COURSE SYLLABUS

SOUTHEAST MISSOURI STATE UNIVERSITY

Department of Educational Administration and Counseling

Course No: EA-682: Educational Administration-Variable Topics I
(1 hour) (2 hours) (3 hours)

New: Spring 2000
Revised: Fall 2005

THE ADMINISTRATOR AS COMPETENT PROFESSIONAL EDUCATOR

I. Catalog Description and Credit Hours of Course:

Incorporates and explores efforts initiated by private, state and federal educationally related entities and agencies, professional leadership organizations, professional leadership academies and grant activities designed for school improvement.

II. Prerequisite(s):

The student must have a teaching certificate and be admitted to the Masters in School Administration Program.

III. Purposes or Objectives of the Course:

The student will demonstrate knowledge, understanding, and the ability to:

A. Apply proactive, interactive, and participatory leadership to appropriate situations.
B. Apply the basic concepts of the change process and develop a comprehensive school improvement plan.
C. Effectively communicate standards of expected performance and the role of the school administrator as an instructional leader.
D. Apply effective organizational skills and delegation of authority.
E. Develop administrative procedures and assign responsibilities.
F. Develop assessment of needs, goal setting, and accomplishment evaluation for school improvement.
G. Build and maintain a positive school image and manage and distribute information about the school to the general public.
H. Develop an effective plant management plan
I. Monitor, evaluate and handle data regarding the progress and work of others.
J. Participate in professional growth activities that enhance the development of a "learning community."
K. Exhibit effective problem-solving and decision-making skills that will enhance student learners.
L. Manipulate factors affecting the school's learning environment to improve student learning.
M. Gather, analyze, and generate alternative solutions, proper decisions, possible consequences, and contingency plans.

N. Recognize and appropriately handle situations arising from decision-making and the process of implementation of the decisions.

O. Apply knowledge, understanding, and application strategies for promoting and maintaining a positive school climate, culture, and the value of diversity.

P. Indicate knowledge of effective discipline procedures and the ability to select and/or develop a discipline plan for a school.

IV. Expectations of Students:

A. Actively participate in classroom discussion, and complete all assignments as prescribed and maintain an appropriate professional posture while participating, presenting, and defending ethical values.

B. Submit written reports as determined by the instructor.

C. Participate in a variety of mock situations with parents, students, personnel, fellow administrators, and patrons from the community to gather, organize, and present information to various groups.

D. Successfully complete formal assessments.

V. Course Content or Outline:

The evaluation of student performance includes the following products and/or activities and is standards based. Educational Leadership Constituent Council (ELCC) Standards and Missouri Standards for Teacher Education Programs (MoSTEP) standards follow each evaluation product or activity with the MoSTEP standards listed in parentheses.

A. The content of this course will change as leadership and improvement efforts vary. However, the focus will center on such areas as the following:

1. *Using Technology in the class sequence#9998**
2. *Student Assessment sequence#9997
3. Balance Literacy sequence#9996
4. *National Board of Teacher Standards (5.5) sequence#9995
5. Early Childhood sequence#9994
6. Public School Finance sequence#9993
7. Leadership and the ISLLC process sequence#9992
8. *MSIP/CSIP Process (5.5) sequence#9991
9. *Advanced Leadership Academy (DESE) sequence#9990
10. Technology Integration sequence#9989
11. Effective Schools sequence#9988
12. Learning styles and the curriculum sequence#9987
13. Building leadership teams sequence#9986
14. *Accelerated schools (5.5) sequence#9985
15. Leadership styles sequence#9984
16. Leadership for curriculum revision sequence#9982
17. *A+ Schools sequence#9981
18. Leadership for school improvement sequence#9980
B. The study of the content areas will be carried out in the following manner:
1. Electronic presentations by instructor and participants
2. Class discussions
3. Reading from selected courses and materials
4. Presentations by resource persons
   a. Resource persons from public school and the University
   b. Resource persons from the State Department of Elementary and Secondary Education

VI. Textbook(s):
Texts and materials appropriate to the content will be used in this course. A list of readings pertinent to the content areas will also be prepared for students.

VII. Basis for Student Evaluation and Performance Outcomes:
Grading scale: A= 90%-100%; B= 80%-89%; C=70%-79%; F= Below 70%.
The weight of evaluation criteria may vary at the discretion of the instructor and will be indicated at the beginning of each course.

VIII. Knowledge Base References:


Murphy, J. (Sept./Oct., 2002). How the ISLLC standards are reshaping the principalship. *Principal, 82*(1), 22-26.

Murphy, J. (Nov., 2001). The changing face of leadership preparation programs. *School Administrator, 58*(10), 14-17.


IX. Academic Dishonesty:
Academic dishonesty is an offense against Southeast Missouri State University. A student who has committed an act of dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus academic dishonesty is not only a basis for disciplinary action, but is also relevant to the evaluation of the student’s level of performance. Academic honesty requires that students do not cheat, or knowingly assist another to do so. Other unacceptable behavior includes plagiarism, which is submission of someone else’s work as their own, and the unauthorized access to or changing of grades or examination. As required by Southeast Missouri State University policy, instructors must report cases of academic dishonesty. Refer to: [http://www6.semo.edu/judaffairs/code.html](http://www6.semo.edu/judaffairs/code.html)

X. Accommodations:
Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the instructor. To request accommodations, students must contact Services for Students with Disabilities. Refer to: [http://www.semo.edu/cs/services/disability.htm](http://www.semo.edu/cs/services/disability.htm)

DEPARTMENTAL APPROVAL DATE: 9/22/05
COLLEGE COUNCIL APPROVAL DATE: 10/20/05