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EDCI 535.01W Leadership and Supervision in the School

COURSE SYLLABUS: Spring 2023

INSTRUCTOR INFORMATION

Instructor: Dr. Karyn Miller, Assistant Professor
University Email Address: karyn.miller@tamuc.edu
Preferred Form of Communication: Email
Communication Response Time: 48 hours maximum (M-F)

COURSE INFORMATION

This class will meet 4-5 during the semester at the Mesquite Metroplex Campus. Additionally, there will be an online component to the course as well.

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required

Maxwell, John C. (2005/2006). *The 360 Degree Leader: Developing Your Influence from Anywhere in the Organization*. Nashville: Thomas Nelson, The syllabus/schedule are subject to change. 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**

Software Required

Microsoft Office

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Course 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.

Student Learning Outcomes:

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

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about items for which you need more clarification. The syllabus/schedule are subject to change.

Minimal Technical Skills Needed

Students should be prepared to use the learning management system (D2L Brightspace), Microsoft Office software, presentation and graphics programs, chat programs such as Adobe Connect and Zoom, and VoiceThread.

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 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.

Student Responsibilities or Tips for Success in the Course

1. Read the syllabus and course schedule. Mark important dates on a calendar or planner. Know the policies and follow them. Read assignment details carefully and follow them exactly
2. Check announcements in D2L Brightspace every week. This is where I post reminders and updates. I rarely send class emails.
3. Post questions about the course in my virtual office in D2L Brightspace. Email me for personal concerns. If you'd like to have a virtual discussion with me, I'm happy to schedule a time for us to meet using Adobe Connect or Zoom.
4. Get your [textbook](#) right away and complete all assigned readings throughout the semester.
5. You are expected to use APA-style for documenting sources in this course and other graduate courses in the College of Education. There is an APA folder in D2L Brightspace. The documents in this folder will help you learn APA formatting rules if you use them. You should consult these documents to learn the correct style before submitting any work.
6. There is a [TAMUC-Online Writing Lab](#). Use this lab, especially if you struggle with writing.
7. You will also need to use the virtual services of the [TAMUC Library](#). Get acquainted with their offerings.
8. All documents related to the course are posted in D2L Brightspace.

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9. The course is divided into 4 modules with several due dates within each module. There are 4 major assignments throughout the course, one due at the close of each module.
10. Grades are posted in D2L Brightspace. You should expect grades to be posted within two weeks after assignments are due.
11. It is your responsibility to make sure your assignments are submitted correctly and on-time.

GRADING

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

Total points corresponding to the final letter grades

- A = 900- 1000 Points
- B = 800- 899 Points
- C = 700- 799 Points
- D = 600- 699 Points
- F = <600 Points

Assignments

Introduce Yourself Slide Show & Student Information Sheet

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 an open book quiz over the content. You can complete The syllabus/schedule are subject to change. the assigned reading any time but all quizzes are scheduled during the final few days of each unit. (SLO 1)

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Small Group 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. Discussions will take place during in-person meetings (SLO 2-5)

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)

Assessment Criteria

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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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>

Interaction with Instructor Statement

You should expect responses to questions and concerns posted in my virtual office or sent by email within 48 hours. In most cases, I respond within 24 hours. **Please email**

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me only for personal concerns. Questions about the class should be posted in my virtual office for the benefit of the class. From time-to-time, I will make comments on the discussion board, but my role is to facilitate the discussion by asking thought-provoking questions.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

This course allows students to work through each module at their own pace. However, all assignments, quizzes, and discussion board posts must be submitted by the due date. **No late work will be accepted after the due date** except for in extenuating circumstances. Examples of extenuating circumstances include a verified illness, death in a student's immediate family, and obligation of a student at legal proceedings in fulfilling responsibility as a citizen. Documentation is required to be granted an exception to the late work policy. Make-up work, re-writes, and extra credit are not permitted.

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 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>

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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.

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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

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.

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

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		Quiz 5 Discussion on specific topics TBA Lesson #5 on Leadership
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