



EDAD 614: Leading Learning Communities Internship
Texas A&M University-Commerce
Course Syllabus

FALL 2015

Instructor: Jackie Jones, Ed. D.
Office Hours: Virtual and in Plano, Texas

Office Phone, Text, and FaceTime: 903-244-1777
University Office Phone: 903-886-5520
University FAX: 903-886-5507
University Email Address: Jackie.Jones@tamuc.edu
Yahoo Email Address: jlhjones@yahoo.com
Skype: jackie.jones1777

COURSE INFORMATION

Textbooks

None required.

Course Description

This course is designed to develop candidates for school leadership by providing opportunities to synthesize, practice, and apply knowledge from principal preparation coursework in the real world setting of functioning schools. Practice-based coursework assignments related to each standard of school building leadership are synthesized in a theory-based, reflective document that serves as a comprehensive program examination of preparedness for school building leadership. Through the activities of this course, students will bridge the gap between (1) theory and practice, and (2) students' academic and experiential learning. In the internship, students will engage in self-assessment of strengths, weaknesses, areas of particular interest, and will increasingly assume responsibility for their continuing professional development by planning for and completing a program of field experiences. Students will be challenged and expected to: 1) think critically about the role of the principal and leading effective schools, 2) engage in reflective thinking about the role of the principal and leading effective schools, 3) integrate a variety of ideas regarding the role of the principal and leading effective schools, and 4)

synthesize coursework into a meaningful framework of understanding about the role of the principal and leading effective schools.

Student Learning Outcomes

This internship should provide opportunities to work with and to learn from administrators in schools. Through field-based experiences, the student has the opportunity to strengthen his or her qualifications and gain experience. Through careful planning, the student should be able to accomplish the following:

1. Students will experience the realities of educational administration by applying classroom knowledge to actual administrative situations.
2. Students will gain practical experience in applying administrative skills, techniques, and theory by working with a professional administrator.
3. Students will refine a philosophy of education as a result of the internship experience.
4. Students will gain additional experience and confidence in their professional abilities.
5. Students will provide authentic administrative assistance in the work setting.
6. Students will increase their visibility as a potential administrator in the eyes of those who could be helpful in advancing the intern toward his/her career objectives.

Completing the Internship Proposal

Each of you should have done this already as you prepared to enroll in this course. Be sure that you have planned activities to meet all nine principal competencies, the seven principal curriculum standards found in the Texas Administrative Code (TAC), Section 249.15, and the five TAC Standards for Principals, Chapter 149. There are suggested activities in this syllabus and there are examples of **Internship Proposals** posted on Doc Sharing. Be sure to include the completion dates for each activity that you propose. Collect artifacts to serve as evidence to document the completion of activities for each competency.

Role of the Campus Supervisor/Site Supervisor

The role of the cooperating principal as a supervisor and mentor to the intern is a critical factor in making the internship a success. The site supervisor's guidance and counsel are of the utmost importance in helping the intern's activities to be fulfilling and appropriate.

The functions of the site supervisor include, but are not limited to:

1. Agreeing to act as supervisor/mentor to the intern.
2. Reviewing the internship materials found in the Principal Internship Handbook.
3. Conferencing with the intern concerning expectations, activities, areas of skills and knowledge development found in the Principal Internship Handbook.
4. Meeting with the intern to discuss activities, tasks and experiences, review progress, discuss successes, and determine additional growth for the intern.
5. Approving and signing each of the logs created by the intern.

6. Conferring with the university field supervisor on the intern's growth and achievements during the year-long internship.

COURSE REQUIREMENTS

The basis of this course is to provide the student with an understanding of functions that are important to campus level administrators. The course is made up of a series of assignments and assessments to assist you in achieving that level understanding

Assignments

Assignments are to be turned in electronically in the appropriate Drop box no later than the date they are due for full credit.

Discussions

Each student is expected to participate through eCollege. This will be where the intern and the instructor communicate on assignments and also where you communicate with other interns. Through the eCollege website there will be a weekly discussion where interns are required to respond to the topic question or video and interact with other interns in the class. Class participation will be monitored by the professor. Intern responses can be used in the final electronic portfolio to document the nine principal competencies.

