**EDCI 535.01W: Leadership & Supervision in the School
Course Syllabus for Summer 2022**

INSTRUCTOR INFORMATION

Instructor: **Gil Naizer, Professor, Department of Curriculum & Instruction**

Office Location: **Commerce Campus - Ed. South #224**

Office Hours: **By appointment**

Office Phone: **903-886-5538**

Email Address: **gilbert.naizer@tamuc.edu**

Preferred Form of Communication: email

Communication Response Time: generally 24 hours M-F

COURSE INFORMATION

This class will be completely online – there are no face-to-face meetings.

Materials Needed for the Course:

Maxwell, John C. (2005/2006). *The 360 Degree Leader: Developing Your Influence from Anywhere in the Organization*. Nashville: Thomas Nelson, Inc. Paperback edition is ISBN: 1400203597 Available at the University bookstore or multiple places online.

> ****make sure you get the book, not the one with WORKBOOK printed on the bottom

Course Description

Catalog Description: A study of the meaning and fundamental principles of leadership and supervision. Consideration is given to the development of teacher leaders and to the solution of administrative and pedagogical problems that supervisors and teacher leaders encounter in the school.

The syllabus/schedule are subject to change.

Student Learning Outcomes (SLO)

By the completion of the course, you will be able to:

1. Use reading of professional literature from business and industry and readings from assignments in your textbook to broaden your perspective and increase your skill in leading others to improve.

2. Develop an understanding of various ways teachers can be leaders and how you can develop your leadership.

3. Demonstrate professional improvement in the art of reflection as a tool to increase your effectiveness as a teacher leader.

4. Contribute significantly to your campus and/or school community by initiating leadership in initiatives that will benefit teachers, classrooms, parents, administrators, and/or the community, providing meaningful applications of course content.

5. Document, through self-evaluation, how the academic and professional experiences during the course have impacted teaching effectiveness and student achievement.

COURSE REQUIREMENTS

Know the Course Requirements From the First Class Day. It is important to be familiar with course requirements on Day One. The two most important documents to help you are (a) the course syllabus and (b) the "Course Overview" which you can see at the top of the menu bar on the left side of the course under the Content tab. After reading "Course Overview," you will be directed to do several things, including reading the syllabus, clicking on various links, and then submitting the "Student Information Sheet." By submitting the Student Information Sheet you acknowledge that you have read the syllabus are familiar with the course requirements and have asked questions about items for which you need more clarification.

Minimal Technical Skills Needed

Examples include: Using the learning management system, using Microsoft Word and PowerPoint, using presentation and graphics programs, proficiency with the WWW etc.

Instructional Methods

This course will include Readings from the assigned textbook, quizzes and class discussions based on the textbook, and varied Leadership Lesson Assignments based on other web-based sources. It is very important to go online frequently to: (1) read any new announcements, (2) check your MyLeo-Mail, (3) review assignments, (4) check the **Schedule of Assignments**, (5) check for documents I return to you and comments on

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graded assignments, and (6) communicate as needed with your instructor and class members. More information is provided within the course shell.

Student Responsibilities or Tips for Success in the Course

Success in the course is largely based on keeping up with assignments which requires regularly logging into the course website, and not waiting until the last minute to complete assignments.

GRADING/ASSESSMENTS

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% or Below

Introduce Yourself Slide Show & Student Information Sheet (Required, but not graded). During the first week of class, you will submit an information sheet that provides important information about you and your leadership experiences. You will also produce a short slide show, with pictures, to share interesting things about yourself with your classmates. The audience for your slide show is the class members enrolled in EDCI 535 and the purpose is to provide an autobiography of your personal and professional life experiences.   (SLO 3)

Read the textbook and take quizzes over the content (30% of the total course grade). The text for the course is "The 360 Degree Leader: Developing Your Influence from Anywhere in the Organization (John Maxwell). You will read one or two sections in each unit of study and then take a open book quiz over the content. You can complete the assigned reading any time but all quizzes are scheduled during the final few days of each unit. (SLO 1)

Small Group Threaded Discussion (30% of total course grade). Small group discussion is a way for you to (1) interact with others about your learning, (2) express personal and professional opinions, and (3) debate issues with your group members. You will be assigned to groups of 5-8 students and use Threaded Discussion during each of the five units to share and interact. Threaded Discussion is an asynchronous venue whereby you communicate with your group members but you do not need to be in your group at the same time. During a period of about one week you and your group members will submit your initial response about a topic or question. The following week you come back to Threaded Discussion, read everything your group members have posted and respond to them in a meaningful way. (SLO 2-5)

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Your participation in threaded discussion will be evaluated based on the following criteria:

Initial Entry: While there is not a minimum required length, thoughtfulness and insight are expected.

