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Covid 19 Information, https://new.tamuc.edu/coronavirus/

EDAD 658, 01W, School Crisis Leadership

Summer 2022

INSTRUCTOR INFORMATION

Instructor: Sharon Newman, EdD
Office Location: Remote
Mobile Phone: 469-223-3590
University Email Address: sharon.newman@tamuc.edu
Preferred Form of Communication: **Text or Email**
Communication Response Time: 24 hours Monday-Friday; Communication sent after
4pm Friday-Sunday evening will be returned the following Monday

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

No required texts for this class. There are multiple articles and supplemental
materials included in the Docshare tab of our course for your use.

Supplemental Materials (Strongly Recommended):

American Psychological Association. (2019). *Publication manual of the American
Psychological Association (7th ed)*. Washington, DC: Author.

Course Description

Student Learning Outcomes

The leader knows how to apply principles of leadership and management to the

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campus physical plan and support systems to ensure a safe and effective learning environment.

The leader knows how to:
1. implement strategies that enable the school physical plant, equipment, and supports systems to operate safely, efficiently, and effectively.
2. apply strategies for ensuring the safety of students and personnel and for addressing emergencies and security concerns.
3. develop and implement procedures for crisis planning and for responding to crises.
4. apply local, state, and federal laws and policies to support sound decision making related to school programs and operations (e.g. student services, food services, health services, transportation).
5. communicate and collaborate with all members of the school community, respond to diverse interests and needs, and mobilize resources to promote student success in an increasingly Global and diverse interconnected society.
6. communicate effectively with families and other community members in varied educational contexts.
7. respond to pertinent political, social, and economic issues in the internal and external environment.
8. act with integrity, fairness, and in an ethical and legal manner.
9. model and promote the highest standard of conduct, ethical principal and integrity in decision making, actions, and behaviors.
10. apply laws, policies, and procedures in a fair and reasonable manner.
11. serve as an advocate for children

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Instructional Methods

Design of the Class:

This is a 100% online class. All of the instruction and assignments will be delivered using the D2L media platform and thus, some obvious technological resources will be required.
◦Access to a computer with Internet access (high-speed preferred)
◦Access to a Webcam
◦Document Productivity Software (Microsoft Office preferred)
As a student enrolled at Texas A&M University-Commerce, you have
Access to an email account via myLeo. All my emails sent from D2L (and all other

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university emails) will go to this account, so please be sure to check it regularly.

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Conversely, you are to email me via the D2L email system or your myLeo email as our spam filters will catch yahoo, Hotmail, etc. and I will not check for your email in spam. When sending me an email be sure that you have the included your name and Course Number (EDAD 658) in the subject line.

This class design is based on constructivist learning 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. Each class may consist of several learning activities including (but not limited to) small & large group discussion, student-led learning activities, lecture and clarification, reflection activities, individual learning activities, written papers, and reflective, integrative examinations. For this class to be interesting and beneficial, each student is expected to be prepared to lead and/or enter into 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),
   (3) eager to share with your classmates (participating actively by sharing what you have prepared).
Participation is an extremely important part of your experience in this class. When you miss participating in a class assignment, not only do you miss information presented, but you miss the interaction of your classmates, which can lead to the loss of key learning experiences. Regardless of circumstance, all assignments are due on the date specified.

ASESSMENTS

Reading Assignments:
The assigned readings serve to provide you with strong theoretical contexts for your explorations into public education administration. The readings along with the threaded discussions allow for you and your classmates to extend your learning opportunities by seeing the concepts in the books through multiple perspectives.

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Video Viewing Assignments:
The videos embedded into each module provide some alternate views of the topic under examination for that particular week.

Threaded Discussions/Discussion Thread Criteria:
These are the discussion board topics you will read about and respond to weekly. These discussions will allow us to build our knowledge of topics collectively as a learning community. Please see the instructions under the Discussion tab in the Modules.

- The discussants will demonstrate an observable understanding of the articles being discussed.
- The understanding will be at the critical thinking and synthesis level.
- The discussants will demonstrate an ability to engage the audience in a discussion that is relevant to the topics of the articles and related concepts. This can be done in a variety of ways including but not limited to:
  - engaging questions
  - eliciting responses
  - engaging the learners in an activity or task.
- The discussants will demonstrate the ability to effectively organize
- the discussion. This includes:
  - providing structure (beginning arguments, closing arguments, wrap-up or synthesis);
  - staying within the timeframe allotted for discussion
  - keeping the discussion focused on the topic
  - posing using effective media (if applicable)
- The discussants will demonstrate the ability to respond to questions effectively.
- The discussants will demonstrate the ability to relate the concepts discussed in the articles to personal and professional experience by using examples from everyday practices.

