Wayne State University  
College of Education  

Division: Administrative and Organizational Studies  
Program: Educational Administration and Supervision  
Course: EDA 7620-002, Introduction to Administration  
Call number 28075  
Term/Year: Winter, 2016  
Please note that this course starts on January 11th, and runs through May 3rd 2016. The course is divided into 11 units and will begin with a single optional, 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 Voluntary, Optional Class Meeting:  
College of Education, 5-7pm (room & day to be announced via WSU Connect (email) to all enrolled prior to Jan 11).  
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, at any mutually convenient time/location  
Hm. Ph. 313-824-6938  

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 Objectives:  
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.
Texts:

An online version is available at half the hard copy price. Rentals copies and other sources such as Amazon, Campusbookrentals.com could also be considered.

**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 and participate in the Discussion Board for each unit.</td>
<td>week by week</td>
<td>45</td>
</tr>
<tr>
<td>2. Respond to comments of other students in Discussion Boards</td>
<td>weekly</td>
<td>45</td>
</tr>
<tr>
<td>3. Reflective Journal for Unit 1</td>
<td>Jan. 22</td>
<td>22</td>
</tr>
<tr>
<td>4. Case Study Analysis</td>
<td>Feb. 1</td>
<td>48</td>
</tr>
<tr>
<td>5. Administrator Interview and Analysis</td>
<td>Feb. 21</td>
<td>48</td>
</tr>
<tr>
<td>6. Administrator as a Practitioner</td>
<td>Mar. 12</td>
<td>48</td>
</tr>
<tr>
<td>7. Administrator as a Prescriptive Analyst</td>
<td>Mar. 22</td>
<td>48</td>
</tr>
<tr>
<td>8. Administrator Leading by Example</td>
<td>April 11</td>
<td>48</td>
</tr>
<tr>
<td>9. Administrator Leadership Style</td>
<td>May 2</td>
<td>48</td>
</tr>
</tbody>
</table>

**Evaluation and Grading**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>385-400</td>
</tr>
<tr>
<td>A-</td>
<td>370-384</td>
</tr>
<tr>
<td>B+</td>
<td>359-369</td>
</tr>
<tr>
<td>B</td>
<td>345-358</td>
</tr>
<tr>
<td>B-</td>
<td>330-344</td>
</tr>
<tr>
<td>C+</td>
<td>315-329</td>
</tr>
<tr>
<td>C</td>
<td>300-314</td>
</tr>
<tr>
<td>C-</td>
<td>285-299</td>
</tr>
<tr>
<td>F</td>
<td>less than 285</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 Culture and Organization study) 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 Requirement Quiz
You ought to complete the pre-course requirement quiz, hopefully 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 to complete the pre course quiz ASAP. Contact the instructor or WSU C&IT.

Unit Discussions (Discussion Board)
Each of the 11 units will have questions (listed in the Discussion Board). These assignments ought to be finished in the allotted time frame. If you go over the time frame, you should notify the instructor to discuss the problem and possible solutions. Do your best to 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 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 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 response should be “meaningful”. This means that responses of “I agree” or “me too”, etc. are not meaningful. You ought to raise additional issues, support the argument, offer differing points of view, and otherwise add to the conversation.

**Reflective Journal, Unit 1**
This journal is specifically designed to give feedback to the instructor regarding what you have just completed. Keep your response brief and to the point. Due Jan. 22nd.

**Case Study Analysis**
In this 1-2 page paper, the student is review both the vignette entitled “The Situation” and the one found in M & C p. 18. Select one of these for in depth analysis. Due Feb. 1st.

**Administrator Interview and Analysis**
In this paper, identify and meet with a current or recently retired school administrator. Select one of the identified M & C vignettes and discuss with your administrator how to best solve the problem and prescribe a course of action. Due Feb. 21st.

**Administrator as a Practitioner**
Using this unit’s vignette about Mark Taylor as a model, project yourself into your own vignette detailing how you tackle the problem described in the agenda. Due Mar. 12th.

**Administrator as a Prescriptive Analyst**
The fourth written assignment of this course asks that you, using what you have read and hopefully learned this term, look at and evaluate your own school for this past school year. See details in Agenda 7. Due on or before Mar. 22nd.

**Administrator Leading by Example**
In this short essay, you are asked to compare and contrast “leading by example” vs. “preaching” or merely telling or giving directions to others what to do or how to behave. Due on or before April 11.

**Administrative Leadership Style**
The writer is asked to select a leadership style most compatible with her/him and discuss how it might be manifested in their own school, now or in the near future. Due on or before May 2.
**Class Schedule**

Unit 1  Understanding the Ins and Outs of Organizations, Jan. 11-22  
Readings, Discussion Board, Reflective Journal due 1/22 .

Unit 2  Understanding Organizational Structures, Jan. 23- Feb. 1.  
Readings, Discussion Board, and Case Study Analysis due by Feb. 1st .

Unit 3  It’s All About the People, Feb. 2- 11.  
Readings, Discussion Board, and Administrator Interview due by Feb. 21st.

Readings, Discussion Board, and last week’s Administrator Interview by Feb. 21st.

Unit 5  Symbols and the Meanings We Make of Them, Feb. 22- Mar. 2.  
Readings, Discussion Board, & the Administrator as a Practitioner due by Mar. 2nd.

Unit 6  Combining Frames/Lenses to Better Manage & Lead, Mar. 3-12 .  
Readings and Discussion Board due by Mar 12th .

Unit 7  Putting It All Together for Improved School Leadership, Mar. 13-22.  
Readings, Discussion Board, and Administrator as a Prescriptive Analyst due on or before Mar. 22nd.

Unit 8  Integrity and Honesty – How a school leader can lead by example, Mar. 23-Ap. 1  
Readings, Discussion Board, and Leading by Example essay due by Ap. 11 .

Unit 9  Admin. Leadership Style – It’s your choice. April 2 – 11.  
Readings, Discussion Board and essay begun last week due by April 11.

Unit 10 Many Heads are Better Than one – Team Building, April 12- 21 .  
Readings & Discussion Board due by April 21st.

Unit 11 Keep Your Eye on The Ball – Maintain Your Focus . April 22 – May 3.  
Reading, Discussion Board, and theme ion Leadership Style, Due by May 2nd .
**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.
- 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. 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.

**Adding Classes**
Students may add classes no later than the end of the first week of classes. This includes online classes. Students may continue to drop classes (with full tuition cancellation) through the first two weeks of the term.

**Anti-Discrimination and Harassment Policies**
Wayne State University respects and protects the personal and academic freedom of its students, faculty and academic staff. The programs and activities of the University are open to all qualified persons without regard to race, religion, marital status, sex, sexual orientation, age, national or ethnic origin, political belief, or physical handicap, except as may be required by law. The University seeks to demonstrate, through all its programs and activities, its appreciation of human diversity and to maintain an atmosphere of tolerance and mutual respect that will nourish human liberty and democratic citizen-ship. Source: WSU’s Mission Statement (http://www.wayne.edu/MissionStatement.htm).