Responses to Group Members: While there is not a minimum required length, thoughtfulness and insight are expected. In order to get full credit, you must thoughtfully respond to at least 3 members of your discussion group members.

Lessons on Leadership (40% of the total course credit). In each unit, you will complete a lesson on leadership. These will be based on additional readings, videos, websites, etc. or your own research that will allow you to learn about aspects of teacher leadership and develop your leadership abilities. Each lesson includes a reflection/worksheet in which you will reflect on your learning (WHAT), how that learning influenced your thinking and beliefs (SO WHAT), and what you plan to do as a result (NOW WHAT) and submitted to the appropriate Submission Folder. (SLO # 2 – 5)

GRADING

All assignments are graded based on the following criteria:

A - Exceptional – Exceeds Minimum Expectations in All Areas Addressed: Well above average in thought, and language structure; extremely well organized; shows thorough understanding and assimilation of concepts; excellent sense of unity; polished transition between concepts or thoughts; virtually free of errors.

B - Above Average – Meets Minimum Expectations in the Majority of Areas Addressed and Exceed Expectations in Some Areas. In general command of thought and word choice; organized; shows some understanding of concepts; good sense of unity; good transition between concepts or thoughts; writing that demonstrates a level of maturity expected of graduate students; few if any errors.

C – Average - Adequate In some Areas and Inadequate in Others. Problems in some of the following areas: depth of thought; ability to elaborate and provide sufficient detail; organized and formatted appropriately; writing that demonstrates a level of maturity expected of graduate students; in need of instruction.

D – Below Average - Inadequate in Several Areas. Problems in several of the following areas: depth of thought; ability to elaborate and provide sufficient detail; organization and formatting; writing that does not demonstrate a level of maturity expected of graduate students; in need of instruction.

F – Unacceptable - Inadequate in Many Areas. Problems in many of the following areas: depth of thought; ability to elaborate and provide sufficient detail; organization and formatting; writing that does not demonstrate a level of maturity expected of graduate students; in need of instruction.

0 - Not Turned In or Not Accepted By Instructor

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Grading Policy and Due Dates:

Unless otherwise announced, all work is due by midnight on the date stated in the *Schedule of Assignments*. The Schedule of Assignments is the only official list of due dates and take precedence over due dates in any other documents.

Submit Work Early. Given that computer and technical problems can often crop up at the last minute, it is never wise to wait until the last minute to submit assignments. Give yourself plenty of time in the event you need to implement a back-up plan.

Attaching Assignments to the Submission Folder. You are responsible for attaching the correct assignment to the correct Submission Folder. Once you submit your assignment, you should always check to make sure the correct assignment is there.

TECHNOLOGY REQUIREMENTS

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.

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

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Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
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, D2Lsupports iOS 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

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- o Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
  - o Sound card, which is usually integrated into your desktop or laptop computer
  - o Speakers or headphones.
  - o *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

- 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:
  - o Adobe Reader https://get.adobe.com/reader/
  - o Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
  - o Adobe Shockwave Player   https://get.adobe.com/shockwave/
  - o Apple Quick Time   http://www.apple.com/quicktime/download/

- 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

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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

Email using the course email or indicated the course prefix and number in the subject line is the preferred method of communication. I will generally respond within 24 hours Monday – Friday, but could take longer if I am travelling to a conference.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

The grading procedure and late work policy are described above.

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

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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

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:

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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.

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.

Required Syllabus Language Regarding the University's Pandemic Response

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.

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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.

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

COURSE OUTLINE / CALENDAR

Tentative List of Assignments by Unit

This list is strictly tentative and not official. The only official list of assignments and due dates is the *Schedule of Assignments* posted in a link under the Content Tab.

Unit	Weeks	Tentative Assignments
1	1 -3	Introduce yourself slide show presentation
		Maxwell section 1
		Quiz 1
		Threaded Discussion on specific topics TBA
		Lesson #1 on Leadership
2	4 – 6	Maxwell section 2
		Quiz 2
		Threaded Discussion on specific topics TBA
		Lesson #2 on Leadership
3	7-9	Maxwell section 3
		Quiz 3
		Threaded Discussion on specific topics TBA
		Lesson #3 on Leadership
4	10 – 12	Maxwell section 4
		Quiz 4
		Threaded Discussion on specific topics TBA
		Lesson #4 on Leadership
5	13 – 15	Maxwell section 5 & 6
		Quiz 5
		Threaded Discussion on specific topics TBA
		Lesson #5 on Leadership

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