



Course & Section Nos.	EDAD 624A-901
Course Title	Professional Studies Beginning
Class Roster No.	43640
Course Day(s)	TBA
Time	TBA
Course Location	Online
Semester / Year	Fall 2019
Instructor	Van Vooren
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Office	Zoom
Office Hours	Thursdays 4-5pm

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 attend school meetings aligned with the instruction in the classes. Suggestions include School Site Council (SSC), English Learner Advisory Council (ELAC), District English Learner Advisory Council (DELAC), special education placement meetings, Local Control and Accountability (LCAP) meetings, and a grade or subject meeting outside of your assignment.

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. The CAPE standards for those two courses are:

EDAD 610: Leading School Communities in a Diverse Society
CAPEs 1, 2, 11

EDAD 612: Developing Professional Leadership Perspectives
CAPEs 3, 9.4

PROGRAM STUDENT LEARNING OUTCOMES (PSLOS)

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

1. Explain how school plans, programs, and activities support the school's vision to advance the academic, linguistic, cultural, aesthetic, social-emotional, behavioral, and physical development of each student.
2. Recognize discriminatory practices, signs of trauma, manifestations of mental illness, and promote culturally responsive, positive and restorative strategies to address diverse student and school needs.
3. Use principles of positive behavior interventions, conflict resolution, and restorative justice and explain to staff and community members how these approaches support academic achievement, safety, and well-being for all students.
4. Engage family and community members in accomplishing the school's vision of equitable schooling and continuous improvement that includes the academic, linguistic, cultural, social-emotional, mental and physical health, and/or other supports needed to succeed in school.
5. Recognize any possible institutional barriers to student and staff learning and use strategies that overcome barriers that derive from economic, social-emotional, racial, linguistic, cultural, physical, gender, gender identity, sexual orientation, or other sources of educational disadvantage or discrimination
6. Understand and analyze governance and policy systems and use this knowledge to explain roles and relationships of school and district administrators, local state boards of education, and the legislature to staff and the school community.

- Analyze current research literature and explain how findings can be applied in a practical educational setting.

Category III: Field Experiences in the Program

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:

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.

SCHEDULE/COURSE OUTLINE

	Week 1	Week 2	Weeks 3-7	Week 8	Week 8
Talk to principal about a topic proposal	X				
Post Form 1 in Cougar Courses		X September 8			
Conduct field study			X		
Collect evidence of field study			X		
Write final report				X	
Submit Form 2 with signatures					X October 13

COURSE REQUIREMENTS AND GRADED COURSE COMPONENTS

Course Assignments

The candidate will submit Form 1 (the field study proposal) by week 2 of the online 8-week course. The candidate will submit Form 2 (the field study report and reflection) by week 8 of the online 8 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 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 candidate 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:

- Courses that are entirely on-line 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 fully online (FO).

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 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.