Scholarly Group Activity and Submission:
Each group is to envision a situation in which a major crisis had to be faced or will need to be faced. This may be a real situation or a construct. You will discuss and form the topic in your group on discussion boards as posted in the threads and share your deliberations and final choice with all. Follow the description below:

- Describe a crisis situation that you will have to face as a public-school administrator.
- Detail the theoretical underpinning you will use to guide the process of facing a crisis in a complex institution like a public school system.
- Describe in detail the data will you use to recognize that there is a crisis?
- Articulate the steps would you take, at what levels, to address all aspects of the crisis?

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- Discuss how you will monitor the change?
- Discuss what measures will you use to determine the success of the change initiative?

You will form yourself into groups two equal groups (as much as possible). Each group will prepare and submit a multimedia presentation and a word document of their plan for classmate viewing and grading. The multimedia submission may be narrated PPT, video or other… The multimedia task should be between 5 and 7 minutes in length. The paper is to be more detailed and no more than 11 pages in length. Please use APA 7 formatting.

GRADING

Student Performance Evaluation: Evaluation will be based on successful completion of each of the performance expectations. Each expectation has been assigned a percentage towards the total on which the final course grade will be based.

Weights of the assessments in the calculation of the final letter grade.

Weekly assignments/Active participation in class activities	20%
Group Activity Submission	25%
Major Deliverable	25%
Threaded Discussions	30%
Total	**100%**

Final grades in this course will be based on the following scale:
A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = 59% and below

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, grades are given to primarily 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 and will be based on several factors, including but not limited to the rubrics provided for discussion posts and individual assessments.

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TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:
https://community.brightspace.com/s/article/Brightspace-Platform-Requirements

LMS Browser Support:
https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:
https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements

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

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. Other support options can be found here:

https://community.brightspace.com/support/s/contactsupport

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COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Citizenship:

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Student 92s Guide Handbook, Policies and Procedures. Conduct)

Late work:

Late work is NOT accepted. You will have plenty of notification and time to complete course assignments. If you know you are going to be out of town and unable to access a computer, plan ahead. See course semester outline at the bottom of this syllabus.

Dropping the Class:

At times, we become overloaded or have unplanned events that demand our attention. If you need to adjust your schedule by dropping this course, please follow university procedures to officially drop the class. Please do not just disappear. If you fail to officially drop the class, a grade must be assigned at the end of the course.

Incomplete Grades:

Per university policy, you must visit with the instructor, develop, and sign "A Plan for Completing the Grade of X" before you may receive an incomplete for the course. The reason for such requests is limited to "circumstances beyond student's control which prevented student from attending classes during Finals Week or the preceding three weeks". You are notified that the deadline date for all plans is not to exceed one semester. Failure to fulfill plan requirements within the specified time will result in a course grade of F.

Attendance:

*This is an online class therefore attendance is up to you! You will be required to work as a team via various activities. **The quality of your contributions and regular participation in weekly activities will be considered attendance**. It is strongly encouraged that you attempt to log into the course each day – Monday through Friday. Please check your MyLeo email for messages in order to keep current. If we do synchronous sessions via Zoom, **these sessions will not be required.***

Scholarly Expectations

All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical, particularly at the graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. Work submitted at the graduate level is

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expected to demonstrate higher-order thinking skills and be of significantly higher quality than work produced at the undergraduate level.

Plagiarism:

*Plagiarism WILL NOT be tolerated and will result in an automatic **F** in the course. Various versions of your work and final papers will be run through Turnitin software - this is not meant to "catch" you in the act, but rather assist you in seeing possible areas that may be unintentionally plagiarized and allow for editing your work.*

Words or ideas that require citations include, but are not limited to, all hardcopy or electronic publications whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. Submissions to any public meeting or private mailbox fall within the scope of words and ideas that require citations if used by someone other than the original author.

In a nutshell, the term "copyright" refers to a form of protection provided by the laws of the United States in Title 17 of the United States Code. Copyright protection is provided to authors of "original works of authorship" including literary, dramatic, musical, artistic, and other intellectual works. One aspect of copyright that complicates things is that no publication, registration, or other action is required to secure copyright protection under U. S. Law. Copyright is secured automatically when the work is created.

Academic dishonesty in an online learning environment could involve:

- *Having a tutor or friend complete a portion of your assignment.*
- *Having a reviewer make extensive revisions to an assignment.*
- *Copying work submitted by another student to a public class meeting.*
- *Using information from Online information services without proper citations.*
- *Again, all papers, reports, etc. may be submitted for review by the online library service "Turitin".*
- *Specific instructions will be given later for access and use.*

Format of Course

The course is divided into modules that will open and close on specified dates – most are about two weeks each. Generally, all modules open on Mondays and close on Sundays. Successful completion will require participation and submission of assignments in each module. A course outline detailing the class schedule and assignment deadlines will be posted as a separate document in D2L. Please check it regularly for updates. Any changes in the course outline and due dates will also be posted under the announcements.

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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. An announcement will be made in the course shell when a change is made.

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

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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

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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.

A&M-Commerce Supports Students' Mental Health

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. For more information regarding Counseling Center events and confidential services, please visit **www.tamuc.edu/counsel**

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