Wayne State University  
College of Education

Division: Administrative and Organized Studies  
Program: Educational Administration and Supervision  
Course: EDA 7640, The Elementary School Principalship  
Call number 32452-200  
Term/Year: Summer, 2014

**Please make note of the course dates – this course starts on June 25th and runs through August 15, 2014. The course will run for 8 weeks and will begin with one single, voluntary face to face class meeting as noted below**

Course Credit: 4 Credit Hours  
Course Location: Online through Blackboard (Bb), http://blackboard.wayne.edu  
Optional First Class Meeting: Room 357 in the College of Education from 5:00 - 7:00pm  
Instructor: Dr. William Snyder  
Retired Middle Level Educator/Principal  
E-Mail: WSU ah2252@wayne.edu  
Or snyder.bill@att.net (preferred)  
Office Hours: By appointment, or an any other mutually convenient time/location  
Hm.ph. 313-824-6938

Course Description:  
This course will cover research findings and also other sources of information in areas of elementary school administration. The greater percentage of the course will focus on the principal’s role as an instructional leader as well as studying and analyzing administrative problems relating to curriculum improvement, personnel, guidance, school-community relations, student activities, finance and partnerships.

Course Objectives:  
The student will:

- Analyze the role of elementary schools and their place within the school systems  
- Identify and analyze the work of building-based school administrators  
- Understand the relationship among leadership, management, instruction, school culture and student achievement in schools  
- Observe, describe, study, and confront specific issues and problems facing school administrators  
- Formulate a personal theory and system of beliefs regarding effective school administration

Texts:  
Main Textbook - Whitaker, Whitaker, & Lumpa: Motivating & Inspiring Teachers, 2nd ed.
Assignments:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Read and analyze the assigned chapters, comment &amp; Participate in the Discussion Board question(s) for each unit</td>
<td>Various</td>
<td>30</td>
</tr>
<tr>
<td>2. Respond to comments of other students in Discussion boards</td>
<td>Various</td>
<td>30</td>
</tr>
<tr>
<td>3. Reflective Journal for Unit 1</td>
<td>7/2</td>
<td>10</td>
</tr>
<tr>
<td>4. Complete the School Plan for Improvement or Change as detailed in Unit 5</td>
<td>8/15</td>
<td>90</td>
</tr>
<tr>
<td>5. Complete the School Administrator Interview as detailed in Unit 2</td>
<td>7/30</td>
<td>80</td>
</tr>
<tr>
<td>6. Complete the School Board of Education Observation as detailed in Unit 3</td>
<td>8/3</td>
<td>80</td>
</tr>
<tr>
<td>7. Complete the Intermediate School District Visit</td>
<td>8/8</td>
<td>80</td>
</tr>
</tbody>
</table>

Evaluation and Grading:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>376-400</td>
</tr>
<tr>
<td>A-</td>
<td>364-375</td>
</tr>
<tr>
<td>B+</td>
<td>352-363</td>
</tr>
<tr>
<td>B</td>
<td>336-351</td>
</tr>
<tr>
<td>B-</td>
<td>324-335</td>
</tr>
<tr>
<td>C+</td>
<td>312-323</td>
</tr>
<tr>
<td>C</td>
<td>296-311</td>
</tr>
</tbody>
</table>

General Information:

1. All written work must be original and demonstrate appropriate communication skills (e.g. correct spelling, punctuation grammar, organization skills, etc.)
2. All written work must meet scholarly standards as stated in the Publication Manual of the American Psychological Association (6th Ed.)

Course Policies:

- This course is being delivered via the Wayne State University Blackboard System (see link above). Documents outlining the course policies regarding Academic Integrity, Computer Usage, Disabilities, Incompletes and Computer Mediated Communication are posted on the course information page of that site. You are required to access, read and acknowledge understanding of these documents prior to beginning your course work. Details regarding this requirement are provided below under the heading “Pre-course Requirements.”
- Attachments (such as for the Interview Observation paper and journal) MUST be sent in a Microsoft Word compatible file to snyder.bill@att.net.
Assignment Notes:
1. Late assignments require instructor authorization. Authorization must be requested prior to the posted due date and will only be given if the inability to meet the due date is directly related to an emergency situation.

2. The assignment information provided below is intended to provide an overview of the graded assignments. Detailed instructions on how to complete and submit each assignment will be provided in the UNIT AGENDAS and COURSE OUTLINE posted on the course web site.

Assignment Overview:
Pre-course Requirements Quiz
You should complete the Pre-course Requirements Quiz with a score of 100% prior to beginning your coursework. The purpose of the quiz is to acknowledge your understanding of the course policies, syllabus and other documents. The pre-course requirements and directions for completing the quiz are provided below. As the name implies please complete the Pre-course quiz before the course, however, you may begin coursework if you are having technical difficulty, but make sure you complete the Pre-Course quiz ASAP. Contact the instructor or WSU C&IT (http://computing.wayne.edu/Help_Desk/contact_us.php) if you continue to have difficulty.

Unit Discussions
Each of the 8 units will have questions (listed in the Discussion Board). These assignments must be finished in the allotted time frame. If you go over the time frame you must notify the instructor immediately to discuss the problem and possible solutions. Complete the assignments by the due date!!! These questions are posted in the discussion board, and as such are intended to be a discussion. Please pay attention to the flow of the online conversation. It is a good idea to post your initial response early in the week to allow a few days for others to read and respond while reading and responding to your fellow classmates. It is NOT acceptable to only post on Sunday night. It is also NOT acceptable to miss a conversation. These discussions are vital parts of the course and should be treated as such. Even if you miss the deadlines, please post – your contributions can still add to the conversation (and may be eligible for partial credit). Treat the units as on-going conversations. The minimum response is 2 separate posts per unit. However, a ‘conversation’ may require more. Your responses should be ‘meaningful.’ This means that responses of ‘I agree’, ‘me too’, etc are not meaningful. You should raise additional issues, support the argument, offer differing points of view, and otherwise add to the conversation.

Reflective Journal
The journal is specifically designed to give feedback to the instructor regarding what you have just completed. Keep your response brief and to the point.
School Plan for Improvement or Change
Develop and outline a plan for School Improvement or Change, addressing the needs of school in one of the sample scenarios using what you have read and learned. Choose the scenario of most relevance to you and develop your outlined plan to fix or improve the situation – see more details in Unit 5.

School Administrator Interview
Interview of a current or past school principal – see more details in Unit 2.

School Board of Education Observation
Share your observation and perceptions about what you have seen or how the staff interact and work with each other (or not) – see more details in Unit 3.

Intermediate School District Visitation
Learn what some of the staff and resources are available to assist a school leader - see more in details in Unit 4.

Plagiarism:
Plagiarism includes copying material (any more than 5 consecutive words) from outside texts or presenting outside information as if it were your own by not crediting authors through citations. It can be deliberate or unintended. If you're in doubt about the use of a source, cite it. Students caught plagiarizing information from other sources will receive a failing grade in the course. University policy states that students can be subject to multiple sanctions, from reprimand to expulsion as a consequence of academic dishonesty. To enforce this policy, all outside references must be submitted with assignments.

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.
  o WP will be awarded if the student is passing the course (based on work due to date) at the time the withdrawal is requested
  o WF will be awarded if the student is failing the course (based on work due to date) at the time the withdrawal is requested
  o 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. Beginning in Fall 2011, the last day to withdraw will be at the end of the 10th full week of classes. The withdrawal date for courses longer or shorter than the full 15-week terms will be adjusted proportionately.

Attention Students with Disabilities:
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.