

California State University San Marcos
College of Education
Administrative Services Credential Program

EDAD 610: Leading School Communities in a Pluralistic Society (3 units)
Tuesday 4:30 – 9:00 PM, UNIV 337
Fall 2009

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Office Hours: Monday and Tuesday 2:00-4:15 pm, and by appointment		

Mission of the College of Education at CSUSM:

The mission of the College of Education Community is to collaboratively transform public education by preparing thoughtful educators and advancing professional practices. We are committed to diversity, educational equity, and social justice, exemplified through reflective teaching, life-long learning, innovative research, and on-going service. Our practices demonstrate a commitment to student-centered education, diversity, collaboration, professionalism, and shared governance.

Students with Disabilities Requiring Reasonable Accommodations:

Students with disabilities who require reasonable accommodations must be approved for services by providing appropriate and recent documentation to the Office of Disable Student Services (DSS). This office is located in Craven Hall 5205, and can be contacted by phone at (760) 750-4905, or TTY (760) 750-4909. Students authorized by DSS to receive reasonable accommodations should meet with me during office hours in order to ensure confidentiality.

Course Prerequisite:

Consent of Program Coordinator

Course Description:

Schools, like society today, are pluralistic, and every student has the right to a high quality, rigorous education. Students will study ethnic, class, race, language, and other cultural variations to develop administrative leadership responsive to and supportive of all students representing national, state and regional diversity. Students will study formal and informal approaches to school-community relations, shared decision-making bodies and the role of business and industry advisory groups.

Leadership Standards (CPSELs) This course will provide opportunities for candidates to to develop their leadership knowledge, skills and dispositions for:

Standard 1: Shared vision

Standard 4: Working with diverse families

Standard 5: Personal ethics and leadership capacity

Standards for CALIFORNIA TEACHERS OF ENGLISH LEARNERS (CTEL)

Standard 9: Culture and Cultural Diversity and Their Relationship to Academic Achievement

Standard 10: Culturally Inclusive Instruction

The course will assist administrative candidates to:

1. Develop a comprehensive knowledge of socio-cultural variations effecting leadership, administrative and managerial practices in the public school.
2. Develop a personal vision for leadership
3. Develop formal and informal approaches to effectively lead and manage school-community relations for the improvement of public education.
4. Understand and use a variety of decision-making methods, focusing on shared decision-making, always with the students in mind.
5. Work with various interest groups including business, industry and advisory groups.

Course Objectives:

Upon completion of the course, the candidate will know, understand, and have practice in effective leadership practices regarding:

- Community-school relations
- Principles of public relations
- Community relations and interactions with diverse racial-ethnic, socioeconomic, political and occupational individuals and groups
- Concepts, policies and procedures ensuring access and equity for all students to high quality education, with evaluation and integrated services
- Techniques and procedures for working with community agencies, school site councils and other quasi-governing bodies
- Communication modes, models, policies and effects
- Means of identifying and working with community influence groups
- The role of the school, parents and other care-givers, and the community in the educational process
- Uses of technology relating to school communities

Teaching/ Learning Philosophy:

Effective learning uses all modalities. As such, we will be teachers, students and mentors. We will use a variety of approaches including reading, reflection, discussion, simulation, and case studies. Each class member must be committed to active participation and to ensuring the engagement of all class members.

Required Reading:

- The School and Community Relations, 9th edition. Don Bagin & Donald Gallagher, Allyn & Bacon.
- Each student will select a book on leaders and/or leadership to read and review.

Attendance Policy of the College of Education:

Due to the dynamic and interactive nature of this course, you are expected to attend all classes and participate actively. At a minimum, you must attend more than 80% of class time, or may not receive a passing grade for the course at the discretion of the instructor. If, for any reasons, you miss two class sessions or are late (or leave early) more than three sessions, you cannot receive a grade of "A". Should you have extenuating circumstances, contact the instructor as soon as possible to make appropriate arrangements.

All university writing requirement:

In keeping with All-University Writing Requirement, all courses must have a writing component of at least 2,500 words. This will be met through written reactions, draft and final papers, reports and reflections related to assignments.

CSUSM Academic Honesty Policy:

"Students will be expected to adhere to standards of academic honesty and integrity, as outlined in the Student Academic Honesty Policy. All written work and oral presentation assignments must be original work. All ideas/materials that are borrowed from other sources must have appropriate references to the original sources. Any quoted material should give credit to the source and be punctuated with quotation marks.

Students are responsible for honest completion of their work including examinations. There will be no tolerance for infractions. If you believe there has been an infraction by someone in the class, please bring it to the instructor's attention. The instructor reserves the right to discipline any student for academic dishonesty in accordance with the general rules and regulations of the university. Disciplinary action may include the lowering of grades and/or the assignment of a failing grade for an exam, assignment, or the class as a whole."

