Sam Houston
STATE UNIVERSITY

EDAD 6383
Practicum for Superintendents
Fall 2017

EDAD 6383 is a required course for SUPERINTENDENTS CERTIFICATION PROGRAM

College of Education, Department of EDUCATIONAL LEADERSHIP

Instructor: DR. SUSAN K. BORG
TEC 319
P.O. BOX # 2119 Huntsville, Texas 77341
PHONE: 936-294-1147
CELL PHONE: 713-775-1610
EMAIL ADDRESS: sborg@shsu.edu
OFFICE HOURS: Wednesdays, 10:00 am to 2:00 pm or by appointment

Class Format: ONLINE/IN DISTRICT VISITS
Class day and time: AS SCHEDULED ONLINE
Class location: SHSU ONLINE

Course Description: The superintendent practicum is one components of the requirements for the state of Texas superintendent certificate. The purpose of the practicum is to provide the student with an opportunity to obtain supervised experience in district leadership activities from the perspective of a district superintendent.

WEBSITES, ACCOUNTS, AND TEXTBOOK:

OPTIONAL WEBSITES

Texas Association of School Administrators
http://www.tasanet.org/

Texas Association of School Boards
https://www.tasb.org/Home.aspx

TK20 Account
Tk20 is an electronic toolkit used by candidates to provide evidence that they have mastered state and professional standards for the profession.
https://**tk20**.shsu.edu/

REQUIRED TEXTBOOK
Texas Education Agency. (2013). TExES Preparation Manual: 195 Superintendent.
http://cms.texes-ets.org/files/1414/4042/6437/superintendent_195.pdf
http://cms.texes-ets.org/files/6414/3741/0090/superintendent_195_supplement.pdf

Course Objectives: The following objectives will be met during this course:

1. To provide the practicum student with a variety of experiences needed to develop and refine skills necessary to function as a district superintendent of schools.

2. To assist the practicum student in gaining a realistic perspective of district leadership because of working with one or more experienced, successful superintendents.

3. To assist the practicum student in making a smooth transition from sub-organizational manager to district and community leader.

4. To assist the practicum student with opportunities to apply learner centered leadership theory to solve practical district leadership challenges.

5. To assist the practicum student in developing confidence in performing leadership tasks.

6. To assist the practicum student in making professional career choices based upon an analysis of his/her demonstrated competencies.

7. To assist the sponsoring district or agency in training prospective administrators.

Additional course/program objective references:

Texas Administrative Code. Standards Required for Superintendent Certification
https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=7&ch=242&rl=15
TExES preparation manual. Superintendent competencies.
http://cms.texes-ets.org/files/4613/7218/4648/superintendent_195.pdf
Council for Accreditation of Educator Preparation (CAEP). Accreditation standards.
caepnet.org

IDEA Objectives: The instruction in this course will address the following major objectives (as assessed by the IDEA course evaluation system):

Essential:

1. Learning to apply course material to improve thinking, problem solving, and decisions.
2. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.

Important:

1. Gaining factual knowledge (terminology, classification, methods, and trends). Focus is building knowledge base.
2. Learning to analyze and critically evaluate ideas, arguments, and points of view. Focus is on higher level thinking skills.

Course/Instructor Requirements: Course eligibility requires acceptance into the superintendent certification program

Just a reminder that all courses that you take in the superintendent certification series are designed with information and experiences that will be necessary to pass the state superintendent certification exam. Upon completion of the coursework it is advisable to take the certification exam as soon as possible.
The university requires that you take the certification exam <u>within one year</u> of the end of the coursework to avoid having to retake any courses.

Course Outline

Assignments (See Blackboard for Details and Due Dates)

Introduction to Practicum with WebEx Meeting
Establish Mentorship with Site Supervisor
Schedule Practicum Activities and Observations
Record Observations for Field Supervisor (Professor)
Enter Practicum Activities into TK 20 Log Weekly
Prepare for Practice Superintendent Exam
Complete Leadership Activity Assignment
Finalize Practicum Activities Log

Practicum Activities Documented in Log 50%: Each student is expected to complete the internship log with appropriate activities supervised by their mentor superintendent. The intern and mentor superintendent must agree that a minimum of 160 hours will be spent on internship activities (no fewer than 20 hours every two weeks). Students can review activities with professor during optional WebEx discussions. All logs will be turned into TK 20.

Observations 40%: Each student will complete three 45 minute required observations that are recorded and submitted to the field supervisor by the due dates provided in Blackboard. Observations will be recorded and uploaded to a student's private You Tube channel with the professor being given rights to access the observation.

