EDG 6348 (CI 6388) Superintendent Internship

Course Syllabus

Fall, 2012

Dr. Richard Bain, Instructor

Angelo State University

College of Education

Syllabus Fall 12 EDG 6348
Superintendent Internship

Angelo State University
College of Education

COURSE INSTRUCTOR

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COURSE INFORMATION

- **Prefix Number:** EDG 6348 (CI 6388)
- **Course Title:** Superintendent Internship
- **Course Credit:** 3 semester credit hours
- **Class meetings:** None required.
- **Semester & Year:** Fall, 2012

- **Course Description:**
  This course provides on-the-job guided clinical experiences relating to the role of the superintendent under the supervision and direction of a school central office administrator and a university supervisor. Pre-requisite: approval of major advisor.

- **Course Purpose and Goal:**

  The purpose of EDG 6348 (CI 6388) is to provide candidates with assignments and a variety of reality on-the-job experiences relating to the superintendent's job roles. Candidates conduct research, observe, collaborate, participate, and act as leaders in various activities relating to the superintendency.

  The goal is for candidates to be able to assume an administrative position with the knowledge, skills and confidence to be successful.

TEXTBOOKS, OTHER INSTRUCTIONAL RESOURCES

No textbook required.

Recommended resource. Elaine Wilmore. *Passing the Superintendent TExES Exam.* Google the author and title.

Free practice test. The free *TExES Preparation Manual for the 195 Superintendent Exam* is available on-line at the following web site:

> **http://www.texes.ets.org/.** (Control & Click to open.) Click ***Preparation Materials***, scroll down and click ***195 Superintendent.*** This preparation manual may be printed at no cost.

This manual enables candidates

- to learn about the exam format,
- to learn test-taking rules and regulations,
- to practice test-taking strategies which enhance success,
- to see how the test items are based on and relate to specific domains and competencies,
- to take and grade the practice test to prepare for the exam,
- to meet with other candidates to discuss why answers chosen on the practice test were correct or incorrect.

Highly recommended for TExES Test preparation. The preparation program available on-line at the site below is either required or highly recommended by many universities in Texas. Click on the icon link below and navigate to the 195 Superintendent TExES Test Preparation program. The down-loadable version provides the most effective preparation.

Certify Teacher
Preparation Software for Educator Certification

TExES Test Permission

Candidates must obtain permission from the ASU advisor to register to take this exam.

CANDIDATE LEARNING OUTCOMES AND ASSESSMENT

The set of standards relating to assessment outcomes is the ***Certification Test Domains for TExES Superintendent Test***. This set of standards is available in Blackboard in COURSE DOCUMENTS.

ASU GRADUATE INSTITUTIONAL LEARNING GOALS

Graduate Institutional Learning Goals reflect the mission of the University through a focus on specific areas of candidate leaning.

1. **Master Knowledge and Skills.**

   Students will:

- Demonstrate advanced knowledge, skills, and values appropriate to the discipline, including the ability to work as individual researchers/scholars as well as in collaboration with others.

2. **Master Communication and Dissemination.**

   Students will:

- Demonstrate advanced oral and written communication skills appropriate to the discipline.

3. **Master Leadership and Social Responsibility.**

   Students will:

- Comprehend and practice the ethical principles appropriate to the discipline.

IDEA EVALUATION OF INSTRUCTOR BY CANDIDATES

The IDEA evaluation is an on-line assessment and evaluation of the course by the intern which provides feedback to the instructor regarding how well the course content and activities meet the criteria below.

1. Gaining factual knowledge about the role of the principal
2. Learning to apply course material to improve thinking, problem-solving and decision-making
3. Developing skills, competencies and points of view needed by professionals in the field
4. Acquiring collaboration skills in working with others
5. Learning how to find and use resources relevant to the field
6. Learning how to analyze and critically evaluate the effectiveness and efficiency of programs

CANDIDATE LEARNING OUTCOMES AND ASSESSMENT

The ultimate assessment of candidates' learning outcomes occurs when candidates take the 195 TExES Superintendent Certification Exam. The content of the exam is based on and derived from the competencies in the document below.

Certification Test Domains for TExES 195 Superintendent Test. These are posted in Blackboard *COURSE DOCUMENTS.*

Free TExES test preparation materials. The free *TExES Preparation Manual for the 195 TExES Superintendent Exam* is available on-line at **http://www.texes.ets.org/.** **(**Control & Click to open.) Click *Preparation Materials*. Scroll down to SUPERINTENDENT (195). This preparation manual may be downloaded and printed.

