School Crisis Leadership (EDAD-658-01W)

COURSE SYLLABUS: SPRING 2025

INSTRUCTOR INFORMATION

Instructor: SHARON ROSS, Ed.D
Office Location: Ed North, Office - 113C
Office Hours: Tuesday 9 a.m. – 2:30 p.m. Scheduled Virtual appointments as needed
Office Phone: 903-886-5577
University Email Address: Sharon.Ross@ETAMU.edu
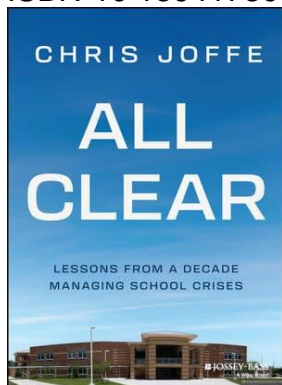Preferred Form of Communication**: Email, Phone**
Communication Response Time: Within 12 to 24 hours

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required: Joffe, C. (2023). All clear: Lessons from a decade managing school crises. Jossey-Bass.
ISBN-10 1394178077 or ISBN-13978-1394178070

The syllabus/schedule are subject to change.

Software Required: Up to date technology. You will be required to upload, create recorded videos, and other assignments requiring technical skills.

Course Description
Vision Statement
The Department of Educational Leadership at East Texas A&M University will educate scholar practitioners to
transform and shape the future for global impact.

Program Goals
   1. **Foster the development of scholar practitioners who will:**
2. Construct and apply knowledge guided by national and state educational leadership standards to mitigate barriers to educational access and opportunity;
3. Establish authentic partnerships with stakeholders to address local problems of practice rooted in equity, ethics, and social justice;
4. Engage in systemic and systematic inquiry with community partners to identify problems of practice;
5. Collaborate with diverse communities to gather, organize, and critically analyze data to yield meaningful solutions;
6. Provide evidence-based justification for change and improvement;
7. Understand and incorporate multiple perspectives in leading transformational improvement;
8. Understand and navigate the multiple political contexts impacting education for successful policy implementation.

Carnegie Project on the Education Doctorate: www.cpedinitiative.org/the-framework

Student Learning Outcomes (Should be measurable; observable; use action verbs)

The leader knows how to apply principles of leadership and management to the campus physical plan and support systems to ensure a safe and effective learning environment.

1. implement strategies that enable the school physical plant, equipment, and supports systems to operate safely, efficiently, and effectively.
2. apply strategies for ensuring the safety of students and personnel and for addressing emergencies and security concerns.
3. develop and implement procedures for crisis planning and for responding to crises.
4. apply local, state, and federal laws and policies to support sound decision making related to school programs and operations (e.g. student services, food services, health services, transportation).

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5. communicate and collaborate with all members of the school community, respond to diverse interests and needs, and mobilize resources to promote student success in an increasingly Global and diverse interconnected society.
6. communicate effectively with families and other community members in varied educational contexts.
7. respond to pertinent political, social, and economic issues in the internal and external environment.
8. act with integrity, fairness, and in an ethical and legal manner.
9. model and promote the highest standard of conduct, ethical principal and integrity in decision making, actions, and behaviors.
10. apply laws, policies, and procedures in a fair and reasonable manner.
11. serve as an advocate for children

COURSE REQUIREMENTS

Minimal Technical Skills Needed

See D2L Homepage

Instructional Methods

Throughout this semester of formal discourse, the scholar practitioner will embark upon a pathway of applying scholarly knowledge gained while navigating organizational practices in practical ways, solving district and campus issues. Non-negotiable is the expectation that scholar practitioners will employ the CPED principles when examining and addressing module assignments designed to apply critical thinking skills and effective communication skills (Weiler, J., & Virtue, E., 2024) when designing improvement interventions. Equity, ethics, integrity, and social justice are the CPED principles that will be incorporated into the course as reflective evaluation.

Instructionally, assignments were designed based on the professional practitioner's responsibility to lead design teams into evaluating current initiatives, utilizing improvement science and finding improvement practices that yield high impact results.

The instructor has designed the course to address Malcom Knowles four principles of the adult learning theory of andragogy as reported by Williams (2023):
* Personalized Learning Experiences
* Competency Based Education
* Flexible Learning
* Mentorship

Student Responsibilities or Tips for Success in the Course

Participate; Plan; Attend; Be attentive; Check in to Course weekly and frequently; Complete assignments with attention to detail; Read/Re-read assignments; Call for

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clarification prior to assignment due to give professor time to schedule in appointment zoom.

