

<b>Course &amp; Section Nos.</b>	<b>EDAD 624A-01</b>
<b>Course Title</b>	<b>Professional Studies Beginning</b>
<b>Class Roster No.</b>	<b>40947</b>
<b>Course Day(s)</b>	<b>Arranged</b>
<b>Time</b>	<b>Arranged</b>
<b>Course Location</b>	<b>Arranged</b>
<b>Semester / Year</b>	<b>Fall 2016</b>
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<b>Instructor</b>	<b>Van Vooren</b>
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<b>Office</b>	<b>Arranged</b>
<b>Office Hours</b>	<b>Arranged</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 faculty 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**

Enrollment in EDAD 610 and EDAD 612

### **Course Objectives**

Students will design and complete leadership field work aligned with the Preliminary Administrative Services Credential Standards and the California Administrative Performance Expectations in the current semester classes. Students will engage in leadership roles that demonstrate their knowledge and skills in working with students and adults in a school setting.

### **Unique Course Requirements**

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

### **Required Texts**

None

### **Cougar Courses**

Online container for course materials and resources.

## **COURSE LEARNING OUTCOMES**

Upon successful completion of this course, students will be able to reflect on the California Administrative Performance Standards and their learning growth as aligned with the EDAD 610 and EDAD 612 courses based on reading, discussions, assignments, and field experience at a school site.

### **Expected Dispositions for the Education Profession**

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. The Master's in Educational Administration has two additional dispositions: visionary and ready to lead. 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. In Ed Admin the courses where dispositions are assessed are EDAD 610, EDAD 618A, and EDAD 620. Based upon assessment feedback candidates will compose a reflection that becomes part of the candidate's Teaching Performance Expectation portfolio. Candidates are expected to meet the level of *initial target* during the program.

**PROGRAM STUDENT LEARNING OUTCOMES (PSLOs)**

The Master of Arts in Education Program assesses four (4) Program Student Learning Outcomes (PSLO).

**PSLO 1: Professional Dispositions** (EDAD 610, EDAD 618A, & EDAD 620)

**PSLO 2: Leadership Skills** (Professional Portfolio)

**PSLO 3: Analyze Research** (EDUC 622)

**PSLO 4: Integrate Research** (EDUC 698)

The course objectives, assignments, and assessments are also 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 Preliminary Administrative Services Credential standards in this course:

**Category III: Field Experiences in the Program**

**Program Standard 12: Nature of Field Experiences**

In the administrative services preparation program, candidates participate in practical field experiences that are designed to facilitate the application of theoretical concepts in authentic settings. Each candidate is introduced to the major duties and responsibilities authorized by the administrative services credential as articulated in the *Performance Expectations*. Field experiences include a variety of diverse and realistic settings both in the day-to-day functions of administrators and in long-term policy design and implementation.

**Program Standard 13: Guidance, Assistance and Feedback**

The administrative services preparation program sponsor has an effective system by which the candidate's performance is guided, assisted, and evaluated in each field experience. In this system, at least one field/clinical supervisor and at least one program supervisor provide complete, accurate, and timely feedback to the candidate, including constructive suggestions for improvement.

Other standards may also apply to this semester's field experiences as are aligned with Courses EDAD 616B and EDAD 620.

**SCHEDULE/COURSE OUTLINE**

	Week 1	Week 2	Weeks 3-13	Week 14	Week 15
Talk to principal about a topic proposal	X				
Post Form 1 in Cougar Courses		X			
Conduct field study			X		
Collect evidence of field study			X		
Write final report				X	
Submit Form 2 with signatures					X

## COURSE REQUIREMENTS AND GRADED COURSE COMPONENTS

### **Course Assignments**

The candidate will submit Form 1, the field study proposal, by week 2 of the 15 week course. The candidate will submit Form 2, the field study report and reflection, by week 15 of the 15 week course.

### **Grading Standards**

The course is graded as a Credit/No credit.

### **Final Exam Statement**

There is no final exam in this course.

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

Due to the dynamic and interactive nature of courses in the School of Education, all candidates are expected to attend all classes and participate actively. At a minimum, candidates 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 have extenuating circumstances, s/he should contact the instructor as soon as possible. *(Adopted by the COE Governance Community, December, 1997).*

## GENERAL CONSIDERATIONS

### **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**

Candidates 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 4300, and can be contacted by phone at (760) 750-4905, or TTY (760) 750-4909. Candidates 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.

### **Credit Hour Policy Statement**

Per the University Credit Hour Policy:

- Face to face classes include 15 hours per unit of class time and thirty hours per unit of preparation and student learning time.

### **All University Writing Requirement**

Students must prepare written Proposal and Reports about their Projects. The Reports require narrative style reflections on their learning experiences. These written proposals and reports meet the university writing requirements of at least 850 words (1 unit course)

### **Course Format**

This course is face-to-face as arranged on a school site.

### **Necessary Technical Competency Required of Students**

The candidate is required to be competent in Word, the online platform Moodle (Cougar Courses), and webmail.

### **Contact Information for Technical Support Assistance**

Please contact the CSUSM Help Desk at 760.750.4790 or [helpdesk@csusm.edu](mailto:helpdesk@csusm.edu) if you need assistance.

### **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.