COURSE REQUIREMENTS AND GRADING

Research writing style. Candidates should use the latest edition of the *American Psychological Association Publication Manual (APA)* when completing written assignments. The *APA Manual* is available at the ASU Library or bookstore, or on-line at www.apa.org. (CONTROL/ CLICK)

Grade. The course is *Pass* / *Fail*. To receive a passing grade the intern must have a mastery rating of 80% of the possible points. A grade of "Incomplete" cannot be awarded.

Procedure for submission of assignments. All assignments are submitted electronically unless advance approval is given by the instructor.

COMMUNICATION

Candidates must use the ASU e-mail as the primary way for correspondence relating to the course.

ASSIGNMENT GOALS AND PURPOSES

The assignments to be completed by the intern are designed to meet the following goals.

1. Provide the intern with a practical experience in the day-to-day administration and operation of educational institutions.
2. Enable the intern to carry out major responsibilities requiring skillful leadership with the guidance and advice of the field supervisor and the ASU supervisor.
3. To stimulate the intern to expand and improve his/her knowledge of concepts and research in administration.
4. To encourage and assist interns to maintain and increase their knowledge of current educational problems, practices, and administrative strategies.
5. Enable the intern to do research and complete projects which will benefit the campus or the district.
6. Provide activities and experiences which will permit the intern to apply in a practical way the knowledge and skills learned in the superintendent course content. Operationally, it is expected that interns will participate in a broad range of administrative tasks which will do the following:

- Enhance the intern's professional preparation through first-hand field experiences.
- Expand the intern's experience in a variety of administrative areas, with emphasis on those areas in which the intern has had limited experience.
- Explore his/her interests and capabilities in the field of administration.
- Become prepared to move into new areas of administration.

PERSONS SEEKING ACCOMMODATIONS

Persons with disabilities must contact the Student Life Office , Room 112, University Center. www.angelo.edu/services/student_life/disability.html Candidates should discuss the accommodations with the instructor.

ACADEMIC HONESTY AND INTEGRITY

Candidates must be honest and show integrity in their academic pursuits, especially with plagiarism. See the ASU ***Academic Honor Code*** and the ***ASU Student Handbook.***

The calendar of assignments and due dates is shown on the next page.

Course Calendar and Assignments

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ASSIGNMENT / POINTS	DUE DATE	COMMENTS
(1 – 3) Three log reflection reports	Report 1 due 09/17 followed by a report 10/15 & 11/12	**See ASSIGNMENTS in Blackboard for details about due dates and instructions**
(4) Project (Choose No. 1 or No. 2)	Due 12/03	
(5) Intern's Summative Reflection	Due 12/05	
(6) ISD Field Supervisor's Evaluation of Intern	Due 12/07	.
(7) Log of Activities	Due 12/07	
(8) Three observations.	To be scheduled by instructor or another university observer	

This Calendar of Assignments is also available in Blackboard in COURSE DOCUMENTS.

See ASSIGNMENTS in Blackboard for details and instructions for all assignments.

A grading rubric for the summative evaluation by the instructor is provided below and also in Blackboard in COURSE DOCUMENTS.

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COURSE REQUIREMENTS AND FINAL GRADE

Final grade. The course is Pass / Fail. To receive a passing grade the intern must have a mastery rating of 80% or higher of the total possible points. The final grade will be determined by the intern's performance on the following course requirements. No incomplete grades are permitted.

Grading

ASSIGNMENT _____	CONTENT	ON TIME	WRITING	TOTAL POINTS
(1-3) Three Reflection Reports	34	2	4	3 x 40 = 120
(4) Project 1 or 2 (Choose No. 1 or No. 2)	135	5	10	150
(5) Intern's Summative Reflection	45	2	3	50
(6) ISD Field Supervisor's Evaluation	50	N/A	N/A	50
(7) Log of Activities	165	10	5	180
(8) Three observations (100 points x 3 = 300)	300	N/A	N/A	300
TOTALS:	797 +	23 +	30 =	850

Total cumulative points required to pass: 680 or more.

Reminder: Course is "Pass" or "Fail" without the option of an incomplete grade.