School of Education, University of St. Thomas, Houston, Texas

<table>
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<tr>
<th>Course</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Semester</td>
<td>Name</td>
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<tr>
<td>Spring, 2017</td>
<td>Dr. Jim LeBuffe</td>
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<tr>
<td>Number</td>
<td>Telephone</td>
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<tr>
<td>EDUC 6330</td>
<td>832-766-8165</td>
</tr>
<tr>
<td>Title</td>
<td>Email</td>
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<tr>
<td>Administrative Internship I</td>
<td><a href="mailto:lebuffj@stthom.edu">lebuffj@stthom.edu</a></td>
</tr>
<tr>
<td>Section</td>
<td>Office Hours</td>
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<tr>
<td>KL 67 (2979)</td>
<td>Contact me for apt.</td>
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Prerequisites: Recommendation of faculty advisor

Textbook(s) Required: *Passing the Principal TExES Exam*, 2 edition, Elaine Wilmore, ISBN 971452286013

*Lean In: Women, Work and the Will to Lead*, 2013, Sheryl Sandberg

Textbooks(s) Recommended: *Passing the Principal TExES Exam Practice Tests for Success*, 2015, Elaine Wilmore, Corbin Press

Course Description: This course is the first part of a two-semester practicum that focuses on the daily instructional and facility operations of the school and school system. The internship will be guided and supervised by university faculty and school administrators.

This course is designed to provide the student with planned field experiences in the competencies addressed in the TExES examination for the principal certificate.

All students are expected to take a principal certification practice exam at UST (TExES representative principal exam) until he or she earns a 75% score. Your first opportunity is **Saturday, February 4, 2016.** The practice exam takes about 4.5 hours. After taking a break for lunch, we will review the mistakes made on the practice and provide test-taking tips for the TExES. If you do not score a 75%, you will have another opportunity to take the practice in the following semester. If you score a 75% or higher, may proceed to take the “real” TExES Exam.
State/National/Professional Association Standards Guiding Course:

The learning outcomes for EDUC 6330 are guided by the TExES Standards for the Principal Certificate and by The Teacher Education 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**
- **Domain I: School Community Leadership** (competencies 001-003)
- **Domain II: Instructional Leadership**, (competencies 004-007)
- **Domain III: Administrative Leadership** (competencies 008-009)

<table>
<thead>
<tr>
<th><strong>Course Objectives/Learner Outcomes</strong></th>
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<tr>
<td><strong>Competency 001:</strong> 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.</td>
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<td><strong>Competency 002:</strong> 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.</td>
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<td><strong>Competency 003:</strong> The principal knows how to act with integrity, fairness, and in an ethical and legal manner.</td>
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<td><strong>Competency 004:</strong> The principal knows how to facilitate the design and implementation of curricula and strategic plans that enhance teaching and learning; ensure alignment of curriculum, instruction, resources, and assessment; and promote the use of varied assessments to measure student performance.</td>
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<td><strong>Competency 005:</strong> The principal knows how to advocate, nurture, and sustain an instructional program and a campus culture that are conducive to student learning and staff professional growth.</td>
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<td><strong>Competency 006:</strong> The principal knows how to implement a staff evaluation and development system to improve the performance of all staff members, select and implement appropriate models for supervision and staff development, and apply the legal requirements for personnel management.</td>
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<td><strong>Competency 007:</strong> The principal knows how to apply organizational, decision-making, and problem-solving skills to ensure an effective learning environment.</td>
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<td><strong>Competency 008:</strong> 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.</td>
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<td><strong>Competency 009:</strong> 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.</td>
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# Social Justice Tenets Guiding this Course

The content and goals of this course are consistent with three tenets of Catholic social justice teaching that inform the School of Education programs.

- **Subsidiarity:** Educational institutions should be organized and governed as much as possible by the community being served; education should only be controlled at 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 educational processes.
- **People have a right to an education:** All people have a responsibility, for the good of society, to contribute to and foster education.

## Major Assignments

### Download Internship Log used to Document 80 hours of Supervision
- The intern will upload the completed log document, signed by mentor and intern, by the end of the course.

### Complete Pre-Assessment on Administrator Competencies 001-009

#### Module 1:
1. **Bilingual/ESL** - Develop a thorough understanding of the bilingual/ESL program and related administrative duties:
   - Meet with appropriate administrator to learn the required documentation and how the program is funded
   - Review TEA guidelines for bilingual/ESL programs
   - View files & required forms for students
   - Secure/read parent handbook; know parent and school responsibilities
   - Observe, serve or lead an LPAC meeting
   - Review the student learning data (benchmarks, STAAR)
   - Identify the percentage of parents who reject the program
   - Understand the testing coordinator's role with TELPAS
2. **Section 504** Develop a thorough understanding of the Section 504 program and related administrative duties.
   - Review TEA guidelines for Section 504.
   - Secure/read parent handbooks to know parent/school rights and responsibilities
   - Interview administrators to know how students are referred, tested, and placed; record/files maintained
   - Describe the Response to Intervention (RTI) process and services, or, in secondary or private schools, describe special efforts made to help students academically
   - Know the principal's monitoring responsibility for the program.
   - Observe or serve as the administrator in an Section 504 meeting
3. **Develop a thorough understanding of gifted and talented programs and related administrative duties.**
   - Review TEA guidelines for the gifted/talented program.
### Module 1:

1. Secure/Read parent handbooks to know parent/school rights and responsibilities.
2. Interview administrators to know how students are referred, tested, and placed; record/files maintained.
3. Describe the Gifted and Talented Selection process for admission to the program.


