



EDCI 535.01W: Leadership & Supervision in the School

COURSE SYLLABUS: SUMMER II 2024

INSTRUCTOR INFORMATION

Instructor: Dr. Lindsay Morgan

Office Location: Virtual Course / Zoom

Office Hours: By appointment

University Email Address: lindsay.morgan@tamuc.edu

Preferred Form of Communication: Email / Zoom

Communication Response Time: 24-48 hours business days

COURSE INFORMATION

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

Materials – Textbooks, Readings, Supplementary Readings

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

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

1. Utilize professional literature from business and industry, as well as textbook readings, to broaden your perspective and enhance your ability to lead others effectively for improvement.
2. Develop insights into the diverse roles teachers can play as leaders and strategize methods to cultivate your own leadership skills.
3. Showcase professional growth in reflective practices, leveraging reflection as a tool to elevate your impact as a teacher-leader.
4. Drive substantial contributions to your school or campus community by spearheading leadership initiatives that benefit educators, classrooms, families, administrators, and the broader community, applying course concepts in meaningful ways.
5. Evaluate and document, through self-assessment, the influence of academic and professional experiences from the course on enhancing teaching effectiveness and fostering student achievement.

COURSE REQUIREMENTS

It is important to be familiar with course requirements on day one. The two most important documents to help you familiarize yourself with the course and associated requirements are: (a) the course syllabus, and (b) the “Course Overview” which will be visible in D2L. After reading “Course Overview,” you will be directed to complete 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.

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Minimal Technical Skills Needed

Use of the Learning Management System (D2L), Microsoft Suite, Google Tools for Education, basic functions of discussion groups, email, and use of presentation / graphics.

Instructional Methods

The course will incorporate readings from the assigned textbook, quizzes, and class discussions related to the textbook content. Additionally, various Leadership Lesson Assignments sourced from web-based materials will be included. Regular online engagement is crucial for the following purposes: (1) staying updated with announcements, (2) checking MyLeo-Mail, (3) reviewing assignments, (4) referring to the Schedule of Assignments, (5) accessing returned documents and comments on graded assignments, and (6) communicating with the instructor and fellow classmates as required. Detailed information is available within the course platform.

Student Responsibilities or Tips for Success in the Course

1. **Time Management:** Create a study/work schedule and stick to it. Allocate specific times for coursework, assignments, and study sessions.
2. **Stay Organized:** Use D2L's organization features like folders and calendars to keep track of course materials, deadlines, and important dates.
3. **Active Engagement:** Participate in online discussions, forums, and group activities to stay engaged with the course material and connect with peers.
4. **Effective Communication:** Communicate regularly with your instructor and classmates. Ask questions, seek clarification, and actively participate in virtual discussions.
5. **Utilize Resources:** Take advantage of online resources such as digital libraries, tutoring services, and academic support offered through TAMUC.
6. **Seek Help Early:** If you encounter challenges or need assistance, don't hesitate to reach out.
7. **Stay Motivated:** Set goals for yourself, celebrate milestones, and stay motivated throughout the course. Remember the benefits of your education and the progress you're making.

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%

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F = 59% or Below

The "Introduce Yourself Slide Show & Student Information Sheet" is a mandatory but non-graded assignment. In the initial week of the course, you'll be required to submit a student information sheet detailing crucial aspects of your background and leadership journey. Additionally, you'll create a brief slideshow accompanied by images, aiming to present intriguing aspects of your life to your peers in EDCI 535. The intended viewership of your presentation is your fellow classmates, and its objective is to offer an autobiography encompassing your personal and professional life encounters. (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 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)

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)

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GRADING Criterion

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

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 takes 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.

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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

Zoom Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

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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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

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).
<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](http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx) webpage and [Procedure 13.99.99.R0.01](http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx).
<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:

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[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.

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

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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.

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

Department or Accrediting Agency Required Content

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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	Introduce yourself slide show presentation
		Maxwell section 1
		Quiz 1
		Threaded Discussion on specific topics TBA
		Lesson #1 on Leadership
2	2-4	Maxwell section 2
		Quiz 2
		Threaded Discussion on specific topics TBA
		Lesson #2 on Leadership
3	3-6	Maxwell section 3
		Quiz 3
		Threaded Discussion on specific topics TBA
		Lesson #3 on Leadership
4	5-8	Maxwell section 4
		Quiz 4
		Threaded Discussion on specific topics TBA
		Lesson #4 on Leadership
5	7-8	Maxwell section 5 & 6
		Quiz 5
		Threaded Discussion on specific topics TBA
		Lesson #5 on Leadership

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