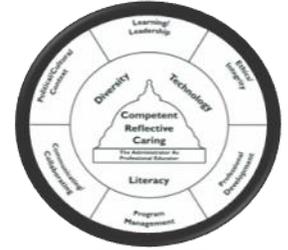


GRADUATE COURSE SYLLABUS
SOUTHEAST MISSOURI STATE UNIVERSITY



Department of Educational Leadership and Counseling

Course Title: EA-646: Internship I in Elementary School Administration

New: 1983

Revision: Spring 1990

Revision: Fall 1996

Revision: Spring 2000

Revision: Fall 2000

Revision: Fall 2005

Revision: Spring 2010

Revision: Spring 2012

THE ADMINISTRATOR AS PROFESSIONAL EDUCATOR

I. Catalog Description and Credit Hours of Course:

The first course of a two-course sequence which provides candidates with experiences regarding administrative and supervisory duties of the elementary school principal and complies with the Missouri certification standards.

Credit/non-credit only. (3)

II. Prerequisite(s);

Candidates must be admitted to the educational leadership program.

III. Purposes or Objectives of the Course:

The intent is for the candidate to gain relevant experience in elementary school administration by observing and assisting a principal in the exercise of the role. At the culmination of the experiences, the candidate will:

- A. Develop a resume documenting educational and professional experiences.
- B. Perform a performance-based teacher evaluation and identify staffing and scheduling needs at the school building level.
- C. Participate in conflict management sessions where the building leader is viewed as the mediator.
- D. Develop a yearly calendar of building leader responsibilities
- E. Maintain a reflective journal documenting the field experiences.
- F. Assist in the decision-making process involving student disciplinary actions.
- G. Review the school facilities management plans and develop a plan for improvement.
- H. Develop a master schedule to reflect academic offerings and personnel staffing required for course delivery.

- I. Join a professional organization reflecting leadership at the state or national level.

IV. Student Learning Outcomes:

- A. Students will reflect on educational and professional practices in order to develop a resume, document field experiences, and participate in a professional organization at the elementary school level.
- B. Students will be able to critically analyze and synthesize information to develop school-wide plans relating to behavior management, master schedules, teacher assessments, and facilities within the elementary school setting.
- C. Students will demonstrate the ability to develop management skills and participate in conflict resolution sessions at the elementary school level.

V. Expectations of Candidates:

The candidate will:

- A. During one academic semester, the candidate will participate in an internship that will provide opportunities for developing leadership and management competencies as a building school principal.
- B. Participate in an orientation session on the university campus addressing the interface between courses and professional practice.
- C. Participate in a conferences during the university instructor's visit to the school site in cooperation with the building level supervisor.
- D. Develop a portfolio of activities that include reflections, summaries of the projects completed, supporting artifacts, and a professional resume.

VI. Course Content or Outline:

Topics to be addressed during the Building Level Internship Field Experience:

- A. Teacher Evaluations, Staffing and Scheduling
- B. Professional Experience and Organizations
- C. Facilities Management
- D. P-6 Instructional Management Systems Focusing on Teaching and Learning and the Responsibilities of the Building Administrator
- E. Conflict Management

*150 clock hours will be required for the field experience

**Note: For graduation the Portfolio must be completed by: Fall, October 1;
Spring, February 1; Summer June 1**

VII. Textbook(s):

Internship Manual (current edition). Southeast Missouri State University.

VIII. Basis for Candidate Evaluation and Performance Outcomes:

Candidate performance will be based on the completion of the portfolio of projects.

IX. Grading Scale

The instructor will assign credit on the basis of:
Credit/Non-credit

X. Academic Policy Statement:

Students will be expected to abide by the University Policy for Academic Honesty regarding plagiarism and academic honesty. Refer to:

<http://www6.semo.edu/stuconduct/>

XI. Student with Disabilities Statement:

If a student has a special need addressed by the Americans with Disabilities Act (ADA) and requires materials in an alternative format, please notify the instructor at the beginning of the course. Reasonable efforts will be made to accommodate special needs.

