



SCHOOL OF EDUCATION

*Engaging diverse communities through leading and learning for social justice.*

333 South Twin Oaks Valley Road, University Hall 468  
San Marcos, California 92096-0001  
760.750.4300  
[www.csusm.edu/education](http://www.csusm.edu/education)

<b>Course Number</b>	<b>EDAD 624A</b>
<b>Course Title</b>	<b>Field Experience, Beginning 1</b>
<b>CRN Number</b>	<b>41005</b>
<b>Days</b>	<b>Fieldwork</b>
<b>Time</b>	<b>Arranged</b>
<b>Course Location</b>	<b>Varies</b>
<b>Semester / Year</b>	<b>Fall 2015</b>
<b>Instructor</b>	<b>Anthony Rosilez, Ph.D., J.D.</b>
<b>Phone</b>	<b>760.750.8284</b>
<b>E-Mail</b>	<a href="mailto:arosilez@csusm.edu">arosilez@csusm.edu</a>
<b>Office</b>	<b>UH 424</b>
<b>Hours</b>	<b>By Appointment</b>

**SCHOOL OF EDUCATION MISSION & VISION STATEMENT**

*(Adopted by SOE Governance Community, January 2013)*

*Vision*

To serve the educational needs of local, regional, and global communities, the School of Education advances innovative practice and leadership by generating, embracing, and promoting equitable and creative solutions.

*Mission*

The mission of the School of Education community is to collaboratively transform education. We:

- Create community through partnerships
- Promote and foster social justice and educational equity
- Advance innovative, student-centered practices
- Inspire reflective teaching and learning
- Conduct purposeful research
- Serve the School, College, University, and Community

**BASIC TENETS OF OUR CONCEPTUAL FRAMEWORK**

- Student centered education
- Research and theory specific to the program field inform practice
- Connections and links between coursework and application
- Strong engagement between faculty and candidates
- Co-teaching clinical practice
- Culturally responsive pedagogy and socially just outcomes

## **COURSE DESCRIPTION**

This course provides students with basic on-site experiences appropriate to an entry-level administrator. Students will work closely with an on-site administrator and University instructional supervisor in the development and implementation of a plan for field experiences including basic preliminary administrative functions. Students will develop a paper, project, or other product, collaboratively agreed upon with the supervisory team, which integrates learning from the fieldwork and which will be used by the cooperating site.

*Graded Credit/ No Credit*

### **Course Prerequisites**

Admission to the university and the Education Administration Program

### **Course Objectives**

Students will design and complete leadership projects aligned with Leadership Standards and Course Objectives in current semester. Students will engage in leadership roles that demonstrate their knowledge and skills in working with adults to achieve outcomes and make progress toward standards.

### **Unique Course Requirements**

Students will engage in a minimum of 15 hours (equivalent of 1 unit) in planning and implementing the leadership project.

### **Credit Hour Policy Statement**

Per the University Credit Hour Policy:

- Courses with face-to-face instruction (including activity and laboratory modes of instruction) must include a statement to the effect that students are expected to spend a minimum of two hours outside of the classroom each week for each unit of credit engaged in learning. (Note that for courses with a "lecture" mode of instruction over an entire semester, each unit of credit corresponds to an 'hour' of class-time and two hours of student learning outside of class. For activity and laboratory modes of instruction, depending on the particular instructional mode, each unit of credit corresponds to two or three 'hours' of class-time, and two hours of student learning outside of class.)
- Courses that are entirely on-line must describe the activities that the student will be required to complete as part of the course and indicate the expected minimum time (at least 45 hours for each unit of credit) that students will need to devote to each of these.
- Hybrid courses must describe to students how the combination of face-to-face time, out-of-class time associated with the face-to-face sessions, and on-line work will total at least 45 hours per unit of credit.

## **REQUIRED TEXTS, MATERIALS AND ACCOUNTS**

Readings as assigned and available on Cougar Courses. Depending on needs of class, other materials may be assigned.

## **PROGRAM STUDENT LEARNING OUTCOMES (PSLOs)**

The course objectives, assignments, and assessments have been aligned with the CCTC standards for a California Preliminary Administrative Services Credential. This course is designed to help teachers seek skills, knowledge, and attitudes necessary to assist schools and district in implementing effective programs for all students. The successful candidate will be able to merge theory and practice in order to realize a comprehensive and extensive educational program for all students. Candidates will be required to formally match alignment with the following Leadership Standards in this course:

Standard 2: Teaching and Learning

Standard 3: Management and Learning Environment

Standard 6: External Context and Policy

## **Assessment of Professional Dispositions**

Assessing a candidate's dispositions within a professional preparation program is recognition that teaching and working with learners of all ages requires not only specific content knowledge and pedagogical skills, but positive attitudes about multiple dimensions of the profession. The School of Education has identified six dispositions – social justice and equity, collaboration, critical thinking, professional ethics, reflective teaching and learning, and life-long learning—and developed an assessment rubric. For each dispositional element, there are three levels of performance - *unacceptable*, *initial target*, and *advanced target*. The description and rubric for the three levels of performance offer measurable behaviors and examples.

