

## EDAD 5345 SYLLABUS

Instructor:

Texas A&M San Antonio  
College of Education  
Department of Educator and Leadership Preparation  
One University Way  
San Antonio, TX 78224

Office location/hours:

Office Telephone #:

E-mail:

Course Title:

EDAD 5345 Internship in School Administration

Credits:

3

Time/Location:

**Course Description:** This course is designed to develop in school administrators the skills and competencies needed to provide leadership and direction necessary to carry out a school system's purposes, programs, policies, procedures, regulations, and agreements as they relate to the operation of the school. (K-12).

### **Course Requirements:**

1. **Campus Supervisor Request Form** This form must be signed by the intern and uploaded into Blackboard the first week of class (2% of total grade).
2. **Campus Supervisor Permission Form:** This form must be signed by the intern and the site supervisor. This form must then be uploaded into Blackboard in the first week of class (2% of total grade).
3. **Internship Plan:** This form must be signed by both the intern and the supervisor/site administrator. This form must be completed and signed by the supervisor/site administrator and uploaded into Blackboard in the first week of class (5% of total grade).
4. **Complete 15 Weekly Journal Reflection Activity Logs:** This weekly log will be kept by the intern. They will become a part of the online portfolio. A minimum of 15 weekly logs must be turned in in order to receive full credit for this activity (30% of total grade). Note: The total number of hours must equal **160 or higher** in order to receive a passing grade in this course.
5. **Complete 2 Activities on Emotionally Intelligent Leadership:** These activities will become a part of the online portfolio. Note: This assignment is explained in greater detail later in the syllabus (8% of total grade).
6. **Complete 33 Final Documentation of Performance Activities:** 33 of these forms will be completed by the intern (3 for each TExES competency) and will become a part of the online portfolio. Please note your role in each activity and how the activity connects with a principal competency. (33% of total grade). Note: The total number of hours must equal **160 or higher** in order to receive a passing grade in this course.

7. **Sign and upload 3 Formal Observations:** The intern will schedule 3 formal observations, each of which will be 45 minutes in length. After the observation, the intern will be responsible to sign and upload the formal observation into blackboard (9% of total grade).
8. **Upload videos for 3 Informal Observations:** The intern will be responsible to upload links to 3 separate videos in which the intern is leading a meeting, each of which will be 10-15 minutes in length (6% of total grade).
9. **Evaluation by Campus Supervisor:** This form must be signed by both the intern and the supervisor/site administrator (5% of total grade).

### **Lecture or Discussion Topics:**

- Emotionally Intelligent Leadership: Time Management
- Emotionally Intelligent Leadership: Active Listening
- Know how to establish and implement a shared vision and culture of high expectations for all stakeholders
- Know how to work with stakeholders as key partners to support student learning.
- Know how to collaboratively develop and implement high-quality instruction.
- Know how to monitor and assess classroom instruction to promote teacher effectiveness and student achievement.
- Know how to provide feedback, coaching, and professional development to staff through evaluation and supervision, knows how to reflect on his/her own practice, and strives to grow professionally.
- Know how to promote high-quality teaching by using selection, placement, and retention practices to promote teacher excellence and growth.
- Know how to develop relationships with internal and external stakeholders, including selecting appropriate communication strategies for particular audiences.
- Know how to focus on improving student outcomes through organizational collaboration, resiliency, and change management.
- Know how to collaboratively determine goals and implement strategies aligned with the school vision that support teacher effectiveness and positive student outcomes.
- Know how to provide administrative leadership through resource management, policy implementation, and coordination of school operations and programs to ensure a safe learning environment.
- Know how to provide ethical leadership by advocating for children and ensuring student access to effective educators, programs, and services.

### **Required Readings:**

Nelson, D., & Low, G. (2011). *Emotional Intelligence*. Boston, MA: Prentice Hall.