Instructor: Michael Owens, PhD 
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Office Phone: (313) 577-1692 
Cell Phone: (313) 377-3255 
Office: 397 Education Building 
Office Hours: 1-4 pm Tuesdays and Thursdays 
Website: Go to the EDA 7620 link on your Blackboard website (http://blackboard.wayne.edu)

Course Description: This course provides a conceptual framework of the administrative process; discusses interrelationships between the person, the job, and the organizational setting; and describes the way formal organizations and political, social, and economic factors influence administrative decision making.

Course Outcomes: The point of this course is to help you begin to develop the knowledge, skills, and dispositions that are required of all school administrators. By the end of this course, you should be able to use different organizational frames to describe generally what educational leaders do and apply those frames to real world situations you may encounter as an educational leader.

Required Texts:


Recommended Resources:


Wayne State University Writing Center: http://www.english.wayne.edu/writing/
“APA Stylistics: Basics”: http://owl.english.purdue.edu/owl/resource/560/01/
MDE Program Standards for the Preparation of School Principals met by EDA 7620: http://www.michigan.gov/mde/0,1607,7-140-6530_5683_30306---.00.html#STANDARDS
Course Assignments and Grading:

Assignments are due on the date of each unit specified. Pace yourself, turn your work in on time, and don’t make excuses. I reserve the right to refuse to grade late assignments.

- **Attendance and full participation** (25 points). MDE Principal Standards addressed at comprehensive proficiency: 2.7, 2.9, 2.11, 2.17, 3.12, 3.13, 3.15, 3.23, 4.1, 4.9, 5.1. It is vital that you both attend and actively participate in each unit of class on Blackboard each week (i.e., readings, discussion board, Wimba Classroom, etc.). You need to attend at least one hour of our weekly Wimba Live Classroom sessions. You may miss ONE SESSION without excuse or penalty. You need to post at least one 200 word post per unit on the discussion board. See complete description in the file EDA7620PartFaWi.doc or EDA7620PartSpSu.doc found under the Assignments link on Blackboard. **Missing more than two units is grounds for failing the course.**

- **Case Study Analysis** (10 points). MDE Principal Standards addressed at comprehensive proficiency: 3.13, 3.15, 3.23, 5.1. See complete description in the file EDA7620CSAs.doc found under the Assignments link on Blackboard. **Due end of Unit 3 (5/14/2014). Send this to me as an email attachment and post it on our Discussion Board on Blackboard.**

- **Administrator Interview** (10 points). MDE Principal Standards addressed at comprehensive proficiency: 2.11, 3.12, 4.1. Find and interview an administrator about how he or he would resolve a Matthews and Crow vignette of your choosing. See complete description in the file EDA7620AI.doc found under the Assignments link on Blackboard. **Due end of Unit 6 (5/24/2014). Send this to me as an email attachment and post it on our Discussion Board on Blackboard.**

- **Group Activity** (to be started during Unit 8; 10 points). MDE Principal Standards addressed at comprehensive proficiency: 3.12, 3.13, 3.15, 3.23, 4.1. See complete description in the file EDA7620GA.doc found under the Assignments link on Blackboard. **Due Unit end of 9 (6/4/2014). Send the completed group activity to me as an email attachment.**

- **Administrator as Practitioner** (15 points). MDE Principal Standard addressed at comprehensive proficiency: 3.12, 3.13, 3.23, 4.1. Using the Matthews and Crow vignettes as a model, develop your own case study on a current relevant topic. See complete description in the file EDA7620AAP.doc found under the Assignments link on Blackboard. **Due Unit end of 12 (6/15/2014). Send this to me as an email attachment.**

- **Administrator as Analyst** (final paper, 30 points). MDE Principal Standard addressed at comprehensive proficiency: 2.11, 4.1, 5.1, 3.12, 3.13, 3.15, 3.23. Use ideas from the readings and your independent research to analyze the case study you developed earlier. See complete description in the file EDA7620AAA.doc found under the Assignments link on Blackboard. Due **Unit end of 15 (6/24/2014). Send this to me as an email attachment.**
Graduate Grades:
All work is grade based on rubrics that come with each assignment. The numbers listed below reflect the sum of the rubric scores for the above assignments and correspond to the grading percentages as stated in the graduate bulletin.

A-: [86-90]  B: [76-80]  C: [61-65]  B-: [71-75]

Class Schedule:

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<th>Chapters to be read before this unit begins</th>
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<td>Final paper due (no class meeting)</td>
<td>Administrator as Analyst due 6/24/2014 (send as email attachment)</td>
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**Withdrawal Policy:**

Students who withdraw from a course after the end of the 4th week of class will receive a grade of WP, WF, or WN.

- WP will be awarded if the student is passing the course (based on work due to date) at the time the withdrawal is requested
- WF will be awarded if the student is failing the course (based on work due to date) at the time the withdrawal is requested
- WN will be awarded if no materials have been submitted, and so there is no basis for a grade

Students must submit their withdrawal request on-line through Pipeline. The faculty member must approve the withdrawal request before it becomes final, and students should continue to attend class until they receive notification via email that the withdrawal has been approved. Withdrawals can be requested at any point from the fifth week of class through the study day.

**Plagiarism:**

The College of Education has a “zero tolerance” approach to plagiarism and other forms of academic dishonesty. Specific examples of academic dishonesty, including what constitutes plagiarism, can be found in the University Undergraduate Bulletin, the Undergraduate Student Handbook and the Student Due Process Policy. It is each student’s responsibility to read these documents to be aware which actions are defined as academic dishonesty. Sanctions include failure in the course involved, probation and expulsion. Students are advised to think carefully and thoroughly, ask for help from the instructor if it is needed, and to make smart decisions about their academic work.

**Students Disabilities Services:**

If you have a documented disability that requires accommodations, you will need to register with Student Disability Services (SDS) for coordination of your academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. SDS telephone number is 313-577-1851 or 313-577-3365 (TDD only). Once you have your accommodations in place, I will be glad to meet with you privately during my office hours to discuss your special needs. Student Disability Services’ mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University.

Please be aware that a delay in getting SDS accommodation letters for the current semester may hinder the availability or facilitation of those accommodations in a timely manner. Therefore, it is in your best interest to get your accommodation letters as early in the semester as possible.

**Religious Observance Policy:**

Because of the extraordinary variety of religious affiliations represented in the University student body and staff, the Wayne State University calendar makes no provision for religious holidays. It is University policy, however, to respect the faith and religious obligations of the individual. Students who find that their classes or examinations involve conflicts with their religious observances are expected to notify their instructors well in advance so that alternative arrangements as suitable as possible may be worked out.
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