### Course Syllabus

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<th>UNIVERSITY of ST. THOMAS</th>
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<td>March 15 – May 6, 2016</td>
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<td>Tuesdays 5:30 PM – 8:15 PM</td>
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<td>Location: UST Campus</td>
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<td>Robertson Hall</td>
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<td>Rm. 116</td>
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**EDUC 5307**  
Private School Administration  
Spring Semester 2016

Instructor: Dr. George Laird,  
Assistant Professor

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Cell: 281 935 – 5552  
Office: 713 525-3517  
Office Hours: 8 am – 4 pm by appointment only.

**University Mission Statement:** Educating Leaders of Faith and Character.

We are the University of St. Thomas, the Catholic university in the Heart of Houston. We are committed to the Catholic intellectual tradition and the dialogue between faith and reason. By pursuing excellence in teaching, scholarship and service, we embody and instill in our students the core values of our founders, the Baslian Fathers: goodness, discipline, and knowledge. We foster engagement in a diverse, collaborative community. As a comprehensive university grounded in the liberal arts, we educate student to think critically, communicate effectively, succeed professionally and lead ethically.
**Social Justice Tenets**

We believe that as educational leaders, graduates of the program will use the tenets of social justice to enhance their decision making.

- **Subsidiarity.** Educational institutions should be organized and governed as much as possible by the community being served. Education should only be controlled as higher levels of society when it cannot be done effectively locally.
- **Dignity and rights of children.** Children possess full human dignity and are bearers of rights which should be recognized and upheld in the educational process.
- **People have a right to an education.** All people have a responsibility, for the good of society, to contribute to and foster education.

**Course Introduction**

Essential Questions to understanding Non-public Schools in the United States:

- What is the historical background of Non-public Schools?
- What is the importance of Non-public Schools and how do they affect the Educational Curriculum?
- What are the major differences between a Non-public School system and a Public School system?
- What are the essential roles and responsibilities of Non-public School administrators in comparison to Public School administrators?
- Should there be federal and state funding for Non-public Schools in the state of Texas?

**Course Description**

This course is designed to explore and compare the administration of Non-public school systems to public school systems in the State of Texas.

**Course Outcome**

The student will gain essential knowledge of Non-public school administration to enhance their ability to understand the educational vision/mission of these schools.
Course Materials

Each student will acquire or have access to their school’s school administration operational manual;

Recommended On-line Access information:

- TEPSAC Texas Education Private School Accreditation Commission;
- TCCED Texas Catholic Conference Education Department;
- Financing Private Schools in Texas;
- Legal regulations of Non-public Schools;

Course Policies and Learner Expectations

- The course, Private School Administration, is instructed on-campus with supportive assignments through the UST Black Board Program as designed by the University of St. Thomas. Course assignments will be populated in Blackboard links Assignments and Discussion Board. The on-campus course sessions will begin Tuesday March 15 and conclude May 3, 5:30 PM to 8:15 PM; Review Course Schedule.

- Participation – Your participation in class sessions are required for final course evaluation. Therefore come to class prepared to share the information you have acquired through the Learning Module Assignments. No electronic devices are allowed without permission of the professor.

- Communication with the professor is very important for this course. Essential understandings of the course information, assignments, and timelines for submissions must be collaborative with your cohort and the professor.
• Student work – Literacy is expected at all times. Assignments will be due on the days designated. All assignments submitted will be the original work of the student. Proper citations (APA) will be used whenever appropriate. Plagiarized work will result in either a failing grade for the assignment or failing grade for the course at the discretion of the instructor.

• Student disability – If you have a documented disability that may impact your performance in this class, please contact your instructor to discuss your needs. 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 713 525 – 3162.

• Academic Integrity – The university system is based on a respect of intellectual property. Citing sources of information used in one’s work and total reliance on personal ability in individual assessments are fundamentals in scholarly behavior. Any instance of breach in academic integrity will be documented and reported to the Dean of the School of Education. Students will be informed of this action and must submit a written response to the charge. The instructor has the right to fail the student for the specific project or the entire course.