GRADING
8 Video Discussions 10pts each	80 pts	
8 Weekly Deliverables 25 pts each	200 pts	
1 EOC Reflective Video 20 pts	20 pts	
1 Midterm Exam	100 pts	
1 Final Exam	100 pts	

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 = 451- 500 Points

B = 401- 450 Points

C = 351- 400 Points

D = 301- 350 Points

F = 300 & > Points

Weights of the assessments in the calculation of the final letter grade.
Example:
Assignments	40%
Discussions	15%
Midterm Exam	20%
Final Exam	25%
TOTAL	100%

Assessments

Midterm Exam
Final Exam

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

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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.ETAMU.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@ETAMU.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 ETAMU 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

While this is an online course, it is designed to be interactive through zooms, discussion boards, and when there is a need for clarification, please contact the instructor as instructed. Do not suffer in silence.

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COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Attend by checking into the course weekly. Participate in discussions. Turn in assignments on time. Remember the reason you are in these graduate courses and the next level position you are seeking and conduct yourself accordingly as you participate in course work.

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. https://inside.ETAMU.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: https://www.britannica.com/topic/netiquette

ETAMU Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedures 13.99.99.R0.01 http://www.ETAMU.edu/admissions/registrar/generalInformation/attendance.aspx

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.ETAMU.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf

Graduate Students Academic Integrity Policy and Form

Graduate Student Academic Dishonesty Form

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https://inside.ETAMU.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10.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@ETAMU.edu

Website: Student Disability Services

https://www.ETAMU.edu/student-disability-services/

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.ETAMU.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

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Pursuant to PC 46.035, the open carrying of handguns is prohibited on all East Texas A&M University campuses. 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.ETAMU.edu/counsel**

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.

http://telusproduction.com/app/5108.html

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

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way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty
13.99.99.R0.10 Graduate Student Academic Dishonesty

Department or Accrediting Agency Required Content
Spring 2025 School Crisis Leadership (EDAD-658-01W)

COURSE OUTLINE / CALENDAR

Module	Assignment Description	Date Due
Module 1 **January 13 - 26**	Introduction Zoom with Professor: January 13, 2025 7pm Read Chapters 1 – 3 The Crisis Experience; Finding Solid Ground When Crisis Emerges; My Experience with Crisis Video Discussion: You ARE Our Heroes! https://txssc.txstate.edu/videos/our-heroes/ Board Policy Review and Texas Administrative Code Comparison Deliverable 1: PowerPoint	January 13, 2025 7pm January 26, 2025 11:59pm
Module 2 **January 27 – February 9**	Read Chapters 4 & 5 The Common Threads of Emergency Response, Analyzing Risk Video Discussion: Behavioral Threat Assessment https://txssc.txstate.edu/videos/88th-leg-update/ https://txssc.txstate.edu/podcasts/safety-security-committee/ Threat Assessment and Safe and Supportive School Program and Team Interview with Campus Principal Interview with District Leader in Safety Deliverable 2: 2 to 4 page summary of interview learning	February 9, 2025 11:59pm
Module 3 **February 10 - 23**	Read Chapters 6 & 7 Preventing Crisis through Relationships; Organizing Teams, People, and Resources to Respond Video Discussion: 3 Simple Steps to Creating a Safe School and Helping Kids Thrive https://txssc.txstate.edu/videos/3-steps/ https://txssc.txstate.edu/videos/helping-kids-thrive/ Deliverable 3:	February 23, 2025 11:59pm

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Module 4 **February 24 - March 9**	Read Chapters 8 & 9 Initiation, Activation Video Discussion: Making School Safety a Priority https://txssc.txstate.edu/videos/school-safety-priority/ Deliverable 4: Interview with School Superintendent and or Law Enforcement Officer – Their Experiences and Advice: Making School Safety a Priority Mid-term	March 9, 2025 11:59pm
Module 5 **March 10 - 23**	Read Chapters 10 & 11 Response, Assessment Video Discussion: Standard Response Protocol https://txssc.txstate.edu/videos/srp/ Deliverable 5: Program Evaluation Part 1	March 23, 2025 11:59pm
March 24 – April 6 **Module 6**	Read Chapter 12 Recovery Video Discussion: Staying Safe Podcast https://txssc.txstate.edu/podcasts/staying-safe/ Deliverable 6: Safety and Security Walk Video and Reflection	April 6, 2025 11:59pm April 6, 2025
April 7 – April 20 **Module 7**	Read Chapter 13, 14, and Conclusion Rebuilding, Restoration, The Obstacles to the Job are the Job Video Discussion: Overview of the Standard Reunification https://txssc.txstate.edu/videos/srm/ https://txssc.txstate.edu/tools/srm-toolkit/ Deliverable 7: After viewing the SRM Toolkit, provide an summary of your district/organization - Checklist	April 20, 2025 11:59pm
April 21 – April 30 **Module 8**	Wrap up and Review Zoom with Professor Deliverable 8: EOC Reflective Video 20pts Program Evaluation Part 2 Final Exam	April 30, 2025 11:59pm

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