Course Syllabus
The Principalship, EDUC 5392, KL 53 (2675)
The University of St. Thomas, Houston, Texas
Thursdays, Spring of 2016

Instructor: Dr. Jim LeBuffe email: lebuffj@stthom.edu text/cell:832-766-8165

Program Information, School of Education (Grades, tuition, records, schedules, etc): 713-525-3419 (office).

General Course Description: This online course provides an overview of the role of the principal as a leader in the elementary, middle/intermediate, or high school setting and provides exercises in decision making, report writing and planning similar to what principals encounter.

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 the right of all people to an education.

Blackboard: Student internet access is essential since Blackboard will be used throughout the course.

Email: Students need to use University of St Thomas email for the course and check it frequently. University of St. Thomas emails can be directed to your personal email account through Webmail, options, settings, and message forwarding. Online assignments will be due by 11:59 pm of the day listed.

Late work/late to class: Late work usually results in penalties. Email or text the instructor in advance if you are encountering difficulties that will cause late submission of work or you to be late for class.

Submission of work. Bring paper copies of assignments to class please. Be sure that your name and the date are on each submission.

Technical Help: UST IT Services Support Desk: 713-525-6900
Blackboard help: Call above number and ask for Blackboard
Major Course Objectives:

State/National/ Professional Association Standards Guiding Course:

The learning objectives for EDUC 5392 are guided by the TExES Standards for the Principal Certificate and by the Teacher Accreditation Council (TEAC). TEAC quality principles are compatible with the six standards of the Interstate School Leaders Licensure Consortium (ISLLC).

TExES Examination for Principal Certificate Standards for this course:
Domain I: School Community Leadership (competencies 001-003). Please note that this course addresses all nine comptencies of the Principal Standards but focuses on those in Domain I.

Course Objectives/Learner Outcomes:

- Competency 001
  - The principal knows how to shape campus culture by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

- Competency 002
  - The principal knows how to communicate and collaborate with all members of the school community, respond to diverse interests and needs, and mobilize resources to promote student success.

- Competency 003
  - The principal knows how to act with integrity, fairness, and in an ethical and legal manner.

Required Texts/Reading


The Killer Angels, Michael Shaara. (Novel about Gettysburg in the Civil War). Available from Amazon, ABE books, etc.

Other Readings

Other readings may be assigned and distributed in class and/or posted in Course Documents. Students are responsible for all readings; questions from readings may appear on tests.
Graded Activities

- **Midterm:** A take-home midterm test will be given. It will concentrate on designated chapters from the Vornberg text, class discussions and other assigned readings.

- **Four Short Papers:** Four are assigned. Essay format, two to three pages. See Course Information in Blackboard for directions for each of the papers.

- **Three Scenario Class Participation Exercises:** Three in-class, graded “Inner Circle” discussion activities will be done using scenarios from the Kowalski text. See Course Information for directions.

- **Reading and Paper on “Killer Angels”:** Leadership styles of the major characters in the book will be analyzed. See Course Information for directions.

- **Final Exam:** A take home final concentrating on assigned Vornberg chapters, class discussions and assigned readings will be given.

**GRADING:**

Activities will be assigned throughout the course and are due each week, except for the first. Penalties are usually assessed for late work.

Criteria for Grading Written Work:

- Does the assignment; follows directions; answers the question!
- Presents response in a clear and logical manner.
- Makes pertinent references to texts and other readings.
- Gives evidence of ability to synthesize information from various sources to support the response.
- Shows ability to apply theory to practical situations.
- Uses elements of form such as grammar, spelling, sentence structure, and punctuation correctly.
- Is on time.
Grading:

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<td>Four Short Papers @ 8% each</td>
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<td>3 in class Scenario Activities @ 5%</td>
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<td>One administrator interview and paper</td>
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<td>“Killer Angels” Paper and Report</td>
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<td>Take-home final</td>
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Student Learner Expectations:

**Participation**—Students will be expected to complete all readings, papers and other online activities. One assignment requires students to interview a principal or assistant principal.

**Writing Quality**—Writing skills are expected to be at a graduate school level.

**Student disability**—If you have a documented disability that may impact your performance in this class, please contact the Instructor to discuss your needs by the second week of this course. You will need to register with the Counseling and Disability Services Office in Crooker Center at UST to receive special modifications or considerations.

The Office of Counseling and Disability Services is located in Crooker Center and can be reached at 713-525-6953 or 713-525-3162.

**Academic Integrity/Plagiarism**—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. Breaches in academic integrity will be documented and reported to the Dean of the School of Education. Students will be informed of this action and may submit a written response to the charge. The instructor has the right to fail the student for the specific project or for the entire course. Take note that The University of St. Thomas has sophisticated software that can identify plagiarized work.

**Blackboard Tips:**

- Check Announcements frequently
- Refer to the syllabus and “Calendar” found within it often
- Much important information is found in Course Information and Course Documents.
The Grading Center feature of Blackboard can keep you up to date on your grades.

**Other Tips and Textbook Use**

SUGGESTION—Pay close attention to when assignments are due, as well as the directions, usually found in Course Information.

**VONBERG TEXTBOOK CHAPTERS:** Certain chapters of the Vornberg text are not critical to this course, since their topics are covered in other UST graduate level courses that are part of the certification program. Required chapters are 2, 4, 5, 9, 10, 12, 13, 19, 20, 21, 24.

ANNOUNCEMENTS: The instructor makes heavy use of the “Announcements” feature of Blackboard. Please check it often.

**Calendar**

**Week 1 (3/24/16)**—Introductions; syllabus explained; class begins. Practice Inner Circle activity is done. Chapters 2 (Governing) and 5 (Ethics) of Vornberg text.

**Week 2 (3/31)**—Short Paper 1 is due on Involving Parents and Community in Your School. Chapters 4 (Ed. Leadership) and 9 (Campus Leadership) of Vornberg.

**Week 3 (4/7)**—“Inner Circle” #1 Scenario #1 on “A Matter of Honor” from the Kowalski text is done. Chapter 10 of Vornberg, (Curriculum,etc) and 13 (Effective School Communications). **Take home mid-term is distributed and is due on 4/21.**

**Week 4 (4/14)**—Short Paper 2 on two organizations is due. “ Inner Circle” #2 on Appropriate Punishment from the Kowalski text is done in class. Chapter 12 of Vornberg (Human Resources and Budgeting). The Assistant Principal position is discussed.

**Week 5 (4/21)**—Midterm is due. Short Paper #3 on Response to Education is due and shared. Vornberg chapters 20 (Diverse Populations) and 21 (Career and Technical Education). The Assistant Principal position is discussed.

**Week 6 (4/28)**—“Inner Circle” scenario activity #3 from Kowalski, “Is the Devil…”is done in class. “Killer Angels” paper is due and shared. **Take home final (from Vonberg text chapters and readings) distributed and is due by Saturday, May 7 at 11:59 pm**

**Week 7 (5/5)**—Interview Paper is due and shared in small groups. Short paper 4 on time management is due and shared. (Chapter 24 of Vornberg (School Reform).

**Saturday, May 7, 11:59 pm—Take home final is due.**