University of St. Thomas
Syllabus for EDUC 5390 Educational Leadership-Online KL38 (1839)
Spring, 2015

Instructor: Dr. Jim LeBuffe (lebuffj@stthom.edu) cell: 832-766-8165; office: 713-525-3534

Course Number and Section: EDUC 5390, Section KL38 (1839)

UST Contact Info: UST School of Education offices: 713-525-3571

           UST Technology Help Desk: 713-525-6900


Other Required Reading: Killer Angels by Michael Shaara

Course Description:
This course provides an overview of the administrative role in educational settings, and examines organizational theories and concepts, decision making styles, and motivational theories. How to manage limited resources and a study of school budgets are also emphasized.

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

Blackboard:
Student internet access is essential since the features of Blackboard will be used extensively throughout the course. The course requires reading, study and the completion of frequent online assignments.

Domain Emphasis: 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: (See Course Information in Blackboard for more detailed instructions.)

A midterm and final will be taken online. Knowledge of the textbook will be needed to do well on these tests.

A research paper related to some facet of your campus budget is required. A facet of your district’s budget may be the topic, if it is narrow enough. (Competency 008) is required. Five to eight pages and it may include tables or charts. APA format is required.

Six short papers are required as part of the course as follows:
1—Report on Education Week and Texas Association of School Boards. (Two pages each, for a total of four pages)
2- A reaction paper concerning your campus data as listed on the Texas Education Agency (TEA) website in the Texas Academic Performance Report (TAPR) and the PEIMS Actual Financial Data by Campus Reports sections. Four pages.
3- Paper on Motivating staff. (Four pages)
4- Describe examples of when to use three different kinds of decision making strategies if you were a principal. Three to six pages (one to two pages for each type of decision).
5- Evaluation of two new uses of technology with students or staff. (Four pages).
6- Evaluation of leadership strengths, weaknesses and style of a leader in Killer Angels, by Michael Shaara.

Longer Papers:
School Cleanliness and Upkeep of Grounds. (Five to eight pages, including any charts you may choose to use)

Attendance at a school board meeting is required, with an accompanying four to five page report about the meeting.

Criteria for Assessing Written Work

- Addresses topics with accuracy and insight.
- Follows directions.
- Follows APA format as directed.
- Presents ideas in a clear and logical manner.
- Makes pertinent references to text and other readings.
- Gives evidence of ability to synthesize information from various sources.
- Uses elements of form such as grammar, spelling, sentence structure, and
punctuation correctly
  o  Is on time. Late work usually results in grade reduction.

Grading:

- Mid-term examination 15%
- Final examination 15%
- Research Paper on a Budget Topic 15%
- Short Papers (6 at 5% each) 30%
- School Board Meeting Attendance/Paper 12%
- School Buildings and Grounds Paper 12%
- Join Teaching Tolerance Organization 1%

- Total 100%

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<th>A 95-100%</th>
<th>B+ 88-89%</th>
<th>C+ 76-79%</th>
<th>D 65-69%</th>
<th>F Below 60%</th>
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<td>A 90-94%</td>
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A note on grades: The number listed in Blackboard Gradebook may not necessarily equate exactly to your final grade for the course. Adjustments may be made for tardiness, special circumstances, etc. Further, the final grade is turned into the registrar in letter format, not in numeric form.

**Student Learner Expectations**

**Participation** – Students will be expected to do the readings, attend and report on a school board meeting, write a research paper, compose six short papers, take a midterm and final exam online, and investigate and report on how to maintain clean buildings and well kept grounds on a campus.

Please email or call the instructor in advance if you have a problem or need to be late for an assignment.

**Student Disability** – If you have a documented disability that will impact your work in this class, please contact the instructor to discuss your needs by February 2, 2015. Additionally, you will need to register with the Counseling and Disability Services Office in Crooker Center. This office can be reached at 713-525-6953 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, including websites, books, etc. that are not your own.

**Email**—Be sure to check your University of St. Thomas email account frequently.

**Blackboard Tips**—

Be sure to check Announcements frequently. Your professor makes heavy use of this feature.
Refer to your syllabus often.