Grading

Grades will be determined on a total point basis covering assignments, journal reflection entries, the campus administrator's input, and the university supervisor's evaluation.

Caveat: I reserve the right to amend, revise, or change the content of the syllabus as deemed necessary.

GENERAL DESCRIPTION OF INTERNSHIP ACTIVITIES

1. *Log.* Each intern must complete and document a minimum of 160 hours of activities per semester of internship according to guidelines from the Texas Education Agency (TEA). Interns shall complete a log every six weeks and submit it to the university supervisor. Activities documented in logs shall be supported by artifacts (i.e. meeting agendas, notes, forms, e-mail, reports). Artifacts may be shared with supervisors during visits and must be documented in the intern's final electronic portfolio.
2. *Reflections.* Each intern shall reflect upon experiences and submit reflections every two weeks to the university internship supervisor. Reflections should reflect the student's ability to connect theory gained in university coursework with field experiences. A minimum of two reference

citations should be part of each reflection. Examples of cited references in reflection assignments are in eCollege.

3. *Professional Development.* Each intern shall attend one off-campus staff development activity per semester. These staff development activities should be applicable to campus administration. These activities should be evaluated in a two page reflection and also documented in the internship log.

4. *Group Meetings.* Each intern shall attend intern meetings scheduled by the university supervisor during the internship. The purpose of these group meetings is to begin your network, share experiences, connect theory to practice, and reflect with other interns.

5. *Self-Assessments.* Each intern shall complete an initial and final self-assessment profile.

6. *Collection of internship documents.* Each intern shall collect artifacts (i.e. meeting agendas, notes, forms, e-mail, reports) that serve as evidence of several of the activities documented in the logs. These may be presented to the university supervisor during visits and scanned into an electronic portfolio by the final submission date.

7. *Competencies.* Each intern will participate in each of the following.

Texas Competencies		Suggested Activities
001	<p>Knowledge of vision of learning</p> <p>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.</p>	<ul style="list-style-type: none"> • Participate in the development of a campus vision • Participate in the selection and survey of a campus culture • Create a process for recognizing faculty and students • Provide a written five year vision if you were principal
002	<p>Knowledge of communication and collaborative skills</p> <p>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 school success.</p>	<ul style="list-style-type: none"> • Participate in principals' meetings with parents and staff • Assist with school-community programs and projects • Attend parent Teacher Association (PTA) and booster meetings where appropriate • Assist in conducting a needs assessment • Plan activities to increase parent involvement • Prepare a monthly newsletter to staff and parents • Prepare news releases or articles for various media • Prepare written communication for faculty, students, parents and community • Prepare a plan to market your campus to the community. • Meet with community agencies concerning available services and funds
003	<p>Knowledge of ethics and integrity</p> <p>The principal knows how to act with integrity, fairness, and in an ethical and</p>	<ul style="list-style-type: none"> • Accompany an administrator to court hearing related to a school problem • Review and analyze the campus ethics • Participate in ethical decision-making

	legal manner.	<ul style="list-style-type: none"> • Review district and school's policies and procedures • Assist in conducting review and submission of all necessary reports of accidents • Review school responsibilities involved with federal programs • Make a report to faculty on a recent legal decision
004	<p>Knowledge of curriculum, instruction, and assessment</p> <p>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 assessments to measure student performance.</p>	<ul style="list-style-type: none"> • Relate benchmark data to needed intervention • Assist in administration of standardized tests • Participate in long range planning • Participate in the co-curricular and extra-curricular programs • Participate in the development of action research • Attend curriculum meetings
005	<p>Knowledge of effective instructional program and campus culture</p> <p>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.</p>	<ul style="list-style-type: none"> • Create a cultural analysis of the campus • Assist in preparing a master schedule • Participate in scheduling activities • Participate in implementation of a curricular change • Discuss curriculum development with administrators • Review tardy and absentee policies • Develop a positive reward program for improving tardy and absentee rates • Participate in student conduct interventions and hearings
006	<p>Knowledge of staff evaluation and development</p> <p>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.</p>	<ul style="list-style-type: none"> • Conduct teacher appraisal or walk-through visits • Present staff development sessions • Sit in on interviews with prospective faculty and staff • Review resumes to select interview candidates • Conduct a study personnel turnover for the past five years • Develop a conference or staff development program • Analyze/revise non-certified staff's job descriptions • Develop/revise rules, requirements and policies
007	<p>Knowledge of decision making and problem solving</p> <p>The principal knows how to apply organizational, decision-making, and problem solving skills to ensure an effective learning environment.</p>	<ul style="list-style-type: none"> • Serve as mediator for teacher-parent disputes • Participate in site-based decision making committee meeting • Suggest strategies to assist teachers with a problem area

