

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



Course Title: School Supervision
Course Number: EDAD 724
Credit Hours: 3

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Trimester: Summer, 1999
Dates: June 30 through July 15
Office Hours: M,T,W,R Arranged
Class Time: M,T,W,R _____
Class Location: _____

Catalog Description:

An analysis of the components of supervisory behavior in education and their influence upon the participants in the process of supervision; human and technical skills in personnel management; organizational factors affecting the performance of the supervisor; problematic areas within educational institutions and their influence on supervisory behavior. Practical aspects of program and personnel evaluation; improvement of school learning climate and academic achievement will be emphasized as they relate to school reform and to both multicultural and exceptional populations.

Rationale:

The primary role of the school administrator is that of instructional leader. The major

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responsibility and ultimate purpose of an instructional leader is to improve student performance. Research suggests that there is a link between learner outcomes, improved student performance, and effective school supervision. The successful instructional leader must, therefore, assimilate and consistently practice the components and techniques of general and clinical supervision and evaluation.

Prerequisite:

Graduate status and EDAD 621

Intended Audience:

Graduate students in the College of Education

Text:

Kosmoski, G. (1997). *Supervision*. Mequon, WI: Stylex Publications.

Instructional Objectives:

1. Analyze the concepts, theories, and processes of school supervision and evaluation.
2. Analyze the techniques of positive climate, goal setting, classroom observation, conferencing in the context of instructional leadership.
3. Apply the learned theories, concepts, and techniques to practical and problematic school situations in the framework of the social, political, multicultural, bureaucratic, and the rapidly changing educational institution.

Class Schedule:

June 30	Introduction Begin terminology. Chapter 1: Supervision: An American Perspective Supervision in the classroom. Assignment: Read Chapter 1 & 2
July 1	Complete Chapter 1 &2 Highlighting the historical perspective,

- July 13 Supervision and Staff Development.
Assignment: Read Chapter 12.

- July 14 Schools and Supervisors of the Future.
Discuss Case Studies.
Prepare for final.

- July 15 **Final exam.** Given in class. 40 points

Evaluation:

The grade for this course is determined as follow:

Pop Quizzes	10 points
Report 1	10 points
Report 2	30 points
Report 3	10 points
Final Exam	40 points
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Total	100 points

Grade Scale:

- A = 92- 100 points
- B = 84 - 91 points
- C = 76 - 83 points
- D = 65 - 75 points
- F = Below 65 points

Assignment Explanations:

REPORTS 1, 2, AND 3

All reports should be typewritten (computer or typewriter generated) and double spaced. Print should be standard style and size (font 12-14). Reports will be graded for content, form (following directions), and presentation (composition, grammar, clarity, etc.) These guidelines apply for all three of the following reports to be submitted.

Report #1

Part A:

Write a short (one to two typed pages) report explaining the teacher evaluation process currently used in your district or a district with which you are

most familiar. Include the following:

1. A timeline or time framework
2. Areas included for evaluation.
3. Your opinion of the quality of this form of evaluation. Pros and cons of the evaluation process which support your contentions.

Part B:

Bring a handout of the actual district form for each class member. It is not necessary to bring replicates of the same form. Students reporting on the same district may bring one copy of that form for each class member.

Report #2

Write a critique of the Clinical Supervision Cycle role played in class. Include the following:

For the Pre-observation Conference:

- Describe what transpired.
- List the positive and negative aspects. What specifically was included to insure success? What was missing?
- Describe the climate during this step. Defend your conclusion with specific examples.

For the Observation:

- Describe what transpired.
- Cite positive and negative actions you observed.
- Describe the climate during this stage. Defend your conclusions with specific examples.

For the Post-observation Conference:

- Describe what transpired.
- Cite positive and negative actions you observed. What specifically was included to insure success? What was missing?
- Describe the climate during this stage. Defend your conclusions with specific examples.

Report #3

Pretend you are the new principal at Paramount School. You have the luxury of designing and implementing your school's teacher evaluation forms. Report #3 will have two parts.