XII. Harassment and Civility

The University strives to offer learning experiences and opportunities designed to help candidates think effectively, develop the capacity to communicate, discriminate among values, and make relevant judgments. A major determinant of a successful educational experience is a shared sense of respect among and between the candidates and their instructor. Mutual respect for all as well as a no tolerance policy on harassment of any kind is expected. Every candidate at Southeast is obligated at all times to assume responsibility for his/her actions, to respect constituted authority, to be truthful, and to respect the rights of others, as well as to respect private and public property.

XIII. Dispositions

Professional Dispositions for Educational Leadership

The Dispositions, as assessed within Educational Leadership are guided by the central core of the Conceptual Framework. The beliefs and attitudes related to the areas of competence, reflection and caring, were the guiding force in establishing the dispositions assessed at the beginning and end of coursework. These dispositions continue to be validated by P-12 personnel, faculty and the

candidates themselves as the evaluation process evolves. In 2007, an Improvement *Disposition* Plan (IDP) form was created to inform and remediate the candidates who did not meet or exceed the expectations of the unit. The IDP form is available for faculty to utilize during supervision of field experiences, as well as in the classroom setting.

The following assessed *dispositions* are listed under the applicable Conceptual Framework Term.

Competent:

- Committed to the development of a quality learning environment
- Willingly shares ideas and materials with others
- Prefers being part of a team
- Maintains high ethical and professional standards
- Is aware of program policies and professional practices
- Responds to program guidelines positively
- Maintains a professional appearance
- Recognizes the variety of ideas, values and cultures in the larger political, social, economic, legal and cultural context.
- Receptive to change for continuous improvement of learning environments
- Displays a results-oriented (professional program assessment) mentality
- Quality of oral expression is good and effective with a variety of audiences
- Exhibits effective written expression with proper mechanics and spelling

Reflective:

- Makes decisions that enhance learning and instruction
- Is willing to take risks to improve student achievement (learning)
- Is creative and resourceful and independently implements plans
- Demonstrates the ability to distinguish between relevant and irrelevant information
- Poses probing questions and identifies problems regarding educational issues
- Demonstrates appropriate analysis, synthesis and evaluation of data and information
- Solicits input and feedback from others
- Properly channels constructive criticism to the improvement of programs and learning

Caring:

- Believes that all students can learn
- Sees education as a key to opportunity and social mobility
- Maintains a high rate of attendance
- A self-starter who identifies needs and attends to them immediately

- Displays good judgment regarding the maintenance of good relationships
- Is diplomatic and sensitive to others' feelings and opinions
- Appears to be deeply committed to a career in administration
- Displays enthusiasm for the profession

XIV. Alignment of Standards to Course Objectives

Alignment of Standards

Objective	Conceptual Framework Unit Standard Met	ELLC/ ISLLC/ CEC Standard Met	MOSTEP Standard Met	Assessment Assuring that the Objective has been met
A. Develop a resume documenting educational and professional experiences.	1.2, 1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 3.1, 2, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 5.1, 5.2, 5.3, 5.4, 5.5, 6.1, 6.2, 6.3	Standard 1,2,3,4,5,6	1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.3.5, 1.3.6	*Internship Portfolio
B. Complete a performance-based teacher evaluation and identify staffing and scheduling needs at the school building level.	1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 3.1, 2, 3.2, 3.3, 5.1, 5.2, 5.3, 5.4, 5.5	Standards 1,2,3,5	1.3.1, 1.3.2, 1.3.3, 1.3.5	*Internship Portfolio
C. Participate in conflict management sessions where the building leader is viewed as the mediator.	1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 3.1, 2, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 5.1, 5.2, 5.3, 5.4, 5.5, 6.1, 6.2, 6.3	Standards 1,2,3,4,5,6	1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.3.5, 1.3.6	*Internship Portfolio
D. Develop a yearly calendar of building leader responsibilities.	1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 3.1, 2, 3.2, 3.3,	Standards 1,2,3,4,5,6	1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.3.5, 1.3.6	*Internship Portfolio

