



EDAD 651 SCHOOL DISTRICT ORGANIZATIONAL LEADERSHIP

COURSE SYLLABUS: Summer Semester 2022

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COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Bouillion, Dallane & Vaughn, Vance. (2020). “The Superintendent and District Facilities,” in Texas public school organization and administration: Vornberg, J.A., Hickey, Wesley, Oliveras-Ortiz, and Templeton, Nathan. (editors), Ch. 18, Kendall/Hunt.

ISBN: 9781792453847

The link below on your syllabus to offers students the low cost option: <https://he.kendallhunt.com/product/texas-public-school-organization-and-administration-2020>

978-1-5249-9357-3

American Psychological Association. (2019). Publication manual of the American psychological association (7th ed.). Washington, D.C.: American Psychological Association.

Other suggested readings and available websites will be provided during the course.

Course Description:

The goal of this course is for students to develop the knowledge and skills necessary to plan for educational facility needs, financing those requirements and managing the facilities to provide for the educational programs as needed. The course is designed as a survey course to introduce as many aspects of planning, design, building, managing and financing of facilities as possible. This course addresses the following Texas leadership standards, domains, and competencies.

Superintendent Leadership Standards

Superintendent Standard I

The syllabus/schedule are subject to change.

Learner-entered Values and Ethics of Leadership:

A superintendent is an educational leader who promotes the success of all students by acting with integrity, fairness and in an ethical manner.

Superintendent Standard II

Learner-Centered Leadership and School District Culture:

A superintendent is an educational leader who promotes the success of all students and shapes school district culture by facilitating the development, articulation, implementation and stewardship of a vision of learning that is shared and supported by the school community.

Superintendent Standard IV

Learner-Centered Policy and Governance:

A superintendent is an educational leader who promotes the success of all students by understanding, responding to and influencing the larger political, social, economic, legal and cultural context and by working with the board of trustees to define mutual expectations, policies and standards.

Superintendent Standard VI

Learner-Centered Organizational Leadership and Management:

A superintendent is an educational leader who promotes the success of all students by leadership and management of the organization, operations and resources for a safe, efficient and effective learning environment.

Superintendent Standard VIII

Learner-Centered Instructional Leadership and Management:

A superintendent is an educational leader who promotes the success of all students by advocating, nurturing and sustaining a school district culture and instructional program conducive to student learning and staff professional growth.

Domain I — Leadership of the Educational Community

Competency 001: The superintendent knows how to act with integrity, fairness and in an ethical manner in order to promote the success of all students.

Competency 002: The superintendent knows how to shape district culture by facilitating the development, articulation, implementation and stewardship of a vision of learning that is shared and supported by the educational community.

Competency 003: The superintendent knows how to communicate and collaborate with families and community members, respond to diverse community interests and needs and mobilize community resources to ensure educational success for all students.

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Competency 004: The superintendent knows how to respond to and influence the larger political, social, economic, legal and cultural context, including working with the board of trustees, to achieve the district's educational vision.

Domain III — Administrative Leadership

Competency 008: The superintendent knows how to apply principles of effective leadership and management in relation to district budgeting, personnel, resource utilization, financial management and technology applications.

Competency 009: 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.

Competency 010: The superintendent knows how to apply organizational, decision-making and problem-solving skills to comply with federal and state requirements and facilitate positive change in varied contexts.

Student Learning Outcomes:

The student will be able to:

1. Identify, understand and apply the steps and products developed in strategic, tactical and operational planning for education.
2. Identify, understand, and be able to discuss the steps in planning, designing, constructing, utilizing, and evaluating an educational facility.
3. Identify the elements of input for an educational facilities survey, including demographic enrollment projections, and how the data are used to generate conclusions and recommendations.
4. Identify the factors which are significant in selecting future school sites in a developing community area.
5. Advise the school board on the selection process and the basic services which an architect will be rendering when services are contracted.
6. Identify the roles of the personnel involved in planning and implementing a building project.
7. Identify the assumptions of the educational program which is housed in a particular school facility.
8. Recommend changes in a specified educational facility to better fit the assumptions of the educational program housed.
9. Develop a set of educational specifications for a facility to house and support a selected educational program.
10. Identify important elements which should be considered in critiquing an educational plant/facility.
11. Identify important considerations with respect to planning the selection and layout of the site for a proposed facility.

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12. Identify important environmental considerations when planning the educational facility. Be able to detail some of the principles which should be incorporated in a facility in relation to major environmental areas: spatial, sonic, visual and thermal.
13. Develop a plan to sell the merits of a proposed facility to the other members of the faculty and to the community at large who will vote on a bond election.
14. Understand the principles of life-cycle cost analysis in making decisions as to materials and features to be included in a proposed facility.
15. Identify major methods of funding school facility construction giving major advantages and disadvantages of each.
16. Identify the sources of revenues for construction available to boards in Texas and procedures required to utilize these sources.
17. Develop a practical and effective plan of maintenance and operations for a selected educational facility to make effective use of available resources.
18. Develop programs and understand principles of the green movement that can be utilized in a school and/or district.
19. Identify the sources of assistance available for an individual or school district in planning and managing for their educational needs.