The assessment is designed to provide candidates with ongoing feedback for their growth in professional dispositions and includes a self-assessment by the candidate. The dispositions and rubric are presented, explained and assessed in one or more designated courses in each program as well as in clinical practice. Based upon assessment feedback candidates will compose a reflection that becomes part of the candidate's final portfolio. Candidates are expected to meet the level of *initial target* during the program.

## **GENERAL CONSIDERATIONS**

### **School of Education Attendance Policy**

Due to the dynamic and interactive nature of courses in the School of Education, all candidates (course participants) are expected to attend all classes and participate actively. At a minimum, candidates (course participants) must attend more than 80% of class time, or s/he may not receive a passing grade for the course at the discretion of the instructor. Individual instructors may adopt more stringent attendance requirements. Should the candidate (course participants) have extenuating circumstances, s/he should contact the instructor as soon as possible. (*Adopted by the COE Governance Community, December, 1997*).

### **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 assignments must be original work, clear and error-free. All ideas/material 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 accordingly.

Academic Honesty and Integrity: Students are responsible for honest completion and representation of their work. Your course catalog details the ethical standards and penalties for infractions. There will be zero 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.

Refer to the full Academic Honesty Policy at:

[http://www.csusm.edu/policies/active/documents/Academic\\_Honesty\\_Policy.html](http://www.csusm.edu/policies/active/documents/Academic_Honesty_Policy.html)

### **Plagiarism**

As an educator, it is expected that each candidate (course participant) 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.

### **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 Disabled Student Services (DSS). This office is located in Craven Hall 4300, 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 their instructor during office hours or, in order to ensure confidentiality, in a more private setting.

### **All University Writing Requirement**

In keeping with All-University Writing Requirement, this course will have a writing component of at least 2,500 words. This requirement will be met through the Fieldwork Proposal and Final Report assignments.

### **Use of Technology**

Candidates (Course participants) are expected to demonstrate competency in the use of various forms of technology (i.e. word processing, electronic mail, Moodle, use of the Internet, and/or multimedia presentations). Specific requirements for course assignments with regard to technology are at the discretion of the instructor. Keep a digital copy of all assignments for use in your teaching portfolio. All assignments will be submitted online, and some will be submitted in hard copy as well. Details will be given in class.

### **Electronic Communication Protocol**

Electronic correspondence is a part of your professional interactions. If you need to contact the instructor, e-mail is often the easiest way to do so. It is my intention to respond to all received e-mails in a timely manner. Please be reminded that e-mail and on-line discussions are a very specific form of communication, with their own nuances and etiquette. For instance, electronic messages sent in all upper case (or lower case) letters, major typos, or slang, often communicate more than the sender originally intended. With that said, please be mindful of all e-mail and on-line discussion messages you send to your colleagues, to faculty members in the School of Education, or to persons within the greater educational community. All electronic messages should be crafted with professionalism and care.

Things to consider:

- Would I say in person what this electronic message specifically says?
- How could this message be misconstrued?
- Does this message represent my highest self?
- Am I sending this electronic message to avoid a face-to-face conversation?

In addition, if there is ever a concern with an electronic message sent to you, please talk with the author in person in order to correct any confusion.

## **COURSE REQUIREMENTS AND GRADED COURSE COMPONENTS**

Students must submit a written Proposal (Form 1) that describes how the candidate will meet the following requirements for the first semester of fieldwork. Candidates can integrate both content courses (EDAD 610: Leading School Communities in a Pluralistic Society; EDAD 612: Elementary, Middle, and Secondary School Organization and Management) into one topic, or can conduct two smaller field studies with a focus on each course. Each unit of field experience is equal to 15 hours of committed time to the activity.

Sample topics:

1. Safe schools review, recommendations, implementation, or coordination
2. AVID components, faculty training, or parent information
3. Student interventions such as at-risk 9th graders, LTELS, or low-reading 1st graders
4. Examining programs such as after school tutorials, access to high levels of math, or participation in clubs and sports
5. Character education programs, evaluation, or recommendations

Completed Field Experience Form 2s are required for student to receive Pass/No-Pass grade. Written Reports (FORM 2) must include artifacts and evidence that outcomes have been reached. Form 1s and Form 2s must have signatures of site supervisor and university supervisor. Field Experience requirements must be met for student to complete Program.

University Supervisor will give due dates for Form 1 and Form 2.

NOTES: