INTRODUCTION TO THE PRINCIPALSHIP
EDAD 5304
Fall Semester, 2011

I. CATALOG COURSE DESCRIPTION:

This course serves as an orientation to learner-centered leadership and the Texas A&M administrator preparation program at Corpus Christi. Course activities include an assessment of student potential for learner-centered leadership and the development of an initial personal educational platform. Based on active class participation and discussion of simulated and real issues, students will construct an individual growth plan while exploring principles of professional ethics.

II. RATIONALE:

Becoming a principal or other educational leader is a difficult and demanding undertaking. This course is designed to look at the principalship in a two-pronged fashion: the curricular side and the management side. A successful principal must deal effectively with both areas as the chief executive officer and chief educational officer of the school campus. Theories, principles and practices relating to the modern principalship will be examined.

III/IV. STATE PROFICIENCIES (STANDARDS) AND TExES COMPETENCIES:

The following Domains & Competencies are related to the Principalship TExES:

This is an overview course and all of the domains and competencies will be examined in varying lengths throughout the course. Each student will be provided with the three (3) domains and nine (9) competencies along with this syllabus.

V. COURSE OBJECTIVES:

Upon completion of this course, the student will be able to:

1. Analyze the position of the building level principal and the demands of the position.
2. Examine the various roles and characteristic features of the principal.
3. Examine the various leadership roles of the principal as related personnel, curriculum and school climate.
4. Examine administrative standards and ethics.
5. Examine and assess the impact that school and society-related problems have on the school campus administrator.
6. Understand and assess the relationship of the principal with the superintendent and the school board.
7. Understand the relationship of the principal with the community.
8. Examine the roles and expectations of the assistant principal.

VI. COURSE TOPICS:

Introduction to the Principalship will examine the following topics during the semester:

- Background of the principalship
- Leadership & Management
- Duties of the principal
- Duties of the assistant principal
- Standards & ethics
- Safety issues
- Culture & climate
- Principal as curriculum leader
- Principal as building manager
- Facilities
- Food services
- Transportation
- Public relations aspects
- Personnel role
- Discipline
- Scheduling
- Interpersonal relationships
- School law

VII. INSTRUCTIONAL METHODS & ACTIVITIES:

This course will employ a variety of instructional methods to ensure understanding of the roles, duties, and responsibilities of a campus principal. Among these methods employed will be the traditional lecture/discussion, clinical experiences with class presentations and guided discovery and interaction.

VIII. EVALUATION & REQUIREMENTS:
The student will develop a personal educational platform that will consist of a philosophy and a portfolio of materials related to what makes an educational leader (50%). There will be a paper reflecting best practices involving the principalship. This paper will be 5-8 word-processed pages in length and will include a bibliography of works cited (40%). The student will present the findings of the paper to the class. The remainder will be based on attendance and class participation (10%). The grade scale will be traditional in that it will be designated that

A--exceeds expectations
B--meets expectations
C--is below expectations

IX. COURSE SCHEDULE & POLICIES:

This is a graduate class. You are expected to be at every class meeting. The following departmental attendance policy will be followed: one absence allowed; the second absence will result in the grade being lowered one letter grade; more than three absences and you might want to consider retaking the course next time it is offered. Try to let me know, if possible, that you will not be in class. You should have a class mate obtain any handouts for you, as well as any classroom lecture/discussion notes. Class participation is necessary to receive optimum benefits from this class. All projects, reports, etc. are expected in a timely fashion.

CELLULAR TELEPHONE USAGE IN CLASS:

Cellular telephone usage should be limited to emergency purposes only and cell phone should be on a “vibrate” mode so as not to disturb the class. This should be cleared in advance with the professor. Personal use of cellular telephones including “texting” (usage not related to class or to an emergency) may result in a grade deduction. Please turn off all electronic devices (including pagers, i-Pods, MP-3, Blackberry, zunes, etc. at the start of class.

ACADEMIC INTEGRITY/DISHONESTY:

Academic dishonesty, in all forms, including plagiarism, is not tolerated. All written assignments must be in your own words and all quotes and citations from others must be acknowledged in acceptable APA format giving appropriate credit and acknowledgment. Students found responsible for violating this rule and engaging in any form of academic
dishonesty will be prosecuted to the fullest extent of University Regulations (see current TAMUCC catalog and student handbook). Please understand the seriousness and recognize it is the student’s responsibility to become acquainted with these regulations and policies. Additionally, students are not to use the same materials for other classes as each class has a different focus. All student work is subject to scrutiny by a commercial computer program, Turnitin, designed to detect plagiarism and to verify originality of submitted work.

DROPPING A CLASS:

I hope you never have to find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be certain it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. November 3, 2011 is the LAST DAY TO DROP without an automatic grade of “W” this term.

GRADE APPEALS:

As stated in University rule 13.02.99.C2, Student Grade Appeals, a student who believes he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the professor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule 13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Website at http://www.tamucc.edu/provost/university_rules/index.html. For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

DISABILITIES ACCOMMODATIONS:

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 believe you have a disability requiring an accommodation, please call or visit Disability Services at 361.825.5816 in Driftwood 101.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disabilities Services office for assistance at 361.825.5816.

STUDENTS NEEDING VETERANS ASSISTANCE:

Students needing assistance with the transition from military to academic life or with appropriate veterans benefits should contact the Veterans affairs Office in Cubicle 101 of the Student Services Center or telephone 361.825.2331 or email them.

COURSE INFORMATION

Time: 4:20-6:50pm
Days: R
Dates: August 24-December 6, 2011
Room: BH 127

INSTRUCTOR INFORMATION

Name: Dr. James K. Walter
Office: FC216
Work Telephone: 361.825.2168
e-mail: James.Walter@tamucc.edu
       jaswalter@hotmail.com

Office Hours: As posted; after class & by appointment

X. REQUIRED TEXT(S):

Sharp, W. L. and Walter, J. K. (2003). The principal as school manager (2nd ed),
Lanham, Maryland: The Scarecrow Press, Inc.

Additional handouts and materials will be provided by the professor.

XI. SELECTED BIBLIOGRAPHY:


Additionally students may use the following professional journals and publications:
Contemporary Education
Curriculum Administrator
Educational Leadership
Education Week
Electronic Learning
Harvard Educational Review
Middle School Journal
NASSP Bulletin
NCA Quarterly
Phi Delta Kappan
The Journal of Staff Development
The School Administrator