COURSE REQUIREMENTS

Instructional Overview:

The student will access and follow all course instructions found in the weekly/module content area of the eCollege course. The instructor will create 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 will 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. Learning will be achieved through textbook and other assigned readings, projects and class interaction. This course is made up of a series of assignments and assessments to assist the student in achieving the course learning objectives/outcomes. Each week students will work on various combinations of assignments, activities, discussions, readings, research, etc. which will be made available to you by each Monday and close on the following Sunday or designated date. Evaluation will be based upon successful completion of each of the performance expectations. Each expectation has been assigned points toward the total upon which the final course grade will be assigned.

Assignments:

Each weekly/unit lesson will include readings and activity segments. Assignments related to these activities will reflect your understanding of the topic. These assignments will be due each week and submitted in the assignment folder.

Learning Outcomes - Numbers 3, 7, 8, 10,11, 12, 14, 15

Assessments – 6 @ 10 Points each 60 Points

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Projects/Issue Paper:

This course will include projects to demonstrate mastery and application of learning. All projects are designed to be real world experiences to assist you as a school leader/practitioner. Projects vary in nature and students are encouraged to be creative in their development. Each project will have its own set of parameters for completion. Project assignments may have a longer window for completion to allow for interaction and individual feedback from the instructor.

Learning Outcomes – Numbers 1 ,4, 9, 16

Assessment for Project - 1@ 20 -points each 20 Point s

Discussion Board/Journaling:

Each weekly/unit lesson will be made up of several learning activities that may include small & large group discussion, reflection activities, individual learning activities and written papers. In order for this class to be beneficial, each student is expected to participate in online discussions, to ask relevant questions, and to share the results of their study and reflection. This means that each student should be conscious of the class schedule and prepared to share with classmates in conversation and activities. Students will be required to make entries of reflections in the eCollege journal.

Learning Outcomes- Numbers 2, 5, 13

Discussions - 5 @ 10 points each 50 Points

The discussion topics are related to the chapter readings, external resources and activities. Upon completion or near completion of the assigned readings and activities, you are expected to engage in an ongoing discussion/debate with your learning community peers. Your contributions to the discussion forums will be graded for quality not quantity, timeliness of your contributions, and a detailed analysis of linking together theory (readings) to application (activities). Important Note: Posts to the discussion board should be on 3 weekdays of each module. The instructor will monitor discussions daily.

Learning Outcomes- Numbers 6, 17, 18, 19

Journal Entries 5 @ 5 Points each 25 Points

Journal entries are an opportunity for the student to reflect on learning; express ideas and thoughts; and make comments about contemporary topics etc. Entries may be short in nature but should be thoughtful and scholarly.

Exams

The syllabus/schedule are subject to change.

Complete the exams online by accessing the eCollege exam tool. The exams will be timed and grades made available to you following the submission of the exam. If you lose Internet connectivity during the exam, log back in immediately and continue on with the exam. Save your answers often (every 5-10 minutes). If you experience any issues while taking the exam, you must contact IT immediately so that your issue is documented with a helpdesk ticket number. Considerations regarding exam issues will be made by the instructor on an individual basis based on the documentation.

Learning Outcomes – 1 through 19

Exams will be open book/open resource assessments. You should prepare for the test using study guides as provided. Exams are intended to address all the Learning Outcomes of the course at the application level.

Assessments – 2 @ 30 points 60 Points

Grading:

FINAL GRADE:

A = 90 or more Points

B = 80-89 Points

C = 70-79 Points

D = 60-69 Points

F = 59 or less Points

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

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Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS

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Device	Operating System	Browser	Supported Browser Version(s)
			10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.
 - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site](http://www.java.com/en/download/manual.jsp)
<http://www.java.com/en/download/manual.jsp>
- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
 - [Adobe Flash Player](https://get.adobe.com/flashplayer/) (version 17 or later) <https://get.adobe.com/flashplayer/>
 - [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
 - [Apple Quick Time](http://www.apple.com/quicktime/download/) <http://www.apple.com/quicktime/download/>

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- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support

Need Help?

Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words “[click here](#)” to submit an issue via email.



System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

Interaction with Instructor Statement

The syllabus/schedule are subject to change.

The preferred communication means is email. Most emails receive and response within the hours but no less than 24 hours. Students can expect feedback on assignments.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Late work is not accepted.

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: [Netiquette](#)

<http://www.albion.com/netiquette/corerules.html>

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](#)

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

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[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

ADA Statement

Students with Disabilities

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

Gee Library- Room 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.

The syllabus/schedule are subject to change.

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.

COURSE OUTLINE / CALENDAR

Semester: Summer

June 6, 2022 through August 11, 2022

The course is divided into Modules. Usually, modules, which will open and close on specified dates. Successful completion will require participation and submission of assignments each week. An assignment schedule will be posted in the course tree or side bar. Any changes in the course outline and due dates will also be posted under the announcements.

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