• APA Form: Major Research Project (M.R.P.) submission must follow APA form with a title page, abstract, in-text citations, and a formal reference page. A sample APA research paper will be populated into Blackboard Course Documents.

• Blackboard Procedures; The UST Blackboard program will require the student to review the following links for this course:

1. COURSE SYLLABUS.

2. COURSE DOCUMENTS will include documents the student may use to complete assignments such as a sample of an APA writing style research paper.

3. ASSIGNMENTS will include all Learning Module Assignments with specific Blackboard links to submit completed assignments.

4. DISCUSSION BOARD will include course related case scenarios to engage students in discussions that require sharing of information and experiences with class members.
5. GRADE CENTER will categorize and grade all assignments, discussion board participation, group activities, research project and final exam. Students should use this link to review your grades and instructor’s feedback.

6. UST E-MAIL: students should use this link for difficulty in meeting assignment due dates, assignment clarity or cannot attend a class session. Points will not be deducted if the student will keep the instructor informed. **Cell phone communications only in emergencies.**

- **Major Assignments:**

1. Six (6) Learning Module Assignments; APA & Power Pt. Presentation; 
2. Ten (10) Discussion Board Scenarios 
3. Major Research Project (MRP); APA style; 
4. Final exam;

**Course Assessment** | **Grading Scale**
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LM Assignments 20 pts | 95 – 100 A 70 – 72 C- 
Disc. Bd. 20 pts | 90 – 94 A- 68 – 69 D+ 
Participation 20 pts | 88 – 89 B+ 63 – 67 D 
Final Ex. 20 pts | 83 – 87 B Below 67 F 
Major Research Project 20 pts | 80 – 82 B- 78 – 79 C+ 
 | 73 – 77 C
Course Schedule

Assignments for designated LMs are due on or before each class session scheduled. Please use sub-titles in your submissions to address the required question-answer.

Short papers: Give a 10 minute power pt. presentation or handout of your short paper to the class. Send a copy (e-mail attachment) to your classmates and professor.

Class session begins at 5:30 PM and concludes at 8:15 PM each Tuesday evening.

Go to Blackboard Menu Assignment Link to review assignments for each of the Learning Modules below:

I. March 15 Orientation and Course Expectations

II. March 22 Learning Module #1 … History of Non-public Schools in the United States and Texas;

NOTE: UST Easter Holidays: March 24 -25

III. March 29 Learning Module #2 … Texas Accreditation Process for Non-public Schools;

IV. April 5 Learning Module #3 … Organizational Structure of your school or school system;

V. April 12 Learning Module #4 … Curriculum Components of your school or school system;
VI. April 19 Learning Module #5 ... Administrative Leadership in your school or school system

VII. April 26 Learning Module #6 ... Qualifications for Administrators and Teachers in your school or school system.

VIII. May 3 M.R.P. Presentations

IX. May 7 Final Exam Online 9:00 AM – 11:59 PM

M.R.P. Major Research Project

A research paper and power point presentation addressing a comparison of your non-public school administration to public school administration will be completed and submitted on or before May 3, 2016.

Paper: Five to eight pages not including the title and reference pages. Charts and graphs are welcomed. APA format.

Power Point Presentation should include enough slides to cover the topics assigned below.

Instructions:

1. Choose two challenges to public schools from the Non-public Schools in Texas.

   • State funding to private schools;
   • Standardized testing;
   • Academic curriculum;
   • Religious education;
   • Discipline code;
   • Accreditation;
• Teacher and Administrator certification;
• Teacher and Administrator job expectations;
• Recruitment of students;
• Other challenges as approved by the professor;

2. Do a comparison-analysis (pro or con) addressing Non-public school to public school education in two (2) of the challenges listed above.

3. Cite a minimum of three resources.

4. Present your paper to the class using a 10-15 minute power point program.

Suggestions:

1. Abstract … why did I choose these challenges?
   - Problem Statement;
   - Importance to private school administrators;
   - How did I find information for these challenges?

2. Main body of the paper … Results
   - Analyzing the data or evidence collected to support your position;
   - What are the pros or cons of this challenge?

3. Recommendations and evaluation.

4. References … a minimum of three.