



EDAD 554.01W
Leading the Learning Community

COURSE SYLLABUS Spring 2025

Please Note: All assignments and due dates are subject to change at the discretion of the instructor. Students will be advised of changes via university email and announcement postings in myLeo Online.

INSTRUCTOR INFORMATION

Instructor: Mack Hines, Ed.D

Office Location: Commerce Campus, Frank Young Education North, Room 205

Office Hours: TBD (As needed upon request.)

Professor's Personal Cell Phone: 832-585-2731

Office Fax: 903-886-5507

University Email Address: Mack.Hines@tamuc.edu

Preferred Form of Communication: Email

Communication Response Time: 24-48 Hours

Required Texts

No texts required for this course.

COURSE INFORMATION

Required Materials

Principal Preparation Exam 268. Study Materials TExES 268 Principal Preparation Exam Manual. Download at

https://www.tx.nesinc.com/TestView.aspx?f=HTML_FRAG/TX268_PrepMaterials.html

PASL Preparation Exam 368 Study Materials; <https://www.ets.org/s/ppa/pdf/pasl-candidate-educator-handbook.pdf>

COURSE DESCRIPTION

This course is the capstone course that develops candidates for EXEMPLARY school leadership as evidenced by student knowledge, dispositions, and performance ability to promote the success of all students by exercising visionary, collaborative, instructional, organizational, political, and globally competent leadership.

COURSE OBJECTIVES

Through the activities of the East Texas A & M University Principal Preparation Program and this capstone course, students will demonstrate mastery in the following areas:

- Leadership and campus culture,
- Values and ethics of leadership,
- Instructional leadership and management,
- Human resources leadership and management,
- Communication and community relations,
- Organizational leadership and management, and
- Curriculum planning and management.

COURSE CONTENT ALIGNMENT TO TAC PRINCIPAL STANDARDS AND TEXES COMPETENCIES

- TAC Rule §241.15 Principal Standards I-VI
- TExES Competencies 001-011

STUDENT LEARNING OUTCOMES

Student Learning Outcome #1

At the end of this capstone course, the student will exhibit their acquisition of the requisite skills and knowledge of *Instructional Leadership* required of an entry-level Principal in Texas by successfully and actively engaging in all course activities including the critical analysis of school-level case studies that demonstrate that the Texas school leader is responsible for

ensuring every student receives high-quality *instruction* (TEXES Competency 003-004; Standard III-Leading Learning-TAC Rule §241.15; Principal Standard 1-TAC Rule §149.2001)

Student Learning Outcome #2

At the end of this capstone course, the student will exhibit their acquisition of the requisite skills and knowledge of Human Capital required of an entry-level Principal in Texas by successfully and actively engaging in all course activities including the critical analysis of school-level case studies that demonstrate that the Texas school leader is responsible for ensuring there are high-quality teachers and staff in every classroom throughout the school. (Competency 005-006; Standard IV-Human Capital- TAC Rule §241.15; Principal Standard 2-TAC Rule §149.2001)

Student Learning Outcome #3

At the end of this capstone course, the student will exhibit their acquisition of the requisite skills and knowledge of Executive Leadership required of an entry-level Principal in Texas by successfully and actively engaging in all course activities including the critical analysis of school-level case studies that demonstrate that the Texas school leader is responsible for modeling a consistent focus and personal responsibility for improving student outcomes. (Competency 007-008; Standard V-Executive Leadership and Standard II-Leading Learning TAC Rule §241.15; Principal Standard 3-TAC Rule §149.2001)

Student Learning Outcome #4

At the end of this capstone course, the learner will exhibit their acquisition of the requisite skills and knowledge of School Culture required of an entry-level Principal in Texas by successfully and actively engaging in all course activities including the critical analysis of school-level case studies that demonstrate that the Texas school leader is responsible for establishing and implementing a shared vision and culture of high expectations for all students. (Competency 001-002; Standard II-School Culture- TAC Rule §241.15; Principal Standard 4-TAC Rule §149.20)

COURSE OUTLINE AND EXPECTATIONS

DESIGN OF THE CLASS

This class is designed on constructivist 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 in all activities and assignments to maximize their learning experience. This web-based course will be made up of several learning activities including (but not limited to) lecture notes and clarification, reflection activities, individual learning activities, and written papers. Students must be prepared to lead and/or enter discussions, ask relevant questions, and 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), and (3) eager to share with your classmates (participating actively by sharing what you have prepared).

ONLINE CLASS ENVIRONMENT

Please practice courtesy, respect the opinions of others, be positive in speech and effort, encourage your classmates, respect confidentiality, and support each other's learning.

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%--GOAL!!!

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Grades will be determined on a percentage basis. Your final course grade consists of the following:

Assessments	Total Points
Constructive Response	25%
What's My Competency?	25%
Pre/Post Interactive Principal Exam	25%
Study Plan	25%
Grand Total	100%

*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, these grades are to 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. **No late work will be accepted.** **Any work submitted in D2L will be considered your final product and can be graded before the deadline.***

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M University 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>

Interaction with Instructor Statement

The instructor encourages an open, collaborative, and supportive learning environment where students are actively engaged in the course material. Students are encouraged to ask questions, seek clarification, and share their thoughts and experiences throughout the course. Regular communication with the instructor is essential for success, and students are welcome to reach out via email, phone, or during office hours.

In addition to the formal course interactions, students may schedule individual meetings or consultations as needed to discuss course progress, assignments, or any challenges they may encounter. The instructor will provide timely feedback on assignments and will be available to support students' academic and professional growth throughout the course.

To ensure effective communication, students are expected to regularly check their university email and the course management platform (e.g., D2L, Blackboard, etc.) for updates, announcements, and instructor responses. The instructor aims to respond to all student inquiries within 24-48 hours.

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>

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 [Procedures 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 East Texas A&M University 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

East Texas A&M University

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

East Texas A&M University 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 East Texas

A&M University 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 East Texas A&M University 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 East Texas A&M University. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

East Texas A & M University Supports Students' Mental Health

The Counseling Center at East Texas A&M University, 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

AI use policy [Draft 2, May 25, 2023]

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.10 Graduate Student Academic Dishonesty

Department or Accrediting Agency Required Content

COURSE OUTLINE / CALENDAR

The course shell will provide the scope and sequence for weekly activities.