Incidents of Academic Dishonesty will be reported to the Dean of Students. Sanctions at the University level may include suspension or expulsion from the University.

Plagiarism:

As an educator, it is expected that each student will do his/her own work, and contribute equally to group projects and processes. Plagiarism or cheating is unacceptable under any circumstances. If you are in doubt about whether your work is paraphrased or plagiarized see the Plagiarism Prevention for Students website <http://library.csusm.edu/plagiarism/index.html>. If there are questions about academic honesty, please consult the University catalog.

Grading Policy:

The following are expectations of every student:

- Active participation in class discussions/activities.
- On time completion of all course requirements assignments.
- Demonstration of learning, thinking, stretching, listening, reflecting.
- A high level of scholarship is expected of all students; only graduate level quality work will be accepted.
- If you meet the above expectations at a level commensurate with graduate quality, you will receive a grade of "A".

- All assignments must be completed and at a high level for an “A”.
- A grade of “B” is an honorable, acceptable grade in the program.
- Mastery of all work is encouraged and supported by edits and rewrites with permission of instructor.
- Late work will result in loss of grade points; there are no make up assignments for missed classes.

Furlough days: Impact of state budget on CSUSM, you, and me

Due to the devastating effects of current budget crisis in California, I, along with all faculty at CSUSM have been furloughed nine days each semester of this academic year, representing a 9.23% reduction in both workload and compensation. A furlough is an unpaid day off on a faculty member’s regularly scheduled workday. In order to satisfy legal and ethical requirements of the California Labor Code, I am required to submit formal certification that I will not work on my furlough days. I am prohibited from teaching, conducting scholarly research, consulting with students, responding to email or voicemail, providing assignment feedback, or participating in any CSU work-related activities on my furlough days. Furlough dates vary by professor; my Fall Semester furlough dates are listed at the end of course syllabus schedule. In addition to faculty furlough days, the university has designated specific dates for the university to be “closed”. Therefore, plan your trips to campus, phone calls or other communication with university services carefully. The university furlough dates are also listed within this syllabus.

The CSU faculty agreed to take furlough days in order to preserve jobs for as many CSU employees as possible, and to serve as many students as possible, in the current budget crisis. The agreement that governs faculty furloughs acknowledges that “cuts of this magnitude will naturally have consequences for the quality of education that we can provide.” Within the furlough context, I will make every effort to support your educational experience at CSUSM.

Furlough plans may be altered after the beginning of the semester as a result of administrative actions or other emergencies, thus subsequent revisions to this syllabus may occur.

Visit CSUSM Budget Central [<http://www.csusm.edu/budgetcentral/>] to learn about the state budget crisis and how it impacts your educational opportunities. To avoid the continued loss of higher education availability in California, exercise your right to voice an opinion. Contact information for state legislators and the governor are provided at Budget Central.

Guidelines for 610 Assignments and grades

A. Report on Board Meeting: Grade 15 %

- You can attend any Board meeting in any district, however it could be helpful to attend a Board meeting in a district you serve unless you do so regularly. Then I recommend you attend a meeting in another district for comparison.
- Attend for a minimum of 2 hours so you can see several aspects of the meeting. Make every effort to be at the beginning of the meeting to observe any protocols among the elected officials, and between the board and staff.
- Look for and write your observations:

- A brief description of the meeting.
- Communications skills of Board members, superintendent and any staff who speaks.
- Leadership skills – by whoever is running the meeting (president or chair), other board members, the superintendent and the staff.
- Note the involvement by the staff – Is it active or passive? Do staff members other than the superintendent participate? If so, who calls on them and what do they say?
- Who is in the audience? Are any members of the audience involved? If so, how?
- What is the overall tenor of the meeting?
- What actions are taken?
- Any other observations you notice – pro or con or just an observation.
- What questions do you have about the process, the people, the actions, etc.
- Write up your observations using either narrative or bullet format.

B. Book Review and Oral Report: Grade 25%

You will prepare a written book review to turn in to the instructor and give to each member of the class, and also give an oral report to the class.

Written Report: Your review should follow the guidelines used for reviewers of AASA (American Association of School Administrators) book reviews. AASA's purpose is to give readers guidance in spending their money and committing their time. AASA provides the book reviews as a consumer service.