008	<p>Knowledge of finance, personnel, and technological use</p> <p>The principal knows how to apply of effective leadership and management in relation to campus budgeting, personnel, resource utilization, financial management, and technology use.</p>	<ul style="list-style-type: none"> • Assist in budget preparation • Participate in interviews for teaching positions • Demonstrate use of technology to teachers or staff • Analyze student or faculty handbook • Participate in the location and utilization of computers • Review school/district management information systems
009	<p>Knowledge of physical plant and safety knowledge</p> <p>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.</p>	<ul style="list-style-type: none"> • Check campus facilities • Organize and supervise a school event • Assist in coordinating and supervising testing • Participate in administrative team activities • Review safety/health procedures and reports; disaster plans • Interview a member of the custodial staff • Review order for plant maintenance supplies

The intern will choose activities based on his or her self-assessment, assessment by the campus site supervisor, and assessment by the university field supervisor.

Internship Log and Reflections

Internship logs must be submitted on eCollege to the university field supervisor at six-week intervals during the entire internship experience. Each log should have the signature of the campus site supervisor and the principal intern with dates by the signatures. Log totals (for Logs 1, 2, and 3) should be by the signatures as well as the total cumulative hours that the intern has logged. Suggested hour completion and deadlines are listed below. These are general time frames. Please see the current course shell for specific dates.

- Log 1 Due Week 6 with 60 hours completed
- Log 2 Due Week 11 with 110 hours completed
- Log 3 Due Week 14 with 160 hours completed

In the past many students have exceeded the clock hour requirement because they view the internship as a valuable learning experience and because they have an opportunity to complete an ongoing project.

In addition to the log entries, interns should submit a bi-weekly reflection. The reflection is separate from the log and is designed to allow the intern to reflect and assess his/her experiences in an unstructured manner. The intern should examine what occurred during the two-week timeframe and decide what went well, what did not go well, and what might have been done differently to resolve the issues successfully; i.e. assess your actions and faculty and staff actions with parents, students, and colleagues. This written narrative should include a free flow of thoughts and feelings about what you have been involved with during the timeframe covered. In the reflection narrative, do not repeat what you said in the log. Dissect and evaluate what

occurred. The intern should reference professional readings when appropriate in the reflection. Use the American Psychological Association (APA) Manual, 6th edition, in citations used. This reflective writing does not need to be shared with anyone except the university field supervisor.

Internship Evaluation

A final grade of A, B, C, F, or X will be assigned at the end of the semester. Input from the campus supervising administrator, the university supervisor, and the intern will be used in determining a grade. The factors used in the evaluation are:

1. The quality and extent to which learning activities have been conducted and documented in the log/reflections. This requires that these documents be submitted on-time to the supervising professor.
2. The quality of the internship plan.
3. The quality of any projects completed as part of the activities.
4. The quality of the alignment to the seven principal curriculum standards, the five principal standards, and the nine principal competencies necessary to serve as a principal in Texas. These are referenced in the next section.

Internship Proposal and the First 3-Week Self-Evaluation Forms

The intern should have completed a self-assessment or self-evaluation profile (**Internship Proposal**) prior to beginning the program. This self-assessment should include the competencies and/or activities that will be completed to meet the following:

1. The seven principal curriculum standards found in the Texas Administrative Code (TAC), Section 249.15,
2. The five TAC Standards for Principals, Chapter 149, and
3. The nine principal competencies necessary to serve as a principal in Texas.

The intern will present the results of the profile to the campus supervisor prior to discussing the internship proposal with the campus and university supervisors. The **Internship Proposal** and the **First 3-Week Self-Evaluation Form** must be completed within the first three weeks of the semester.

Principal Internship Field Supervisor Observation Forms

A minimum of three **Principal Internship Field Supervisor Observation Forms** will be completed during the semester. This process provides the intern, the campus supervisor, and the university field supervisor with a basis for evaluating the intern's progress during the internship.

Site Supervisor Summative Intern Evaluation Form

The campus supervisor will also complete a **Site Supervisor Summative Intern Evaluation Form** at the end of the semester. The site supervisor may also complete formative intern

evaluation forms during the semester to document an intern's progress. All completed assessment profiles must be submitted to the university as part of the intern's final portfolio.

Suggestions for Campus Supervisor/Site Administrator

The quality of the internship is related to support provided by the campus site administrator and university professor. The following are suggestions for you, the campus site administrator, based on prior successful internships.

- Make the internship a valuable experience for the aspiring administrator.
- Explain to the faculty the role and responsibilities of the intern
- Allow the aspiring administrator a variety of experiences in the areas of budgeting, curriculum improvement, scheduling, facilities, transportation, food services, supervision, and public relations.
- Many past aspiring administrators have benefited from the opportunity to work in the office substituting in the absence of the principal or assistant principal.
- Be honest with your feedback. Constructive feedback will help the aspiring administrator address areas of growth.
- Allow the intern to participate in parent conferences and teacher evaluations to the extent possible. It is appropriate to reinforce ethics involved in school administration.
- When assigning projects, assist the principal intern with planning the outcomes, deadlines, and needed resources.
- Please share professional reading and important news items with the intern.
- While the aspiring administrator is available to assist you with a variety of tasks, please try to vary the assignments so that the intern can see all areas of administration.
- The aspiring administrator is required to obtain at least 8 hours in a second assignment and attend at least one off-campus staff development, preferably something administrative but useful to the campus.
- Schedule the principal intern to shadow you during a full day. The intern should observe and assist you in all your activities. Be sure and ask them to be present for your entire day (i.e. 7 a.m. to 7 p.m.) so that the intern can get a realistic view of the job. While it may be awkward to have someone with you throughout the day, shadowing is very valuable.

COURSE REQUIREMENTS

Class Participation

Interns should participate fully in all activities and assignments in order to maximize their learning experience. This means that you should be (1) conscious of the class schedule and the requirements for each class (know what to be prepared for), (2) self-disciplined (spend time to be fully prepared), and (3) eager to share with your classmates (participate actively by sharing what you have prepared).

Regardless of circumstance, each assignment is due on the date specified.

Interns are expected to work to complete the assignments of the course. The participation grade will reflect your successful interaction as well as your successful completion of all assignments.

Complete all internship handbook activities. The intern will meet with the instructor a minimum of three times during the semester.

Student Learning Outcome: Students will exhibit additional experience and confidence in their professional abilities.

Campus Visits

You will meet individually with the university field supervisor during the semester at a time mutually agreed upon by you and the instructor. The campus visit meetings should include the following:

- A visit with the principal or the campus supervising administrator (Site Supervisor)
- A visit with the intern
- A campus tour (first visit)

You should be in contact with the instructor to set dates for the campus visit. Ideally, a period of time should go by prior to the campus visit. However, if you feel you need an earlier visit to facilitate access to greater campus responsibilities, contact the instructor.

Student Learning Outcome: Students will gain practical experience in applying administrative skills, techniques, and theory by working with a professional administrator. Students will increase their visibility as a potential administrator in the eyes of those who could be helpful in advancing the intern toward his/her career objectives.

Philosophy Statement PowerPoint

Prepare a PowerPoint presentation that illustrates and presents your personal philosophy of education based on the following scenario:

You have recently been hired to lead a campus (your choice of elementary or secondary) that is in need of improvement. The campus has had three principals in the past five years. The faculty initially appears to be somewhat stable, but closer examination reveals a split between experienced teachers and a rotating contingent of new teachers. State test scores are not bad, but neither can they be classified as good. The students are reasonably well-disciplined, and parental involvement is average for your type of school. You have called a faculty meeting prior to the beginning of school. It is your intent to introduce yourself to your faculty members and to let them know where you stand in terms of the issues facing your new school. The presentation should include at least the following:

- An introduction to you as a professional educator
- Your beliefs regarding the professional learning environment
- The overall educational philosophy that guides your thinking
- A report on campus data including state assessment scores
- The role of teachers in the learning environment
- The role of students in the learning environment

- The role of parents in the learning environment
- Your expectations for members of the learning community
- How you envision success at your school

Your presentation should be as long as needed to accomplish the intent of the assignment. The slide show should leave the reader with a solid impression of who you are, what you believe, and for what you stand; accomplishing these objectives will require some detail. Your presentation should be professional in content, organization, and presentation, and suitable for presentation to faculty or superiors. Your presentation should include appropriate graphics and formats. Feedback on your presentation will be provided by the instructor and your colleagues. Presentations are due **Week 12**. Your presentation should be uploaded to Doc Sharing in order to be viewed by each member of the class and the instructor.

Student Learning Outcome: Students will refine their philosophy of education as a result of the internship experience.

Shadowing Activity

Shadow the campus principal for a full day (or two half days) and a principal for at least half a day on another campus at a different level. Provide a written reflection of each of these shadowing activities based on the questions listed below. The reflection should be placed in eCollege. Each set of responses should have the following information:

- Student's name
- Date of shadowing and time of shadowing
- Principal who was shadowed and length of time this person has served as principal
- The campus where shadowing took place with district name
- Include the identification of the person or persons responding to questions during the visit
- Questions should be listed with answers following each question. (Please provide a narrative format for responses as this provides more detail.)

The assignment will also include responses to the following reflective questions. Please respond in a narrative format.

- What events took place while shadowing the principal?
- What insight or learning took place during the shadowing experience?
- How could the shadowing experience impact your practice (1) as a future principal and (2) as a classroom teacher?
- How has this experience provided insight or learning that you might not have gained without the shadowing experience?
- What conversations took place and what questions were asked?
- What advice or coaching was provided by the principal?

The shadowing activity is due **Week 13**.

Student Learning Outcome: Students will increase their visibility as a potential administrator in the eyes of those who could be helpful in advancing the intern toward his/her career objectives. Students will gain additional experience and confidence in their professional abilities.

Assessment Method: Each student's shadowing activity will be graded using the Shadowing Activity Rubric.

Portfolio

The portfolio will be in an electronic format (flash drive) and should document all of the required internship activities including:

- Final professional resume
- Artifacts that document each of the nine competencies aligned to the seven standards
- Philosophy statement PowerPoint
- Shadowing activities (off campus and on campus)
- Logs (you need a minimum of 160 hours accrued; see Principal Internship Handbook; due every 6 weeks)
- Reflections (due every two weeks; see Principal Internship Handbook) as to your progress in completing the course assignments.
- Self-assessments (see Principal Internship Handbook)
- Required Standards-based Activities (see Principal Internship Handbook)
- Professional Development Activity (see Principal Internship Handbook)

Provide documentation of all required activities to the instructor by electronic portfolio. The portfolio should be organized in a way that will allow the easy review of all the required materials. A flash drive may be mailed to the instructor and must include a minimum two page paper stating what you learned during the semester.

The portfolio is due on **the last week of class**.

Student Learning Outcome: Students will experience the realities of educational administration by applying classroom knowledge to actual administrative situations. Students will provide authentic administrative assistance in the work setting.

Grading

While the final course grade is the sole judgment of the professor, the following scale will be used as a guide.

90-100 = A = Excellent/Outstanding

80-89 = B = Good/Noteworthy

70-79 = C = Average/Proficient

69-below = F = Unacceptable

Note: While the completion of the minimum 160 hours is necessary for a passing grade in the course, the other assignments listed below will figure into the overall grade assigned by the instructor. As such, the grading strategy for this course is based on the successful completion of all required activities. With this in mind, the final grade awarded for the course will be at the sole discretion of the instructor.