Project focused on Leadership Strength 10%: The student will select a leadership strength obtained from a strength based leadership assessment administered in EDAD 6380 – Executive Leadership for Superintendents. This leadership application project will be based on the results of the assessment and will consist of journal reflections and a WebEx discussion with the professor. This project is described in detail in Blackboard.

Grading Scale

A=Exceeds standards and demonstrates learning beyond the course and state expectations. "A" work is earned by learners who extend learning and coursework beyond the state outcomes and submit assignments on time.

B= Meets standards and demonstrates mastery of objectives assessed. "B" work is earned by learners who demonstrate responsibility and complete course assignments that meet graduate work and expectations.

C or F = Failure to meet standards/complete course/program requirements.

Schedule

Assignments	Additional Assignment Description	Class Assignments (See Blackboard for full details)
Introductory Forms		• Review Syllabus • Student Information Form • Student Agreement Form • Mentor Agreement Form • All forms due by August 30
Assignments	Leadership Strengths Project Final Practicum Activity Log	• Journal #1 – Due by September 30 • Journal #2 – Due by October 31 • Journal #3 – Due by November 30 • Final Signed Log – Due by December 4
Observations	Each observation will be recorded for 45 minutes Each observation will have a pre-observation (due prior to observation) and post-observation assignment (due one week after final due date of observation)	• Observation #1 -Due by September 22 • Observation #2-Due by October 27 • Observation #3 – Due by November 17
Other Items		• Orientation WebEx - August 29 at 6:30 pm • TK 20 forms • Study for certification exam

EDAD 6383

Student Guidelines

University Policies

- SHSU Academic Policy Manual-Students
    - [Procedures in Cases of Academic Dishonesty #810213](#)
    - [Students with Disabilities #811006](#)
    - [Student Absences on Religious Holy Days #861001](#)
    - [Academic Grievance Procedures for Students #900823](#)
- SHSU Academic Policy Manual-Curriculum and Instruction
    - [Use of Telephones and Text Messagers in Academic Classrooms and Facilities #100728](#)
    - Technology during instruction: This is an online course.
    - Technology during exams: This is an online course.
    - Technology in emergencies: This is an online course.
- Visitors in the Classroom- Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance.

Attendance

Expectations for attendance and timeliness are the same for this course as you would expect for your students and teachers as a professional educator.

Course Expectations

1. The student must complete all coursework required for the Superintendent Certification.
2. The student must be approved by the mentor superintendent for assignment. The practicum agreement form and the mentor superintendent internship agreement form with the appropriate signatures must be uploaded to Blackboard by due date. This agreement acknowledges that the mentor superintendent is superintendent certified, agrees to assist and supervise the intern and to validate and certify that the intern has completed assigned activities.
3. The student must schedule observations during the months of September, October and November. The time and date must be agreeable to the mentor superintendent and the professor.
4. The student must complete all assigned tasks described in Blackboard/syllabus and submit final products to the professor by the deadlines.
5. The student and the mentor superintendent must agree that a minimum of 160 hours will be spent on internship activities (no fewer than 20-24 hours every two weeks). The practicum requirements for course credit shall be fulfilled in one semester.
6. A practice TExES examination for certification will be given later in the semester. It is required that the student complete the qualifying TExES practice exam with 80% accuracy to be recommended for permission to take the certification test. For scores below 80%, a remediation plan will be developed and completed with the professor or other applicable persons.

EDAD 6383

College of Education Information

Accreditation

The programs within the SHSU College of Education have the distinction of receiving accreditation and national recognition from multiple accrediting bodies. All educator certification programs, including teaching and professional certifications, have received ongoing accreditation from the Texas Education Agency (TEA). Additionally, the educator preparation program has been accredited by the Council for the Accreditation of Educator Preparation (CAEP-formerly NCATE) since 1954. Many of the educator preparation concentration areas have also chosen to pursue national recognition from their respective Specialized Professional Associations (SPA), signifying the program is among the best in the nation. The programs within the Department of Counselor Education have also received accreditation from the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

Course and Program Evaluation

Near the end of the semester, students are asked to take part in the University's adopted course evaluation system, IDEA. The assessments are completed online and instructions are emailed to each student. Students' assessments of courses are taken are systematically reviewed by the Dean, Associate Deans, Department Chairs, and individual faculty members. Only after the semester has completed are faculty members allowed to view aggregated results of non-personally-identifiable student responses.

The College of Education conducts ongoing research regarding the effectiveness of the programs. Students receive one survey in the final semester prior to graduation regarding the operations of the unit during their time here. A second survey occurs within one year following completion of a program, and is sent to students and their employers. This survey requests information related to students' quality of preparation while at SHSU. Students' responses to these surveys are critical to maintaining SHSU's programs' excellence.