



## EDCI 535.01W: Leadership & Supervision in the School

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COURSE SYLLABUS: SUMMER I 2026

### INSTRUCTOR INFORMATION

Instructor: Dr. Carol Revelle

Office Location: EDS 231

Office Hours: By appointment

University Email Address: carol.revelle@etamu.edu

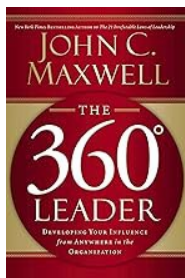
Preferred Form of Communication: Email

Communication Response Time: 24-48 hours business days

### COURSE INFORMATION

This is an online course, but we will meet synchronously on Zoom each Wednesday from 4-5:00.

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. ISBN: 1400203597 Available at the University bookstore or multiple places online.

***There is an AUDIOBOOK available & it's available digitally on Kindle***

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

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## **Course Description**

Leadership and Supervision in Schools. Three semester hours 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 schools.

### **Standards Associated with this Class / 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 Organizer" which will be visible in D2L.

After reading "Course Organizer," 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.

### **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. Attendance for the one hour, weekly, synchronous meeting is required.

### **Student Responsibilities or Tips for Success in the Course**

- Attend Synchronous Meetings: We will meet from 4-5:00 each Wednesday. These meetings will support learning and provide an opportunity to ask questions.
- Time Management: Create a study/work schedule and stick to it.
- Stay Organized: Use D2L's organization features like folders and calendars.
- Active Engagement: Participate in online discussions and group activities.
- Effective Communication: Communicate regularly with your instructor and classmates.



- Utilize Resources: Take advantage of online resources like digital libraries.
- Seek Help Early: Reach out if you encounter challenges.
- Stay Motivated: Set goals and celebrate milestones.

## **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

## **Assessments**

- Introduce Yourself Slide Show & Student Information Sheet: Mandatory but non-graded.
- Reading Checks (30%): Based on "The 360 Degree Leader" by John Maxwell. Open book, scheduled at the end of each unit.
- Padlet Small Group Discussion (30%): Asynchronous interaction in groups of 5-8. Initial response + responses to at least 3 members.
- Lessons on Leadership (40%): Reflection based on readings, videos, etc. Follows the WHAT, SO WHAT, NOW WHAT model.

## **GRADING Criterion**

**A - Exceptional:** Exceeds minimum expectations; well above average in thought and structure; polished.

**B - Above Average:** Meets expectations in most areas; demonstrates graduate-level maturity; few errors.

**C - Average:** Adequate in some areas, inadequate in others; needs instruction in depth or detail.

**D - Below Average:** Inadequate in several areas; does not meet graduate-level writing maturity.



**F - Unacceptable:** Inadequate in many areas.

**0:** Not turned in or not accepted.

## **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](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](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](mailto: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 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**

## **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 [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 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](mailto: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 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.tamuc.edu/counseling-center](http://www.tamuc.edu/counseling-center)

### **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.





### Course Organizer

Unit	Weeks	Tentative Assignments
1	1	Introduce yourself; Maxwell Section 1; Quiz 1; Discussion; Lesson #1
2	2	Maxwell Section 2; Quiz 2; Discussion; Lesson #2
3	3	Maxwell Section 3; Quiz 3; Discussion; Lesson #3
4	4	Maxwell Section 4; Quiz 4; Discussion; Lesson #4
5	5	Maxwell Section 5 & 6; Quiz 5; Discussion; Lesson #5