TECHNOLOGY REQUIREMENTS

- To fully participate in online courses, you will need to use a current, Flash-enabled browser. For PC users, the suggested browser is Internet Explorer 9.0 or 10. For Mac users, the most current update of Firefox is suggested.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
 - sound card, which is usually integrated into your desktop or laptop computer
 - computer with speakers or headphones.
- Depending on your course, you might also need a:
 - webcam
 - microphone

For courses where interactive tools are used, like VoiceThread or ClassLive Pro, headphones are suggested for use with recording and playback. We recommend a webcam with an integrated microphone, such as the Microsoft LifeCam Cinema. All devices should be installed and configured before class begins.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. Java can be downloaded at: <http://www.java.com/en/download/manual.jsp>
- Current anti-virus software must be installed and kept up to date.
- You will need some additional free software for enhanced web browsing. Ensure that you download the free versions of the following software:
 - Adobe Reader
 - Adobe Flash Player
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.
- For additional information about system requirements, please see: <https://secure.college.com/tamuc/index.learn?action=technical>

To launch a browser test, login in to eCollege, click on the “MyCourses” tab and then select the “Browser Test” link under Support Services.

As a student enrolled at Texas A&M University-Commerce, you have access to an email account via myLeo; all class emails from your instructors will be sent from eCollege (and all other university emails) will go to this account, so please be sure to check it regularly. Conversely, you are to email us via the eCollege email system or your myLeo email as our spam filters will catch yahoo, hotmail, etc. and we will not check for your email in spam.

ACCESS AND NAVIGATION

This course will be facilitated using eCollege which is the Learning Management System used by Texas A&M University-Commerce. To get started with the internship course, go to <https://leo.tamuccommerce.edu/login.aspx>.

You will need your Campus Wide Identification Number (CWID) and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc-commerce.edu.

If you want to change the university email address that was assigned to you may do so by contacting Technology Services.

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to: <http://www.tamuc.edu/myleo.aspx>.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu.

It is strongly recommended that you perform a “Browser Test” prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the ‘myCourses’ tab, and then select the “Browser Test” link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of Pearson LearningStudio.

Technical assistance is available 24 hours a day/ 7 days a week.

If at any time you experience technical problems (e.g., you can't log in to the course, you can't see certain material, etc.) please contact the Pearson LearningStudio Help Desk, available 24 hours a day, seven days a week.

The student help desk may be reached by the following means 24 hours a day, seven days a week.

- **Chat Support:** Click on '*Live Support*' on the tool bar within your course to chat with a Pearson LearningStudio Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.
- **Email:** helpdesk@online.tamuc.org to initiate a support request with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the '*Tech Support*' icon on the upper left side of the screen inside the course. You will then be able to get assistance via online chat, email or by phone by calling the Help Desk number noted below.

Note: Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure **MUST** be followed?

1. Students must report the problem to the help desk. You may reach the helpdesk athelpdesk@online.tamuc.org or 1-866-656-5511
2. Students **MUST** file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and to provide me with the helpdesk ticket number
4. At that time, I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer/access problems are not a legitimate excuse for filing a ticket with the Pearson Learning Studio Help Desk. You are strongly encouraged to check for compatibility of your browser **BEFORE** the course begins and to take the Pearson Learning Studio tutorial offered for students who may require some extra assistance in navigating the

Pearson Learning Studio platform **ONLY** Pearson Learning Studio based problems are legitimate.

Internet Access

An Internet connection is necessary to participate in discussions and assignments, access readings, transfer course work, and receive feedback from your professor. View the requirements as outlined in Technology Requirements above for more information.

myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call the university at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at <https://leo.tamuc.edu>.

Learner Support

Go to the following link [One Stop Shop](#)- created to serve you by attempting to provide as many resources as possible in one location.

Go to the following link [Academic Success Center](#)- focused on providing academic resources to help you achieve academic success.

Course Organization

The course is organized for a regular term session. Some topics occur across multiple weeks. All assignments due the assigned timeframe must be submitted by the syllabus due date.

What to Do First

Download and review the syllabus. Check course dates.

