

EDAD 611. SCHOOL DISTRICT CEO LEADERSHIP: THE PRACTICUM

COURSE SYLLABUS: Summer 2022

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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

COURSE INFORMATION

Course Description

This hybrid course is designed to develop candidates for school district leadership by providing opportunities to synthesize, practice, and applying knowledge from superintendent preparation coursework. This practicum experience is contextualized in the real-world setting of functioning schools. Practice-based coursework assignments, related to each standard of district leadership, are synthesized in a theory-based, reflective document that serves as a comprehensive program examination of preparedness for district leadership.

Through the activities of this course, students will bridge the gap between (1) theory and practice, and (2) students' academic and experiential learning. In the practicum, students will engage in self-assessment of strengths, weaknesses, areas of particular interest, and will increasingly assume responsibility for their continuing professional development by planning for and completing a program of field experiences. Students will be challenged and expected to:

1. Think critically about the role of the superintendent and leading effective school districts, engage in reflective thinking about the role of the superintendent and leading effective school districts,
2. integrate a variety of ideas regarding the role of the superintendent and leading effective schools, and
3. synthesize coursework into a meaningful framework of understanding about the role of the superintendent and leading effective schools.

Superintendent Leadership Standards

Superintendent Standard I

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.

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:

This practicum provides opportunities to work with and to learn from administrators in schools. Through field-based experiences, the student has the opportunity to strengthen his or her qualifications and gain experience. Through careful planning, the student should be able to accomplish the following:

1. Students will experience the realities of educational administration by applying classroom knowledge to actual administrative situations.
2. Students will gain practical experience in applying administrative skills, techniques, and theory by working with a professional administrator.
3. Students will refine a philosophy of education as a result of the practicum experience.
4. Students will gain additional experience and confidence in their professional abilities.
5. Students will provide authentic administrative assistance in the work setting.
6. Students will increase their visibility as a potential administrator in the eyes of those who could be helpful in advancing the student toward his/her career objectives.

Role of the Site Supervisor

The role of the site supervisor to the student is the critical factor in making the practicum a success. The guidance and counsel is of the utmost importance in helping the student's activities to be fulfilling and appropriate. The functions of the district supervisor include, but are not limited to:

1. Agreeing to act as supervisor/mentor to the student.
2. Reviewing the practicum materials found in the Superintendent Practicum Program.

3. Conferencing with the student concerning expectations, activities, areas of skills, and knowledge development found in the Superintendent Practicum Program.
4. Meeting with the student to discuss activities, tasks and experiences.
5. Additionally, review progress, discuss successes and determine additional growth for the student.
6. Approve and sign the projects and logs created by the student.
7. Conferencing with the A&M-Commerce supervising instructor on the student's growth and achievements during the year-long practicum.

GENERAL DESCRIPTION OF PRACTICUM ACTIVITIES

Be certain that planned activities are included to meet all 10 superintendent competencies, the eight superintendent leadership standards found in the Texas Administrative Code (TAC), TAC, Title 19, Part 7, Chapter 242, Rule 242.1, (b): TAC, Title 19, Part 7, Chapter 242, Rule 242.5 (a), (b), & (c). Be sure to include the anticipated completion dates for each activity that you propose. Collect artifacts to serve as evidence to document the completion of activities for each principal competency

1. Log. Each student must complete and document a minimum of 160 hours of activities for the practicum. Students shall complete a periodic log and submit it to the A&M-Commerce field supervisor as assigned. Activities documented in logs shall be supported by artifacts (i.e. meeting agendas, notes, forms, e-mails, reports, etc.). Artifacts shall be included in the final portfolio or collection.
2. Shadowing. Each student will have opportunities to shadow central office administrators in their district as they complete the projects assigned.
3. Required Standard-based activities. Each student shall have activities related to each department within a district that cover the Superintendent Texas Leadership Standard, domains, and competencies.
4. Class Meetings. Periodic virtual class meetings as well as face to face meetings will be held. These may be individual and/or group meetings. Students are to become proficient with ZOOM.

Practicum Log and Reflections

Practicum logs must be submitted to the A&M-Commerce Practicum Instructor during designated intervals. Students will submit log periodic entries, as well as projects. The project is separate from the log and is designed to allow the student to reflect and assess his/her experiences as completing the project. The student should examine what occurred during the project and decide what went well, what did not go well, and what might have been done differently to resolve the issues successfully. Students are to be mindful of obtains required signatures when submitting project and log documents.

Practicum Evaluation

A final grade of A, B, C, D, or F will be assigned at the end of the semester. Input from the district supervising administrator, the A&M-Commerce supervisor, and the student

will be used in determining a grade. The factors used in the evaluation are as follows:

1. The quality and extent to which learning activities have been conducted and documented in the log/reflections. This requires that these documents be submitted on time to the supervising professor.
2. The quality of the practicum plan.
3. The quality of any projects completed as part of the activities.

Suggestions for Site Supervisor

The quality of the practicum is related to support provided by cooperating superintendent/central office administrator and the university professor. The following are suggestions for the student and the campus site administrator.