1. In addition to thinking about your book as a AASA review way, your purpose is also to glean key learnings you can share with the members of this class. What is in your book that could be helpful to administrators as they deal with various issues? That is, could they benefit by reading this book and for what purpose.}
2. Reviews should be written clearly (i.e., without jargon), concisely and cogently. Provide a critique of the book's merits, but please do not offer a chapter-by-chapter rundown of contents. If the book would or would not be particularly helpful in the hands of a superintendent, central office or site administrator, say so. And please do not use this hackneyed phrase: This book is a must-read.
3. Limit your review to no more than 2 pages double-spaced (that's 6-8 paragraphs). Use 12-point font.
4. Type your byline at the top of the review and identify your position.
5. Within the first paragraph, state the book's title and mention the author's name and his or her position, if you know it.
6. Devote the last paragraph (in parentheses) to ordering information. List, in this order, the following: title, author, publisher, publisher's address, year of publication, number of pages (and indicate "with index" if relevant), and the cost of the book in hardcover and/or soft cover, if the latter information is available to you.
7. Bring copies of your review (3-hole punched) for each class member and 1 copies for the professor. Be sure to include a copy in your portfolio.

8. The deadline for your review is the date of your oral presentation in class; you will sign up in class for this report.

Note: Use the page of book reviews from AASA's The School Administrator for reference.

Oral Report

1. You will have a minimum of 5 and maximum of 7 minutes to give your oral report on your book.
2. Do not read your report, rather give the class a brief overall picture of the book and some of the most important ideas you learned from the book.
3. Refer to #1 and #2 under the written report guidelines concerning the content.
4. Be sure to include your recommendation of whom the book is (or is not) useful and why.
5. You will provide a copy of your written review for each class member and one for the instructor.

C. Readings: Grade 25%

Each student will write a **one page summary** of an article for class sessions # 4, 5, 6, and 9. The articles can be from professional journals, newspapers, or magazines. The instructor will provide students with examples of the format.

D. Class discussions and Case Studies: Grade 25%

The class discussions, and reading and analyses of case studies will be on-going throughout the course. Students are expected to read, analyze and respond to the assigned cases and readings.

E. Context Map Final Exercise: Grade 10%

The instructor will explain this assignment further.

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Class Schedule and Assignment due dates

Session	Date	<i>TENTATIVE</i> Activities and assignments
Session 1	September 1	Dr. Lindsey: Introduction to 610 and 624A Introductions and “Why I want to be an Administrator” Overview of program, courses, and Field Experiences Context Map: Seeing the ‘big picture’ Dr. Carol Van Vooren: introduction to EDAD 612
Session 2	September 8	Role of Public Education in a Pluralistic Society, Understanding the Organizations of School Districts Introduction of Case Study Method, Select Book for Reports, Read and discuss Bagin, Chapter 1 and Chapter 5.
Session 3	September 15	<i>Library session</i> Context Map due Understanding Communication Processes: Internal Publics Read and discuss Bagin: Chapter 6 and Chapter 7. Case Study
Session 4	September 22	Readings due. Understanding External Publics Read and discuss Bagin, Chapter 8 Case Study Book Reports
Session 5	September 29	Readings due. Understanding the Communication and Media Processes: Crisis, Collective Bargaining, Accountability, Services, and Events Read and discuss Bagin, Chapters 9 and 10 Case Study Book Reports
Session 6	October 6	Readings due. Leading in a Diverse Society, Read and discuss Chapters 2, 3, and 4 Case Study, Book Reports
Session 7	October 13	Guest speaker: Dr. Weinberg 4:30-6:30 pm Dismiss for Board meeting attendance
Session 8	October 20	No class on campus—Check WebCT for assignment
Session 9	October 27	Final session: Readings due. Board Meeting Report Due. Book Reports Final exercise: application of learning to be described this evening.

My furlough dates for this semester are:

Wednesday, August 26, 2009
Friday, September 18, 2009
Friday, September 25, 2009
Friday, October 2, 2009
Friday, October 9, 2009
Tuesday, Nov. 24 and 25, 2009
Friday, December 11, 2009
Friday, December 18, 2009

University and Student Services for CoE “closed” dates for 2009-2010 are:

Friday, August 7, and Friday, August 21, 2009
Friday, September 4, and Friday September 18, 2009
Friday, October 2, and Friday, October 16, 2009
Friday, November 6, Friday, November 20, Wednesday, November 25, Monday, November 30, 2009
Friday, December 18, and Friday, December 31, 2009
Friday, January 15, and Friday, January 29, 2010
Friday, February 5, and Friday, February 19, 2010
Monday, March 29, and Tuesday, March 30, 2010
Thursday, April 1, and Friday, April 2, 2010
Friday, May 21, and Friday, May 28, 2010
Friday, June 11, and Friday, June 25, 2011

NOTES: