



Sul Ross State University Department of Education

Instructor	Scarlet Clouse	Phone	432-837-8013
Office	Morelock Academic Building 305	E-mail	sanderson@sulross.edu
Office Hours	M-F 8:00am-5:00pm	Virtual Office Hours	As needed via GoToMeeting

ED 7313, Practicum in School Administration, Fall 2015

Text:

Educational Leadership-Principal Certification Program Handbook (found in Blackboard)

Course Description:

A course which provides practical field experiences in a school administration (principal) setting in a TEA accredited public, private, or parochial school. Interns spend a minimum of 160-clock hours under the supervision of school personnel (principals and superintendents) and university faculty.

Course Resources:

Test manuals and videos, program handbook, local regional education service centers

Additional Sources of Pertinent Information:

Texas Education Agency	www.tea.stste.tx.us
A Guide to the ARD Process	www.tea.state.tx.us/special.ed/ardguide
Region ESC 18	www.esc18.net
Educational Testing Service	http://cms.texas-ets.org/texas/prepmaterials/texas-preparation-manuals/

*Additional useful links will be posted in Blackboard

ED 7313 will address the following principal certification standards set forth in TAC RULE §241.15:

- **Learner-Centered Values and Ethics of Leadership.** A principal is an educational leader who promotes the success of all students by acting with integrity and fairness and in an ethical manner.
- **Learner-Centered Leadership and Campus Culture.** A principal is an educational leader who promotes the success of all students and shapes campus 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 principal 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 Communications and Community Relations.** A principal 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 principal is an educational leader who promotes the success of all students through leadership and management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
- **Learner-Centered Curriculum Planning and Development.** A principal 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 principal is an educational leader who promotes the success of all students by advocating, nurturing, and sustaining a campus culture and instructional program conducive to student learning and staff professional growth.

ED 7313 will contribute to the following Program Learning Outcomes (PLOs):

Outcome 1

School Community Leadership Domain

Graduate students in the principal preparation program will know how to: shape campus culture; communicate and collaborate with all members of the school community; and act with integrity, fairness, and in an ethical and legal manner.

Outcome 2

Instructional Leadership Domain

Graduate students in the principal preparation program will know how to: design, implement, nurture, assess and evaluate curricula and strategic plans to improve performance of students and teachers.

Outcome 3

Administrative Leadership Domain

Graduate students in the principal preparation program will know how to: lead and manage a school campus in relation to budgeting and personnel/resource utilization to ensure a safe and effective learning environment.

ED 7313 will address the following Student Learning Outcomes (SLOs):

The practicum serves as a capstone course for the principal certification program. It is designed to allow the intern the opportunity to practice the knowledge gained under the supervision of a certified principal or superintendent in the field and university faculty. Interns will be supervised in the role of principal in the public schools.

- Interns will receive direct practice in executing the daily activities which public school principals routinely face in the day to day operation of a public school campus.
- Interns will complete written activities which carefully chronicle the specific activities which are encountered in their work with their principal mentor.
- Interns will reflect on the various practices in their practicum which help to shape them as a public school campus leader such that they can demonstrate a comprehensive understanding of what a principal in a public school is expected to do on a daily basis.
- Interns will demonstrate a clear understanding of how budgets as a matter of practice as a public school campus leader impact the daily and long range operations of the campus.

Course Requirements:

Every student enrolled in ED 7313 must purchase and complete the TExES content practice exam offered through Certify Teacher (preparation software for educator certification). The student **will not be given credit for ED 7313 until passing results are emailed** to your university intern supervisor and Matthew Marsh at mmarsh@sulross.edu in the Sul Ross Department of Education. **The advisor will only accept the first two trials on the Certify Teacher practice exam.**

In order to access the practice content exam and submit results, complete the following steps:

Access <http://www.certifyteacher.com>

Select "Products"

Scroll down to **TestSim Principal Exam #068**

The prices for this computer simulated TExES practice exam are as follows: **On-line \$55; Download \$60; CD-ROM \$65.** (We recommend purchase of the online exam because you may practice immediately with your exam online via the Internet, from any computer, anywhere, 24/7). The download or CD-ROM lasts for as long as it is on your computer; the online version would expire after an extended amount of time with no activity. Read the information regarding these purchase options and operating system requirements before you place your order. Purchase costs are the responsibility of the student.

After successfully completing the full length, 5-hour exam, there should be an automatic link attached to your results page [EMAIL RESULTS TO]. Select this option and email **passing** results to mmarsh@sulross.edu

If, for some reason, you do not see this link, you may copy the results page, attach it to a new email, and send it to your university intern supervisor and Mr. Marsh at mmarsh@sulross.edu

Principal certification students who do not successfully complete the exam will receive an “Incomplete” grade, pending successful completion of the Certify Teacher online exam and submitting emailed results. Students who do not successfully complete this exam and submit results within the one-year time limit for incomplete grades must repeat ED 7313.

Approval to

INTERN REQUIREMENTS:

Prior to making any arrangements for the practicum, interns should make an appointment with their university supervisor to discuss appropriate site possibilities.

1. Placement Paperwork

The following forms must be completed and submitted to your university supervisor **no later than 2 weeks after the official start date** of the semester:

- Internship Personal Data Sheet
- Waiver and Liability Release
- Site Supervision Agreement (Students completing the practicum must have an site supervisor holding current certification as a principal in Texas)
- Proof of Professional Liability Insurance

Goals and Objectives:

Within the first two weeks of the official start date of the semester, the intern, in conjunction with the site supervisor (mentor), will develop four or five goals with accompanying objectives toward which to work. A **goal** is a broad, clear statement of an outcome the intern plans to achieve during the period of the practicum. An **objective** is a clear, specific, and measurable statement that identifies a step leading to the achievement of the goal. Ideally, if all the objectives are met, the goal automatically will have been attained.

- The goals determined by the intern will provide the structure for the required 160 clock hours.
- After formulating the goals, the intern will develop objectives for each goal. These objectives should be clear, specific, and measurable.
- On completion of the above, both the intern and the site supervisor will sign off on the goals and objectives to indicate their acceptance. The intern will provide a copy of these goals to the on-site supervisor and the university supervisor **within the first two weeks of the official start date of the semester**. The university supervisor must approve the goals and objectives and may require revision prior to acceptance. The intern should keep a copy of the goals and objectives for his or her own files.

2. Practicum Activity Log

Interns will keep an extensive activity log recording activities conducted during the internship. **This log should be considered confidential, with information which identifies individual students omitted.** **Students falsifying or fabricating information contained within the activity log will be dismissed from the program immediately.

3. Self- Reflections

Interns will submit self-reflections for every 30 completed hours of the practicum. The reflections should consider the progress towards the goals and objectives developed at the beginning of the semester with the site supervisor. These reflections will be submitted via Blackboard.

4. Final log/report

At the conclusion of the internship, the intern will write a final report describing his or her success toward attaining the stated goals and objectives. If a particular goal was not met, the intern will explain the reason, and will describe what was accomplished in place of that goal. This report should be comprehensive, professionally typed, and should include a final section of reflection on the internship.

This final log/report is due to the university supervisor **NO LATER THAN December 2, 2015**

SITE SUPERVISOR'S REPORT:

The site supervisor will complete two reports evaluating the intern's progress through the internship. The first evaluation report is due **NO LATER THAN October 19, 2015.** The site supervisor's final report is due **NO LATER THAN December 2, 2015.**

SITE VISITS BY THE UNIVERSITY SUPERVISOR:

The university supervisor will complete three evaluations (including one on-site visit) during the practicum. The university supervisor will meet with the intern and the site supervisor during the on-site visit. The intern will be required to facilitate the appointment. The other evaluations will be conducted via electronic means as arranged by the university supervisor.

PARTICIPATION REQUIREMENT

Each intern will be expected to stay in regular communication with his/her university supervisor and will be required to respond to emails and/or telephone calls initiated by the university supervisor in a timely manner.

FINAL PRACTICUM GRADE:

The final grade for the practicum will be based on the following:

Course Requirements:

- Completed Personal Contact Info 5 pts
- Signed Waiver of Liability 5 pts
- Proof of Professional Liability Insurance 5 pts
- Signed Practicum Agreement Form 5 pts
- Completed Practicum Goals 5 pts
- 5-Completed Activity Logs 15 pts
- 5-Completed Reflections 10 pts

Input from Site Supervisor:

- 2-Site Supervisor Evaluations 15 pts
- Final Statement of grade recommendation 10 pts

Input from University Supervisor:

- 3-University Supervisor Reports 10 pts
- Consistent, professional, and courteous communication,
via email/phone/in person, punctuality in returning required
paperwork and forms 5 pts
- Final Statement of grade recommendation 10 pts

TOTAL 100 pts

**Incompletes will be issued to students not completing the Certify Teacher requirements or falling short of the 160-clock hour requirement by the end of the semester.*

This course syllabus is intended to be a guide and may be amended with adequate notice from the professor as necessary with appropriate notification to the students.

