

**GOVERNORS STATE UNIVERSITY
COLLEGE OF EDUCATION/ DIVISION OF EDUCATION
COURSE SYLLABUS**



Course Title: Foundations of School Administration and Organization
Fall Trimester 1997

Course Number: EDAD 621 Reference No. 112523

Credit Hours: 3

Professor:

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Hours: W and R 1:00 to 4:30 PM

Class Time: Thursdays 4:30 p.m. to 7:20 p.m.

Class Location:

Catalog Description:

Introduction to the study of educational administration with emphasis upon the nature of the administrative process, administrative theory, and long-range planning and personnel management: overview of structure, governance, policy of public education, and school reform at the local, state, and federal levels including legal, business, financial, and the political, social, and cultural contexts of schools. Administration of schools and programs including multicultural student populations and exceptional children.

Rationale:

The role of the school administrator may be in a more tenuous position today than it has been in recent educational history. Critics of our public educational system are increasing while citizens are making more demands on those fulfilling responsible roles. Those aspiring to assume positions of authority in the educational hierarchy should be vividly cognizant of the responsibilities they will undertake while questioning whether they can achieve success in their desired roles. This course will emphasize not only the nature of commitment, and the areas for potential gratification, but will suggest possible strategies that can achieve a successful performance.

Prerequisite: Graduate status

Intended Audience: Graduate students in the College of Education

Text:

Kaiser, Jeffrey S. (1994). Educational Administration, (2nd.Ed.).
Mequon, WI: Stylex Publishing Company.

Instructional Objectives:

1. Analyze concepts and theories related to administrative tasks and the administrative process.
2. Analyze the nature of the school administrator's role in the context of social, political, multicultural, multiethnic, bureaucratic, and changing institutions.
3. Apply the decision-making process, issues, problems, and concerns facing the school administrator in the framework of our society.

Class Schedule:

- Sept. 4 Introduction
- Sept. 11 Leadership
Assignment: Come prepared having read Chapter 1.
- Sept. 18 Supervision and Evaluation
Certification/MS Program Requirements.
Assignment: Read Chapter 2.
- Sept. 25 Catch-Up Chapters 1 & 2
Assign Presentation Groups
- Oct. 2 Legal and Financial Aspects
Assignment: Read Chapters 3.
- Oct. 9 Presentation Group Preparation Time
Read Chapter 6
- Oct. 16 Strategic Planning and SBM.
Assignments: Read Chapter 10.
- Oct. 23 Curriculum
Assignment: Read Chapter 5.
Submit Assignment # 1. Discuss results.
- Oct. 30 Midterm Exam
- Nov. 6 Personnel Administration and Empowerment/
Group Presentation
Review of Professional Journals and Organizations.
Assignment: Read Chapter 8.

- Nov. 13 Staff Development / Group Presentation
Group Dynamics "Survival on the Moon" Exercise.
Assignment: Read Chapter 9.
- Nov. 20 Microcomputers in Educational Administration /
Group Presentation
Multicultural Schools.
Assignment: Read Chapter 11.
Bonus Due
- Nov. 27 Thanksgiving Holiday - No class
- Dec. 4 Conflict, Stress, and Time Management / Group
Presentation
Nielsen Story boarding / Group Consensus Techniques.
Assignment: Read Chapter 12.
- Dec. 11 The Community / Group Presentation
Assignment: Read Chapter 4.
Turn in Final Exam
"So you want to swim with sharks!"

Evaluation:

The grade for this course is determined as follow:

Group Project	30 points	<u>Grade Scale</u>
Assignment 1	10 points	92-100 pts. = A
Midterm	30 points	84-91 pts. = B
Final Exam	30 points	76-83 pts. = C
	<hr/>	65-75 pts. = D
Total	100 points	

SEE * AND ** NOTES

Conditions:

Assignment #1

Attend a public school board meeting in the district where you are employed or the district where you live (discuss exceptions with the instructor). Take notes. Write a report using the following six areas as a guide in your analysis.

- Where, when, and why was the meeting held? Who attended the meeting and why did they attend?
- How was the board meeting conducted? What was the physical setting of the meeting room? Who spoke during the meeting? Who listened to what was said?
- What kind of decisions were made during the meeting? Were they routine or unique decisions? Were they decisions that were open to the public or were they closed?
- Was there a closed session during the meeting? Could you determine what decisions were made during the closed session?
- What was the balance between issues which were strictly local in nature and those that resulted from patterns and events at the state or national level?
- Were you able to tell if the meeting agenda was prepared by the Superintendent, the Board President, or cooperatively?

This report should be organized into six numbered sections answering each of the questions outlined above. More specific directions will be given in class.

Note: This report and the final exam should be computer generated or typewritten and double spaced.

This report and the final should use standard business type and a 12-14 font.

Each will be graded for its content, form (following directions),

and quality of presentation (composition, clarity, grammar, etc.).

Midterm Exam

The midterm exam will be given during class. Questions will be fill-in-the blank, short answer, and essay, coming from assigned readings, class lecture, and discussion.

Group Presentation

- This will be a group oral presentation lasting no less than one hour nor more than one and one half hours. The members of a given group will earn one grade (point total) for their joint efforts.
- All members are responsible for both content and presentation.
- The presentation must include the essential material found in the corresponding text chapter. However, each topic may be expanded.
- Method of delivery is only limited by professionalism, integrity, and good taste. Some presentation equipment is available at the university but must be signed out in advance. Please notify the instructor ASAP of any equipment requests. Please ask questions when needed.

Final Exam

The Final Exam will be "take home". It is due in Dr. Kosmoski's hands before or at the start of the last scheduled class. Late submissions will not be accepted. In the event of special and unusual circumstances immediately notify the professor.

Note: This report should be typed and double-spaced. It will be graded for content and form. See Assignment #1 for specific format and style.

- * A Bonus Assignment will be discussed in class.

**** Note: Class participation is essential in this class. More than two absences will result in a deduction of points which determines the student's grade. FIVE points will be deducted for every absence over the allowed two. For unusual circumstances contact me.**

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