COMMUNICATION AND SUPPORT

Quality of Course Communication

We will be sharing personal experiences and individual reflections as we discuss course concepts. You are encouraged to share your personal and professional experiences. However, in order to assure that we can have a free and open discussion, we expect each person to respect the confidentiality of classmates. At the same time, you are asked to exercise good judgment in what you choose to share, avoiding non-public or competitively sensitive information.

Interaction with Instructor

Email is the best way to reach the instructor during weekdays. During the work week, a reply will be sent within 12 to 24 hours depending upon the time your message was received. If you do not receive a response, please assume your message was not received and contact the instructor via telephone or text message.

It is critical for you to check your myLeo email everyday as we will be communicating with you as we go both within the course online environment and through university email.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Assignments

You will be graded on assignments, participation, and your portfolio, so be sure to turn in assignments on time. Points will be deducted for late assignments. The grade will also be affected (either positively or negatively) by the mechanics of writing (i.e. spelling, punctuation, grammar, organization, flow, format, etc.). I hope to make this course a positive learning experience for all involved including myself. I assure you that I will do everything I can to promote your success.

Check your MyLeo email regularly (at least once each day) for information. I will be sharing information as we go. We will be using discussions groups in this course. You will need to participate two out of five weekdays each week with responses to the discussion questions/issues.

Writing Style

All papers must be written according to the 6th edition of the American Psychological Association (APA) Writing Style Manual. Papers must include references formatted using the APA style manual. All citations and references must be made using the APA style manual (6th edition). Please use the following format for all your documents: New Times Roman, double-spaced, one-inch margins, and 12-point type.

Dropping a Course

A student may drop a course by logging into their myLEO account and clicking on the hyperlink labeled “Drop a class” from among the choices found under the myLEO section of the Web page.

Administrative Withdrawal

Students who miss two sections of class (virtually or in person, depending on the status of the course) may be administratively dropped for excessive absences.

Incomplete Grades

Per university policy, you must visit with the instructor, develop, and sign “Plan for Completing the Grade of X” before you may receive an incomplete for the course. The reason for such requests is limited to “circumstances beyond student’s control which prevented student from attending classes during Finals Week or the preceding three weeks” (Policy A 122.07, 1998). You are notified that the deadline date for all plans is not to exceed one semester. Failure to fulfill plan requirements within the specified time will result in a course grade of F.

Academic Honesty

Texas A&M University-Commerce does not tolerate plagiarism and other forms of academic dishonesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material.

Please see the TAMU-C Graduate Catalog (2001-02, pp. 17-18) and the Publication Manual of the American Psychological Association (APA) for the discussion of academic honesty. Academic honesty is especially important when it comes to citing/quoting sources in research papers and assignments. Students are responsible for reading this material and becoming familiar with the conventions for acknowledging sources of information.

Recommended websites to review include:

<http://www.plagiarism.org/>

<http://www.unc.edu/depts/wcweb/handouts/plagiarism.html> or

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

University Specific Procedures

ADA Statement

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook*). Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <http://www.albion.com/netiquette/corerules.html>

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

University Mission and Vision Statements

The Texas A&M University-Commerce Mission: Texas A&M University-Commerce provides a personal educational experience for a diverse community of life-long learners. Our purpose is to discover and disseminate knowledge for leadership and service in an interconnected and dynamic world. Our challenge is to nurture partnerships for the intellectual, cultural, social and economic vitality of Texas and beyond.

The College of Education and Human Services (COEHS) Mission: The College of Education and Human Services promotes and enhances the development of researchers, professional practitioners and leaders through the discovery and dissemination of knowledge.

The College of Education and Human Services (COEHS) Vision: The College of Education and Human Services will be recognized nationally for our excellence in practice, programs, research, and services.

The Department of Educational Leadership (EDL) Mission: The Department of Educational Leadership at Texas A&M University-Commerce prepares graduates for teaching, service and leadership roles in a variety of educational, business, government and industry contexts.

The Department of Educational Leadership (EDL) Vision: The Department of Educational Leadership at Texas A&M University-Commerce envisions exemplary programs that challenge highly-qualified students to excel in their respective disciplines and careers through engagement in a rigorous and transformative learning environment linking theory to practice while expanding the knowledge base of the learner, the profession and the respective academic discipline.