	4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 5.1, 5.2, 5.3, 5.4, 5.5, 6.1, 6.2, 6.3			
E. Maintain a reflective journal documenting the field experiences.	1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 3.1, 2, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 5.1, 5.2, 5.3, 5.4, 5.5, 6.1, 6.2, 6.3	Standards 1,2,3,4,5,6	1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.3.5, 1.3.6	*Internship Portfolio
F. Assist in the decision-making process involving student disciplinary actions.	1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 3.1, 2, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 5.1, 5.2, 5.3, 5.4, 5.5, 6.1, 6.2, 6.3	Standards 1,2,3,4,5,6	1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.3.5, 1.3.6	*Internship Portfolio
G. Review the school facilities management plans and develop a plan for improvement.	1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 3.1, 2, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 5.1, 5.2, 5.3, 5.4, 5.5, 6.1, 6.2, 6.3	Standards 1,2,3,4,5,6	1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.3.5, 1.3.6	*Internship Portfolio
H. Develop a master schedule to reflect academic offerings and staffing required for course delivery	1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 3.1, 2, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 5.1, 5.2, 5.3, 5.4, 5.5, 6.1, 6.2, 6.3	Standards 1,2,3,4,5,6	1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.3.5, 1.3.6	*Internship Portfolio
I. Join a professional organization reflecting leadership at the state or national level.	1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 3.1, 2, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 5.1, 5.2, 5.3, 5.4, 5.5, 6.1, 6.2, 6.3	Standards 1,2,3,4,5,6	1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.3.5, 1.3.6	*Internship Portfolio

XV. Relationship of the Conceptual Framework to Standards

The increasing emphasis on professional standards for educators that focus on resultant *dispositions* and School Leaders Licensure Assessment (SLLA) and the School Superintendent Assessment (SSA) results of program graduates has reinforced the

relevance of the College's emphasis on a synergistic meld of the themes of *competent, reflective, and caring* as the foundation of its *conceptual framework*. As the lists of expected achievement indicators, competencies, and *dispositions* issued by government and professional groups become more extensive, only a *competent* professional who assiduously *reflects* on his/her teaching, while maintaining a *caring* attitude, is and/or will be capable of meeting the intent of those standards. For a unit the size of the College of Education at Southeast Missouri State University, the broad applicability of *competencies, reflective learning, and caring* supports its utility as a purposeful conceptual framework that all constituents apply to their work. Specific instances of how the conceptual framework influences work within programs will be found in evidence provided by the programs.

It is the collaborative belief of the faculty of the College of Education at Southeast Missouri State University and the professional community of educators who work with the College to prepare future educators at all levels that any overarching statement or theme must encompass a vision for the entire College and its constituent parts. That vision, encapsulated within a theme statement, is to prepare pre-service professionals and to encourage and support the teacher, the administrator and the counselor in their efforts to at all times be, act and believe as competent, reflective and caring professionals in their support of all learners.

Given that such a vision arises from divergent constituencies, in diverse fields within education, it is important for us to be clear on what constitutes the foundational pieces on which this vision rests. While the primary tenets of this vision are our collective belief that to be professional educators, one must be *competent, reflective and caring* in both the personal and professional senses, equally important are the many components that we believe are both required and evoked by those three attributes. These components are to be found in the collegially derived descriptions for teacher education, administrator education and counselor education. We have developed visions for each of these areas as separate descriptions because we felt that while intertwined in the College and in the field, each approaches the task through curricular and pedagogical means unique to that field.

The general theme of the vision, as noted above, is that each of these areas strives to nurture and prepare the pre-service candidate, and challenge and stimulate the continuing professional to be a *competent, reflective and caring* professional, so they can meet the needs of diverse learners. These efforts include continuous endeavors to creatively incorporate *technology* throughout their individual subject area fields, to promote understanding and appreciation for *diversity*, and to support the development of *literacy* skills needed in an increasingly complex society. This *Conceptual Framework model, with the six centrally located terms of competent, caring, reflective, diversity, technology and literacy*, provide guidance for all programs in the College of Education in a continuous effort to develop, utilize and *assess* proficiencies according to standards evidenced in college, state and national standards.

XVI. Knowledge Base References:

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COLLEGE COUNCIL APPROVAL DATE: 5/8/12