1. Be willing to make the practicum a valuable experience for the student.
2. Explain to the faculty the role and responsibilities of the student
3. Allow the student a variety of experiences in the areas of budgeting, curriculum improvement, scheduling, facilities, transportation, food services, supervision, and public relations.
4. Be honest with your feedback. Constructive feedback will help the student address areas of growth.
5. Allow the student to participate in district conferences and district evaluations to the extent possible. It is appropriate to reinforce ethics involved in school administration.
6. When assigning projects, assist the student with planning the outcomes, deadlines, and needed resources.
7. Share professional reading and important news items with the student.
8. While the student is available to assist you with a variety of tasks, please try to vary the assignments so that the student gets diverse experience.
9. The student is required to attend multiple meetings at Region 10 during the school day as part of their learning development.
10. Allow the student to “shadow” the supervisor during a full day. They should observe and assist you in all your activities. Be sure and ask them to be present for your entire day (i.e. 7a.m.-7p.m.) so that they can get a realistic view of the job. While it may be awkward to have someone with you throughout the day, shadowing is very valuable and not replicable in a university setting.

COURSE REQUIREMENTS

Class Participation

Practicum Students should participate fully in all activities and assignments in order to maximize their learning experience. This means that students should be (1) conscious of the class schedule and the requirements for each class (know what to be prepared for), (2) self-disciplined (spend time to be fully prepared), and (3) eager to share with your classmates (participate actively by sharing what you have prepared).

Regardless of circumstance, each assignment is due on the date specified. Practicum Students are expected to work to complete the assignments of the course. The participation grade will reflect your successful interaction as well as your successful completion of all assignments. Complete all Practicum handbook activities.

Projects (100 points each)

The Practicum:

Student will complete 7 projects. These projects will have several parts to them and be of value to the district. Through the projects the following will be covered:

1. The ten superintendent competencies,
2. The eight superintendent leadership standards found in the Texas Administrative Code (TAC), TAC, Title 19, Part 7, Chapter 242, Rule 242.1, (b): TAC, Title 19, Part 7, Chapter 242, Rule 242.5 (a), (b), & (c).

Practicum Log (100 points each)

Practicum logs must be submitted in D2L to the university Field Supervisor in the corresponding modules. Each log should have the signature of the campus Site Supervisor and Practicum Student with dates by the signatures. Log totals must be greater than 160 hours total.

In the past, many students have exceeded the clock hour requirement because they view the Practicum as a valuable learning experience. Superintendent Practicum Students often fill in for central office administrators and often have an opportunity to complete an ongoing district project.

Shadowing Activity

There will be several opportunities to Shadow district central office personnel. Provide a written reflection of the shadowing activity based on the questions listed below. The reflection should be placed in the assignment folder. Each set of responses should have the following information:

- Student's name
- Date of shadowing and time of shadowing
- District official who was shadowed and length of time this person has served as a district administrator.
- The district office where shadowing took place and district name

- Identification of the person responding.
- Interview questions listed with answers following each question. (Please provide a narrative format for responses as this provides more detail.)

The assignment will also include responses to several reflective questions. Please respond in a narrative format.

- What events took place while shadowing the district administrator?
- What insight or learning took place during the shadowing experience?
- How has this experience provided insight or learning that might not have gained without the shadowing experience?
- What conversations took place? What questions were asked?
- What advice or coaching was provided by the district administrator?

Student Learning Outcome:

Students will increase their visibility as a potential administrator in the eyes of those who could be helpful in advancing the student toward his/her career objectives. Students will gain additional experience and confidence in their professional abilities.

District Observations/Visit:

There will be a minimum of three Superintendent Practicum Field Supervisor Observation Forms, corresponding with on site and virtual visits, to be completed during the semester. This process provides the Practicum Student, the campus Site Supervisor, and the university Field Supervisor with a basis for evaluating the Practicum Student’s progress during the Practicum.

Site observations will include a pre-conference, observation, and post conference. Written documentation will be maintained for each pre-conference, observation, and post-conference.

Site Supervisor Summative Practicum Student Evaluation Form

The district Site Supervisor will also complete and sign an evaluation form at the end of the semester.

Grading

While the final course grade is the sole judgment of the professor. The following scale will be used as a guide.

90-100	A	Excellent
80-89	B	Good
70-79	C	Poor
69 - 70	D	Unacceptable
Below 60	F	Unacceptable

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>

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 **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

Communication with students will be established through the students' Leomail account. Please make sure to check your Leomail account on a daily basis. During the week, I will usually respond to your emails at bud.nauyokas@tamuc.edu within a 24 hours time frame. On weekends, it may take up to 48 hours. Grades will be provided for assignments within 10 days of the original submission date.

If you have questions regarding an assignment, feedback on your assignments/work, or need clarity for completing work, please feel free to call me. If I do not answer, be sure to leave a detailed message and I will return your call-in order to help you.

I encourage you to use either leomail or my cell phone if you need assistance.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Attendance/Lateness, Late Work, Missed Exams and Quizzes and Extra Credit

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/registrar/documents/studentGuidebook.pdf>

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>

[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 132

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

Fax (903) 468-8148

Email: Rebecca.Tuerk@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.

COURSE OUTLINE / CALENDAR

The course is divided into modules. Successful completion will require participation and submission of assignments each week. A course schedule will be posted in the course shell. The syllabus is subject to change. Any changes in the course outline and due dates will also be posted under the announcements.