University of St. Thomas--Syllabus for EDUC 5390

Educational Leadership—KL23—Wednesday

Compressed Track B, Spring, 2015

Instructor: Dr. Jim LeBuffe

Contact Info: Available for conferences. Please email or call to make an appointment.

832-766-8165(cell); 713-525-3534(office); lebuffj@stthom.edu


Required Book: 50 Myths & Lies that Threaten America’s Public Schools, by Berliner and Glass, Teachers College Press, 2014.

Course Description:

This course provides an overview of the administrative role in educational settings, examines organizational theories and concepts, and develops skills in conceptual areas of school administration with particular emphasis on managing limited resources.

Blackboard:

Student internet access is essential since the features of Blackboard will be used extensively throughout the course. The course is given in a compact time period, requiring weekly attendance at class as well as the completion of weekly assignments using online resources.

Professional Standards of Behavior for Students and Faculty

Social Justice Teachings: As educators, the basic tenets of social justice should play a pivotal role in decision making strategies employed in public, private and all Catholic schools. The UST School of education programs are particularly informed by the three selected social justice teachings of subsidiarity, the dignity and rights of children, and that all people have a right to an education.

Domain Emphasis: III Administrative Leadership

Major course Objectives:

- Competency 008- The principal knows how to apply principles of effective leadership and management in relation to campus budgeting, personnel, resource utilization, financial management, and technology use.
- Competency 009- The principal knows how to apply principles of leadership and management to the campus physical plant and support systems to ensure a safe and effective learning environment.

Learning Activities:

--An in class midterm and take home final will be administered.
--A research paper related to budget (Competency 008) will be done during the course.
  Six to nine pages- may include tables or charts. Findings will be presented to the class.
--Students will attend a public school district school board meeting or private school governing board meeting and write a four to five page report on it.
--The book “50 Myths...” is required reading and will be debated and discussed in class.
--Paper on Keeping Campus Buildings Clean and Grounds well Maintained
--Two short papers (three to four pages) are assigned as follows:
  2. Decision Making Strategies used by Principals

*** Directions for written assignments and presentations are found in Course Information in Blackboard.

Catholic/Private School Teachers: If you work in a Catholic or private school and an Assignment does not fit your situation, inform Dr. LeBuffe and the assignment will be adjusted.

Criteria for Grading Written Work

- Addresses the topic with accuracy and insight
- Follows directions
- Presents material in a clear and logical manner
- Gives evidence of ability to synthesize information from various sources to support the topic
- Uses elements of form such as grammar, spelling, sentence structure, and punctuation correctly.
- APA style
- Is on time. Late work usually results in grade reduction.
Grading:

- Mid-Term Examination (in class) 15%
- Final Examination (online) 15%
- Research Paper on Some Facet of Budget 20%
- “50 Myths” Discussion Leading 5%
- Decision Making and TAPR Short Papers (2 at 7.5%) 15%
- School Board Visit and Report 15%
- Clean Building and Grounds Paper 15%

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Student Learner Expectations

**Participation:** Classes will be participative; students will be expected to come to class prepared to engage in discussion, group work and other activities. We are a learning group; please be prepared to share ideas, experiences and written work assigned in this course.

**Attendance:** Students will be expected to come to each class, arrive on time, and respect time for breaks. Absences and tardiness may reduce your course grade. Please email or text the instructor in advance if you must be late or miss class.

**Student Disability:** If you have a documented disability that will impact your work in this class, please talk to the instructor to discuss your special needs **by the second class meeting.** Additionally, you will need to register with the Counseling and Disability Service Office in Crooker Center at UST **by the third week of class.** This office can be reached at 713-535-6953 or 3162.

**Academic Integrity:** The university system is based on a respect or intellectual property. Any instance of breach in academic integrity will be documented and reported to the Dean of the School of Education. Taking credit for any thought, idea, or work that is not your own is plagiarism. Plagiarism is a serious offense that may cause you to fail the course. When writing any paper, reference any information, websites, books, etc. that is not your own.

Calendar

Classes are from 5:00-8:00pm.

**Class 1:** (March 11, 2015)

- Introductions
- Review course objectives, activities, syllabus and expectations
- Chapter 1, Development of Administrative Theory
• Chapter 2, Organizational Structure
• Assign 50 Myths book discussion-leading dates
• Meeting Agenda Activity

Class 2 (March 25)

• Chapter 3—Organizational Culture
• Chapter 6—Decision Making
• Myths discussions
• Budget Research Paper Topic is selected in class
• Short Paper 1 on TAPR is due.

Class 3 (April 1)

• Chapter 11—School Finance
• Campus Budgeting (not in text)
• Myths discussions
• Short Paper 2 on Decision Making is due

Class 4 (April 8)

MIDTERM—Chapters 1, 2, 3, 6, plus Chapter 11—first 90 minutes of class—open book
Chapter 4—Motivation

Class 5 - (April 15)

• Paper on Strategies for a Clean Campus and Well Maintained Grounds is due
• Chapter 5—Leadership
• Chapter 7—Communication
• Myths discussions

Class 6- (April 22)

• Chapter 8- Organizational Change
• Chapter 15- Human Resources Administration
• Interview Tips
• Do course evaluation please
• Myths discussions
• School Board Visit Paper is due

Class 7- (April 29)

• Research Paper is due and is shared with class.
Final is distributed-- Take home. Email to Dr. LeBuffe by **11:59 pm, Wednesday, May 6, 2015. Essay format-- Open book, open notes.

3/3/15