsa Villarreal

Office Hours: Upon Request

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COVID-19 Requirements

A&M-Commerce requires the use of face-coverings in all instructional and research classrooms/laboratories. Exceptions may be made by faculty where warranted. Faculty have management over their classrooms. Students not using face-coverings can be required to leave class. Repetitive refusal to comply can be reported to the Office of Students' Rights and Responsibilities as a violation of the student Code of Conduct.

Students should not attend class when ill or after exposure to anyone with a communicable illness. Communicate such instances directly with your instructor. Faculty will work to support the student getting access to missed content or completing missed assignments.

COURSE INFORMATION

Required Texts

1. TExES Principal as Instructional Leader (268) Secrets Study Guide-Your Key to Exam Success: TExES Test Review for the Texas Examinations of Educator Standards (Mometrix Test Preparation). This book can be purchased at the TAMUC bookstore or from Amazon.
2. Principal Preparation Exam 268. Study Materials TExES 268 Principal Preparation Exam Manual. Download at <http://www.tx.nesinc.com/Content/Docs/268PrepManual.pdf>
3. PASL Preparation Exam 368 Study Materials; <https://www.ets.org/s/ppa/pdf/pasl-candidate-educator-handbook.pdf>

COURSE DESCRIPTION

This course is the capstone course that develops candidates for EXEMPLARY school leadership as evidenced by student knowledge, dispositions, and performance ability to promote success of all students by exercising visionary, collaborative, instructional, organizational, political and globally competent leadership.

COURSE OBJECTIVES

Through the activities of TAMU-Commerce Principal Preparation Program and this capstone course, students will demonstrate mastery in the following areas:

- Leadership and campus culture,
- Values and ethics of leadership,
- Instructional leadership and management,
- Human resources leadership and management,
- Communication and community relations,
- Organizational leadership and management, and
- Curriculum planning and management.

COURSE CONTENT ALIGNMENT TO TAC PRINCIPAL STANDARDS AND TEXES COMPETENCIES

- TAC Rule §241.15 Principal Standards I-VI
- TExES Competencies 001-011

STUDENT LEARNING OUTCOMES

Student Learning Outcome #1

At the end of this capstone course, the student will exhibit their acquisition of the requisite skills and knowledge of *Instructional Leadership* required of an entry-level Principal in Texas by

successfully and actively engaging in all course activities including the critical analysis of school level case studies that demonstrate that the Texas school leader is responsible for ensuring every student receives high quality *instruction* (TExES Competency 003-004; Standard III-Leading Learning-TAC Rule §241.15; Principal Standard 1-TAC Rule §149.2001)

Student Learning Outcome #2

At the end of this capstone course, the student will exhibit their acquisition of the requisite skills and knowledge of Human Capital required of an entry-level Principal in Texas by successfully and actively engaging in all course activities including the critical analysis of school level case studies that demonstrate that the Texas school leader is responsible for ensuring there are high quality teachers and staff in every classroom throughout the school. (Competency 005-006; Standard IV-Human Capital- TAC Rule §241.15; Principal Standard 2-TAC Rule §149.2001)

Student Learning Outcome #3

At the end of this capstone course, the student will exhibit their acquisition of the requisite skills and knowledge of Executive Leadership required of an entry-level Principal in Texas by successfully and actively engaging in all course activities including the critical analysis of school level case studies that demonstrate that the Texas school leader is responsible for modeling a consistent focus and personal responsibility for improving student outcomes. (*Competency 007-008; Standard V-Executive Leadership and Standard II-Leading Learning TAC Rule §241.15; Principal Standard 3-TAC Rule §149.2001*)

Student Learning Outcome #4

At the end of this capstone course, the learner will exhibit their acquisition of the requisite skills and knowledge of School Culture required of an entry-level Principal in Texas by successfully and actively engaging in all course activities including the critical analysis of school level case studies that demonstrate that the Texas school leader is responsible for establishing and implementing a shared vision and culture of high expectations for all students. (*Competency 001-002; Standard II-School Culture- TAC Rule §241.15; Principal Standard 4-TAC Rule §149.2001*)

COURSE OUTLINE AND EXPECTATIONS

DESIGN OF THE CLASS

This class is designed on constructivist principles. This means that the instructor creates an environment for learning by providing focus and guidance to the content. Assignments are designed to be learning experiences for students, and it is presumed and expected that students actively participate in the class through the construction of their own learning. As a graduate level course, the instructor expects quality work from each student supported by adequate preparation and involvement.

