

Sul Ross State University
College of Professional Studies
Department of Education

2015_Spring_PS_ED_ED_7212_001_Practicum Syllabus

Information for the courses for Spring 2015

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Office Hours:

Alpine: Tuesday: 1:00 to 4:00 p.m.; Wednesday: 9:00 to Noon and 1:00 to 4:00; Thursday: 8:30 to 11:30

Abilene: Monday 9:00 to Noon and Friday 9:00 to Noon

Text Book: There is no text book required for the practicum. This will be an entirely hands-on exercise between you and your mentor.

Requirements:

These courses require you to fulfill a 100 clock hour Practicum with a superintendent or Assistant/Deputy superintendent for *each semester*. It must involve tasks emphasizing school district leadership, general superintendent duties (ED 7211), finance, and school board relations (ED 7212) depending on which semester you are in, and should provide you with the opportunity to be placed in direct leadership situations in these areas.

The following are required:

1. You must provide a letter from the superintendent of the district where you will be completing your practicum agreeing to supervise your practicum *prior to* establishing any credit for tasks completed. If you complete tasks associated with your practicum prior to the submission of the letter of permission from the superintendent, they *will not count* toward your needed hours.

2. You must submit an internship plan outlining generally what you plan to do to gain your intern hours. The plan does not have to be particularly specific, but must be specific enough to provide insight to the instructor as to what you may be doing to earn your hours of credit.
3. You must submit a monthly report of your practicum activities throughout the semester. The monthly report submission will be due the first day of each month, beginning with October 1 and continuing through May 1. This is different from the logs! You will not need to specifically report every minute you spend each month, but rather a narrative of what you have been doing and how that is helping you to better understand the Superintendentcy. You must submit a completed log of all the hours you have earned in your Leadership, Superintendentcy, Superintendent/Board Relations and Finance practicum. It is **all one practicum...I cannot emphasize this enough: you are in one year-long practicum.** I have attached a sample log form for you to use. The final Practicum Logs submitted at the end of the semester must be signed by both you and your practicum supervisor.

Superintendent Standards and Competencies for this Course

- **Learner-Centered Values and Ethics of Leadership.** A superintendent is an educational leader who promotes the success of all students by acting with integrity, fairness, and in an ethical manner.
- **Learner-Centered Leadership and School District Culture.** A superintendent is an educational leader who promotes the success of all students and shapes school district culture by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- **Learner-Centered Human Resources Leadership and Management.** A superintendent is an educational leader who promotes the success of all students by implementing a staff evaluation and development system to improve the performance of all staff members, selects and implements appropriate models for supervision and staff development, and applies the legal requirements for personnel management.
- **Learner-Centered Policy and Governance.** A superintendent is an educational leader who promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context and by working with the board of trustees to define mutual expectations, policies, and standards.
- **Learner-Centered Communications and Community Relations.** A superintendent is an educational leader who promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
- **Learner-Centered Organizational Leadership and Management.** A superintendent is an educational leader who promotes the success of all students by leadership and management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
- **Learner-Centered Curriculum Planning and Development.** A superintendent is an educational leader who promotes the success of all students by facilitating the design and implementation of curricula and strategic plans that enhance teaching and learning;

alignment of curriculum, curriculum resources, and assessment; and the use of various forms of assessment to measure student performance.

- Learner-Centered Instructional Leadership and Management. A superintendent is an educational leader who promotes the success of all students by advocating, nurturing, and sustaining a school district culture and instructional program conducive to student learning and staff professional growth.

Goals

As a result of the practicum, students will be able to:

- Demonstrate an understanding of the day to day operations of the office of the superintendent.
- Demonstrate the ability to deal with the problems of finance, board relations, leadership and general practices which a superintendent faces on a regular basis.
- Demonstrate an understanding of the principles of ethics inherent in the Superintendency.

Distance Education Statement:

Students enrolled in distance education courses have equal access to the university's academic support services, library resources, and instructional technology support. For more information about accessing these resources, visit the SRSU website. Students should submit online assignments through Blackboard or SRSU email, which require secure login information to verify students' identities and to protect students' information. The procedures for filing a student complaint are included in the student handbook. Students enrolled in distance education courses at Sul Ross are expected to adhere to all policies pertaining to academic honesty and appropriate student conduct, as described in the student handbook. Students in web-based courses must maintain appropriate equipment and software, according to the needs and requirements of the course, as outlined on the SRSU website.

Grades:

Grades are derived using a 100 point scale according to the following:

A=90 to 100 points

B=80 to 89 points

C=70 to 79 points

D=60 to 69 points

F=below 60 points

Grades are earned as follows in the practicum:

- Superintendent Supervisor letter=10 points
- Internship plan=20 points
- Monthly reports=3 @ 10 points each= 30 points
- Practicum Service log= 40 points

Grading Policy:

1. Any late assignment, without prior permission from the instructor, could result in a loss of **10% of the assignment's original value for each day it is late.**
2. As papers should be typewritten according to the American Psychological Association (APA 6th Edition) manual, **APA errors will cause a loss of points from the grade on that paper.**
3. **Extra credit points are not available in any form in this class!!!!**
4. **There are no I's (incompletes) for this class apart from some major emergency which prohibited on-time completion.**
5. Any assignment submitted **after 12:00 am** on the date it is due is considered late and could result in points being deducted from the grade for that assignment.
6. There are no optional assignments in this course.
7. **You are expected to use professional language in this course, especially relating to the use of grammar and quality of writing.** Poor writing and significant grammatical errors are considered by most people to be an absence of intelligence, which as a superintendent is something you cannot afford!

Conduct:

Academic honesty is expected in all work. Violations will result in course failure. Use of good "Netiquette" is essential in an online environment. Please observe the following rules of common courtesy:

- a) Check the course website frequently and respond appropriately and on subject.
- b) Focus on one subject per message and use pertinent subject titles
- c) Capitalize words only to highlight an important point or for titles. Capitalizing otherwise is generally interpreted as SHOUTING!
- d) Be professional and careful with your online interaction. Remember that you should be comfortable with your statements if they were published on the front page of the local newspaper.
- e) Cite all quotes, references and sources.
- f) Never forward someone else's messages without their permission as this is considered to be extremely rude and a violation of confidence.
- g) Use humor with care. The absence of face-to-face cues and body language can lead to misunderstandings. Feel free to use emoticons such as :) or ;) to communicate that you are being humorous.

h) All discussion postings should be of top quality, on time, and rich in text. This means no comments such as “at a boy”, “you go girl”, “I agree with that”, “couldn’t have said it better myself”, etc. will be considered master degree quality responses. Make sure to take the time to add richness to the discussion and make connections to the many theories in instructional leadership that will be covered in this course. Remember, postings are tracked for quantity, quality, and punctuality as set forth in this syllabus. (The above “netiquette guidelines were adapted from Rinaldi, A. (1994) The Net User Guidelines and Netiquette, Florida Atlantic University, available from Netcom).

SRSU Disabilities Services:

The University is committed to equal access in compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. The Disabilities Services Coordinator in Counseling and Student Support Services has the responsibility to ensure students with disabilities the opportunity for full participation in programs, services, and activities.

Students seeking disability services need to contact the Disabilities Services Coordinator, Grace Petty, located in the University Center, Room 211. The mailing address is Sul Ross State University, PO Box C-171, Alpine, TX 79832. The telephone number is 432.837.8178; the fax number is 432.837.8724.