1. Create your own Formative AND Summative Evaluation Forms. DO NOT use or modify an existing form. Design the forms so that they comply and fulfill the requirements of a quality instrument as discussed in class. Separate and label each form clearly. Confine your work to 3 (three) or less pages.

interpretation, goals, necessity, approaches, and challenges.
Discuss Case Studies.
Supervision in the classroom.
Overview of People and Supervision
Read Chapter 7

July 5 Assignment:
 Report 1 - A one-page typed paper
 describing your district's teacher
 evaluation process. Bring a copy of the Teacher
 Evaluation Form for each class member. 10 points.
The Nature of Clinical Supervision
Discuss present teacher practices.
Assignment: Read Chapter 3

July 6 Complete the Nature of Clinical Supervision.
Supervision and Teacher Planning.
Assignment: Read Chapter 4.

July 7 Observing Instruction.
Observation Techniques.
Gather data for Report #2 from Role Play
Discuss Case Studies.
Assignment: Read Chapter 5 & 6.

July 8 Helping Teachers with Student Evaluation.
Discuss Case Studies.
Helping Teachers with Classroom Management.
Discuss Case Studies.
Prepare to discuss Report 2
Assignment: Report #2 due. 30 points
 Read Chapter 8 & 10.

July 12 Supervision, Evaluation and the Law
Supervision and Curriculum.
Prepare to discuss Report 3
Discuss Case Studies.
Assignment: Report 3 due. 10 points
 Read Chapter 11.

2. Prepare a second copy of your two new forms. Complete each evaluation form for a teacher you know well. Because of legal constraints and ethical practices **DO NOT SHARE THESE EVALUATIONS OUTSIDE OF CLASS.**

Submit both sets of evaluations (1 & 2). Six or less pages total.

POP QUIZZES

Five pop quizzes, each worth 2 points, will be given at the beginning of 5 randomly selected classes. There will be no opportunity for make-up's.

FINAL EXAMINATION

The exam will be given during class. Questions will be in essay form. Specific guidelines will be discussed in class.

* Note:

Absence on July 7, Clinical Supervision Role Play, or July 15, Final Exam, will result in a grade of F or incomplete since the student would be unable to fulfill class requirements.

REPORT 1 GRADING RUBRIC

2 POINTS: TIMELINE FOR EVALUATION
2 POINTS: AREAS EVALUATED
1 POINT: YOUR OVERALL OPINION OF THIS FORM
2 POINTS: PROS OF THIS EVALUATION
2 POINTS: CONS OF THIS EVALUATION
1 POINT: FORMAT AND WRITING (FOLLOWING DIRECTIONS)

10 POINTS TOTAL

REPORT 2 GRADING RUBRIC

10 POINTS: PREOBSERVATION CONFERENCE
DESCRIPTION - 3 PTS.
POSITIVES/NEGATIVES - 3 PTS.
CLIMATE WITH EXAMPLES - 3 PTS.
FORM AND COMPOSITION - 1 PT.

10 POINTS: OBSERVATION
DESCRIPTION - 3 PTS.
POSITIVES/NEGATIVES - 3 PTS.
CLIMATE WITH EXAMPLES - 3 PTS.
FORM AND COMPOSITION - 1 PT.

10 POINTS: POSTOBSERVATION CONFERENCE
DESCRIPTION - 3 PTS.
POSITIVES/NEGATIVES - 3 PTS.
CLIMATE WITH EXAMPLES - 3 PTS.
FORM AND COMPOSITION - 1 PT.

30 POINTS TOTAL

REPORT 3 GRADING RUBRIC

5 POINTS: FORMATIVE EVALUATION
1 POINT EACH FOR STRENGTHS, WEAKNESSES, AND STRATEGIES FOR IMPROVEMENT
2 POINTS FOR COMPLETING THIS FORM FOR A FICTITIOUS TEACHER

4 POINTS: SUMMATIVE EVALUATION
2 POINTS FOR INCLUDING A GRADING SCALE AND NO PLAN FOR IMPROVEMENT
2 POINTS FOR COMPLETING THIS FORM FOR A FICTITIOUS TEACHER
1 POINT: FORMAT AND WRITING (FOLLOWING DIRECTIONS)

10 POINTS TOTAL