You will complete all items in the Module 1 program checklists as assigned. Please refer to Module 1 for further information.

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### Module 2:

1. Develop a thorough understanding of special education programs and related administrative duties.
   - Review TEA guidelines for special education.
   - Secure/read parent handbooks to know parent/school rights and responsibilities.
   - Interview administrators to know how students are referred, tested, and placed; record/files maintained.
   - Know the principal’s monitoring responsibility for the program.
   - Observe or serve as the administrator in an ARD meeting.

You will complete all items in the Module 2 program checklists as assigned by your instructor that may include discussion boards, assignments and a self-check quizzes. Please refer to Module 2 for further information.

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### Module 3:

1. Develop a thorough understanding of the District/Campus Improvement Planning Process and related administrative duties.
   - Review TEA guidelines for district/campus improvement planning processes.
   - Secure/read district/campus handbooks to know campus principal roles and responsibilities.
   - Interview administrators to know how the Campus Improvement Processes are developed and implemented.
   - Describe the Campus Improvement Planning Process in your district.
   - Know the principal’s monitoring responsibility for the process.
   - Observe or serve as the administrator in a Campus Improvement Planning Process meeting.

You will complete all items in the Module 3 program checklists as assigned by your instructor that may include discussion boards, assignments and a self-check quizzes. Please refer to Module 3 for further information.
### Module 4:
1. Develop a thorough understanding of the District/Campus Budget Planning Process and related administrative duties.
   - Review TEA guidelines for district/campus budget planning processes.
   - Secure/read district/campus handbooks to know campus principal roles and responsibilities
   - Interview administrators to know how the Campus Budget Planning Processes are developed and implemented
   - Describe the Campus Budget Planning Process in your district
   - Know the principal’s monitoring responsibility for the process
   - Observe or serve as the administrator in a Campus Budget Planning Process meeting

You will complete all items in the Module 4 program checklists as assigned by your instructor that may include discussion boards, assignments and a self-check quizzes. Please refer to Module 4 for further information.

### Module 5:
Develop a thorough understanding of the *Texas Education Code Chapter 37: Discipline; Law and Order*
- Review the Texas Education Code on discipline, safe schools, suspension, and DAEP
- Secure and Review district/campus student handbook to know student code of conduct and discipline procedures
- Describe the campus emergency planning process
- Interview administrators to know district and campus discipline guidelines
- Know the role of the principal in maintaining a safe and orderly environment

You will complete all items in the Module 5 program checklists as assigned by your instructor that may include discussion boards, assignments. Please refer to Module 5 for further information.

### Complete Pre-Assessment Requirement, Course Reflection on Administrator Competencies as well as Book Review.
Maintain 80 administrative activity log and turn it in at end of course.
Attend three class meetings (January 14, to be announced, and May 6, 2017)
Saturday, May 6.
Attend TExES Practice Principal Exam Day at UST on Feb 4.

### Class/Seminar Expectation:
- a) You will submit and complete all assignments, discussion boards and quizzes in the blackboard course for each of the modules in the online class as required by the instructor.
- b) Because you are demonstrating your administrative ability and reliability,
compliance with all course expectations without prompting is expected.

**General Course Expectations:**

a) Schedule a conference with an appropriate administrator to arrange for the administrator to supervise the intern for the semester.

b) Discuss the purpose and objective for the internship.

c) Secure the administrator’s permission to serve as the supervisor for the intern.

d) Devote an average of approximately five hours per week on the designated and documented field experiences.

e) Use the internship as an opportunity to meet new people and learn new information about your school/department. An exemplary internship may include shadowing experiences or even visiting public or private schools in which you do not regularly work.

**Grading:**

1. Administrator supervisor and university faculty advisor will conduct an evaluation with the primary responsibility for assigning the grade resting with the faculty advisor.

2. Since you are demonstrating your administrative ability in this course, punctuality in completing all assignments and participating in all planned course activities is expected. Inattentiveness toward class assignments will negatively impact your grade.

**Grading distribution:**

- Other Populations – 20%
- Special Education – 15%
- Budget Planning Process – 15%
- Campus Improvement Planning – 15%
- Discipline and Safe Schools – 15%
- Attendance/Participation: 10% --- Class Meeting 1 on Saturday, January 14; Practice Principal Certification Exam on Saturday, 2/4/16; Class Meeting II (to be announced—probably Monday evening, March 13); and Class Meeting 3 and Internship II Student Presentations, both on Saturday morning, May 6.
- Book Reaction Paper and Discussion during class meeting # 5 %
- Pre-Assessment Document-2.5%
- Course Reflection-2.5%

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<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Numeric Range Set by Instructor</th>
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<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>95 - 100</td>
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<tr>
<td>A-</td>
<td>3.7</td>
<td>90 - 94</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>88 - 89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83 - 87</td>
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<tr>
<td>B-</td>
<td>2.7</td>
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<tr>
<td>F</td>
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<td>Below 67</td>
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**Student Accommodations**

If you have a documented disability that may impact your performance in this class, please contact me to discuss your needs by week 2 of the course. Additionally, you will need to register with the Counseling and Disability Services Office in Crooker Center, 713.525.6953 or 3162.

**Academic Integrity**

Taking credit for any thought, idea, or work that is not your own is plagiarism. Any instance of academic dishonesty 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. When writing any paper or project, reference your information, websites, books, etc. that is not your own.

**Technology Requirement**

In lieu of campus visits by the instructor, students may be asked to have some video conferences with the instructor.

**Use of UST Email Accounts**

All email correspondence will be through the my.stthom email system. Please check your email through your my.stthom account daily for correspondence and announcements.

12/21/16 LeBuffe