Prerequisites
Must hold Level II licensure as an Elementary, Middle, or Secondary Principal

Field Based Experience in Educational Administration – The principalship

This course is for those who hold a previous “leveled” licensure and wish to be considered for the new P-12 licensing. The course allows the applicant to demonstrate via field based experiences and a portfolio his/her ability to meet the ISLLC standards at all levels of schooling. This is a performance-based course.

Course Description:

Clinical experiences with practitioners in the field to acquaint the prospective administrator/supervisor with the realities of educational organizations – particularly those for which they were previously unfamiliar.

ADA Statement

If you think you have a disability that qualifies under the American with Disabilities Act and requires accommodations (academic adjustments and/or auxiliary aids of services) for this course must contact the Office for Student Disability Services Room 101 Garrett Hall. The OFSDS telephone number is (270) 745-5004 V/TDD. Please DO NOT request accommodations directly from the professor without a letter of accommodation from the OFSDS.

Statement of Diversity

The Department of Educational Administration, Leadership, and Research believes that Diversity issues are of major import to student and school success. We fundamentally believe in and support the value of heterogeneous groups and the richness of benefits when students are involved with diverse populations, settings, and opinions. This course is designed on the basic assumption that learning is something we all actively engage in by choice and personal commitment. The format of this class will be a community of scholars, each with their rights and responsibilities of
membership. We will not tolerate immoral, illegal, or unethical behavior or communication from one another, and we will respect one another’s rights to differing opinions.

**Plagiarism**

Plagiarism is a serious offense. The academic work of a student is expected to be his/her own effort. Students must give the author(s) credit for any source material used. To represent ideas or interpretations taken from another source as one’s own is plagiarism. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage after having changed a few words, even if the source is cited, is also plagiarism. Students who commit any act of academic dishonesty will receive a failing grade for the course and may be subject to dismissal from the program. Student work will be subject to review and checks using plagiarism detection software.

**Texts and Supplemental Materials:**

There are no required texts

**Purposes and objectives of the course:**

The leader and the actions of that leader in American schools ensure the success for students and teachers. This leader must know the responsibilities of the leadership role in schools and recognize the personal and professional abilities and skills essential for the position. The purpose of this course is to provide each student with an opportunity to demonstrate the knowledge and skills to be a successful administrator at any level of school. Therefore, upon successful completion of this course, the student will be able to produce a portfolio that demonstrates proficiency in all of the KY administrator standards.

**Attendance and Participation**

There are no attendance requirements – but there is a minimum of 100 hours of field experience required.

**Instructional Strategies**

Clinical -- The course will consist of a variety of field based experiences selected by the student and his/her field mentors to assist the individual in the development of a multi-level leadership portfolio based on the ISLLC standards.

No course grade of Incomplete (X) will be changed to an A except in extraordinary circumstances that justify not completing assignments as prescribed. Students and the instructor will discuss this requirement on an individual basis.
Assignments:

As educational administrators, you continually are/will be expected to express your ideas logically, both orally and in writing; that same expectation exists for this course. Unless instructed otherwise, written materials should be typed or word-processed carefully; all materials should be proofed for accuracy. In accordance with policies of the Department of Educational Leadership, APA style will be used for all papers and written assignments unless otherwise indicated. All documents are to be submitted either by dropping them off in the EDAD offices or by submitting electronically as a Microsoft Word attachment to an e-mail to the instructor of record.

The instructor is not allowed by law to reply in any detail using E-mail, unless permission is given via the student’s written signature (this is to protect the student’s privacy as E-mail is not a private form of communication). The student may read, print, sign, and send a statement such as: “I give my consent to the instructor to discuss my course grades with me via E-mail. OR I prefer the following method for discussion of my grades (a phone call or I will pick up documents).” The student is responsible for requesting clarification on any assignment(s) about which he/she has questions.

Any materials submitted in a non-digital format must be retrieved by no later than the 30th calendar day of the subsequent academic semester or they will be destroyed.

Final Examination:

There is no final exam but there are is a required final portfolio including all components required in the signed agreement.

THE INSTRUCTOR RESERVES THE RIGHT TO ALTER AND/OR MODIFY THE SYLLABUS AND ASSIGNMENTS AS NECESSARY.