CLASS PARTICIPATION

Given the constructivist design of the class, this course will be interactive. It is my expectation that all students participate fully for all activities and assignments in order to maximize their learning experience. This web-based course will be made up of several learning activities including (but not limited to) lecture notes and clarification, reflection activities, individual learning activities, written papers. Students must be prepared to lead and/or enter discussions, to ask relevant questions, and to share the results of their study and reflection. This means that each student should be (1) conscious of the class schedule and the requirements for each class (knowing what to be prepared for), (2) self-disciplined (spending time to be fully prepared), and (3) eager to share with your classmates (participating actively by sharing what you have prepared).

ONLINE CLASS ENVIRONMENT

Please practice courtesy, respect the opinions of others, be positive in speech and effort, encourage your classmates, respect confidentiality, and support each other's learning.

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%--GOAL!!!

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Grades will be determined on a percentage basis. Your final course grade consists of the following:

Assessments	Number	Percentage of Final Grade
Timed Constructive Response	6	25%
What's My Competency— <i>See it,</i>	6	20%

<i>Name it, Do it!</i>		
Time Practice Quiz	2	10%
Pre/Post Interactive Principal Exam	2	10%
Study Plan	1	10%
Mental Health Cert Uploads	2	10%
Key Words Quiz	5	5%
Group Think Tank	6	10%
		100%

Please Note: While students may receive numerical grades for various assignments listed in the syllabus based on the criteria provided by the instructor and which contribute to an overall grade average represented in the breakdown listed above, these grades are to provide feedback to students and to guide the instructor in assessing student work. The final grade awarded for the course, however, will be at the sole discretion of the instructor. Points will be deducted for the submission of late work.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling [903-886-5145](tel:903-886-5145). For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

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COURSE CALENDAR

Fall 2021

MODULE ONE

All tasks are due no later than Sunday at 11:59pm

1. Take the **interactive practice principal exam** (pre-test). Upload the score report to the appropriate dropbox.
2. Complete 2 **Mental Health Training Modules (Available in TrainTraq)**; upload completed certs to the appropriate dropbox.
 - a. [2113214](#) : Mental Health Training (MH #1)
 - b. [2113215](#) : Supporting Mental Health in Schools (MH #2)
3. Read **Pages 1-13** in Mometrix Text
4. Review--**Overview of 268 PPT**
5. Based on the results of your Practice Exam—**Complete Study plan.**

MODULE TWO

All tasks are due no later than Sunday at 11:59pm

1. Read Chapter entitled "**School Culture**" in Mometrix Book
2. Complete *Key Terms Quiz #1*
3. Complete **What's My Competency-Domain I**
4. Complete Constructed Response #1
5. Group Think Tank

MODULE THREE

All tasks are due no later than Sunday at 11:59pm

1. Read Chapter entitled "**Leading Learning**" in the Mometrix text
2. Complete **Key Terms Quiz #2**
3. Complete **What's My Competency-Domain II**
4. Complete **Constructed Response Task #2**
5. **Group Think Tank**

MODULE FOUR

All tasks are due no later than Sunday at 11:59pm

1. Read Chapter entitled "**Human Capital**" in the Mometrix text
2. Complete **Key Terms Quiz #3**
3. Complete **What's My Competency--Domain III**
4. Complete **Constructed Response Task #3**
5. **Group Think Tank**

MODULE FIVE

All tasks are due no later than Sunday at 11:59pm

1. Read Chapter entitled "**Executive Leadership**" in the Mometrix text
2. Complete **Key Terms Quiz #4**
3. Complete **What's My Competency--Domain IV**
4. Complete **Constructed Response Task #4**
5. **Group Think Tank**

MODULE SIX

All tasks are due no later than Sunday at 11:59pm

1. Read Chapter entitled "**Strategic Operations**" in the Mometrix text
2. Complete **What's My Competency--Domain V**
3. Complete **Constructed Response Task #5**
4. Take **Timed Quiz #2**
5. **Group Think Tank**

MODULE SEVEN

*All tasks should be completed by **Friday** at 11:59pm*

1. Read Chapters entitled "***Ethics, Equity and Diversity***" and "*How to Overcome Test Anxiety*" in the Mometrix text
2. Complete **What's My Competency--Domain VI**
3. Complete **Constructed Response Task #6**
4. **Group Think Tank**
5. Take **Post Test- Interactive Principal Exam**