Much important information is found in Course Documents and Course Information.
Assignments will be turned in using Blackboard.
The Grading Center in Blackboard will keep you up to date with information about your grades.

**Calendar**

***Written assignments are due by 11:59 pm on the date listed, which is usually a Sunday.***

**Week 1: Monday, January 12- Sunday- January 20, 2015**

Review course syllabus
Text: Development of Administrative Theory (Chapter 1)
Readings: Course Documents: Chapter 1 power points
No papers are due in Week 1.

**Week 2: Monday, January 19- Sunday, January 25**

Text: Organizational Structure (Chapter 2)
Readings: Course Documents: Chapter 2 power points
Short Paper 1 (*Education Week* plus Texas Association of School Boards), is due by 11:59 pm on January 25

**Week 3: Monday, January 26- Sunday, February 1**

Text: School Finance (Chapter 11)
Readings: Course Documents: Chapter 11 power points and Budget Readings
Short Paper 2 *(Campus Information found in TEA website)* is due by 11:59 pm on Sunday, February 1

**Week 4: Monday, February 2-Sunday, February 8**

Text: Organizational Culture: (Chapter 3)
Readings: Course Documents, Chapter 3 power points
Research paper topic is due to professor –email a short statement with the heading "Research Paper Topic". See Course Information for directions on research paper.

No papers due, but.......

**Suggestions**: Read the text book! Work on building and grounds paper, that is due in two weeks.
Make plans for your school board meeting visit. Get and start reading the Shaara *Killer Angels* book.
Week 5: Monday, February 8 – Sunday, February 15

Text: Motivation (Chapter 4)
Readings: Course Documents, Chapter 4 power points
Short Paper 3 (Motivation) is due by 11:59 pm on Sunday, February 15

Week 6: Monday, February 16 – Sunday, February 22

Text: Leadership (Chapter 5)
Readings: Course Documents, under Chapter 4: “Three Rules” article and “Getting Ideas from Your Staff” article
Paper on Buildings and Grounds is due by 11:59 pm on Sunday, February 22

Week 7: Monday, February 23 – Sunday, March 1

Prepare for midterm.

Suggestion: This may be a good week to do your School Board meeting visit.

Week 8: Monday, March 2 – Sunday, March 8

- Midterm, covering Chapters 1, 2, 3, 4, 5 and 11 plus readings will be posted on March 2
- Open book-open notes test, due on Sunday, March 8 at 11:59 pm.
- Details will be provided concerning how and when to access the test online

SPRING BREAK - March 19 through March 15

NO WORK IS DUE

Week 9: Monday, March 16 – Sunday, March 22

Text: Chapter 6 (Decision Making)
Readings: Course Documents, Chapter 6 power points
Short Paper 4 on Decision Making is due by 11:59 on Sunday, March 22.

Week 10: Monday, March 23 – Sunday, March 29

Text: Chapter 7 (Communication)
Readings: Course Documents, Chapter 7 power points also Campus Communication power points by LeBuffe, also “Mistakes” article.
No papers due this week.

**Week 11: Monday, March 30- Sunday, April 5**

Text: Chapter 8 (Organizational Change)

Readings: Course Documents, Chapter 8 power points

Paper on School Board Meeting is due by 11:59 pm on Sunday, April 5.

**Week 12: Monday, April 6-Sunday, April 12**

Text: Chapter 10 (Excellence, Equity and Education)

No power points.

Short Paper 5 on Analyzing Technology Use is due by 11:59 on Sunday, April 12.

**Week 13: Monday, April 13- Sunday, April 19**

Text: Chapter 15 (Human Resources Administration)

Readings: Course Documents, Chapter 15 power points

Short Paper 6 on analyzing the leadership qualities of two characters in *Killer Angels* is due at 11:59 pm on Sunday, April 19.

**Week 14: Monday, April 20- Sunday, April 26**

Research Paper on some facet of your school or district budget is due by 11:59 on April 29.

**Final** will be released. It will cover Chapters 6, 7, 8, 10, 15 plus readings. Details will follow.

**Week 15: Monday, April 27-- Sunday, May 3**

Final is due by 11:59 pm on Sunday, May 3.