



## TEXAS A&M UNIVERSITY-SAN ANTONIO

**Professors:**  
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**Spring 2025 EDAD 5315 SYLLABUS**  
 Admin of Various Special Program  
 Mondays 5:30 pm – 8:15 pm Online  
 Dates: 3/24/25-5/12/25  
 Office hours: 4:30-5:30 M/W/or By Appointment

### Course Description

This course provides students with learning experience to help them expand their knowledge base with regard to the administration of various special programs offered in public schools including Special Education, 504, bilingual/ESL, GT, and a variety of campus-based programs.

**Class Location:** Richard E Middleton Education Center (RAMEC Building) Room 614

### Instructional Objectives

As a result of activities, course readings, and experiences, students will be invited to:

- Investigate the needs of special student populations and programs and identify the best instructional practices for students in these programs
- Demonstrate increased knowledge and experience in the supervision of special programs
- Understand the ethics of social justice and equity in regard to special programs.

### Student Learning Outcomes

19 TAC §228.10(a)(1)(J)...as required under Texas Education Code (TEC), §21.0443(b)(1) and (2), proactive instructional planning techniques throughout the coursework for candidates and across content areas and inclusive practices for all students, including students with disabilities, throughout coursework and clinical experience for candidates.

As a result of successful participation in this class, students should be able to:

- Relate special program concepts to TExES competencies for the Principal Standards and Expectations
- Make informed decisions regarding school finance and supervision of staff in the management and administration of special programs
- Make informed decisions regarding the CIP and annual budget for special programming
- Lead collaborative groups toward shared decision making, community and parent involvement, and goal setting
- Understand the political and philosophical environment in which educational administration practices are carried out.
- Demonstrate mastery in graduate level written and oral communication, using APA style standards. American Psychological Association manual style will be emphasized in the completion of assignments.

### Required Readings:

- Theoharis, G. (2009). The school leaders our children deserve. Teachers College Press, Columbia
- Beyer, B. & Johnson, E. S. (2014). Special programs & services in schools. DEStech
- Various federal and state websites
- Assigned articles

**Suggested Readings:**

- Manual of the American Psychological Association, 7<sup>th</sup> Edition
- Scheurich, J. J., & Skrla, L. (2003). Leadership for equity and excellence. Corwin Press, California.
- Simon, R.A. & Newman, J. F. (2004). Making time to lead. Corwin Press, California.

**Student Roles and Responsibilities**

Throughout the course students will be required to complete written assignments, participate in class discussions, and prepare oral presentations. Student performance will be evaluated by various written and/or oral assessments as well as class participation. Because this course is student-centered, you will be expected to participate and contribute to class discussions. Students are expected to read all assigned readings, prepare oral presentations, and complete assignments. If a class session must be missed for personal or professional reasons, please contact the instructor prior to the session and make arrangements with a classmate for notes and materials to be collected. Final grades will be assigned according to the A-F format. Assignments will be evaluated using the following criteria:

1. Written assignments should:
  - a. Posted on Blackboard before or by the due date
  - b. Be completed on time
  - c. Be free of grammatical errors
  - d. Be well organized and written
  - e. Reflect all aspects of the assignment
  - f. Be typed, double-spaced, using 12 point Times New Roman fonts; unless otherwise indicated by the instructor.
  - g. Follow the guidelines indicated by the Publication Manual of the American Psychological Association (7th edition).
2. Attendance, Late Assignments, and Make-Up Work
  - a. This graduate level course relies heavily on student participation and contributions. Online and face-to-face participation is considered. Class attendance is expected throughout the course, and it is the student's professional responsibility to be part of discussions. In a face-to-face class, absence from class means that the student did not participate in a given discussion in class. **Each student is allowed one excused absence. After this, each absence will result in a deduction of 10 points from the overall course grade.** Two tardies (15 minutes or more), or leaving class early twice equals one absence.
  - b. **ALL ASSIGNMENTS WILL BE DUE BEFORE CLASS ON THE ASSIGNED DUE DATE.**
  - c. **All assignments will need to be in APA format, which includes a title page, associative research (where applicable), APA citations (where applicable), and a reference page if citations are given.**
  - d. All assignments are due at the beginning of class. Post your document online before class. **Late assignments will result in an automatic 5-point grade reduction per day.**
  - e. Assignments are not accepted after one week from the original date due if any previous agreement with the professor of late assignment. If you are absent from a class session, it is still your responsibility to submit assignments on the dates that they are due or earlier.
3. Class participation should be active and relevant to the topic of discussion, which includes:
  - a. Attending and being prepared to class by reading the assigned chapters each week
  - b. Asking insightful questions and be respectful to others in online discussions

- c. Remaining focused on the topic
  - d. Being respectful to other peoples' ideas
  - e. Actively listening to comments and building on others' ideas
  - f. Challenging ideas in a constructive and professional manner
  - g. Providing leadership in group work
  - h. Accepting responsibility for completing make-up work
  - i. Completing assignments and being prepared for class discussions and activities
4. Group presentations should:
- a. Be well organized
  - b. Be clearly and creatively presented
  - c. Reflect all aspects of the assignment
  - d. Reflect a compelling argument, based on both research and practice. The group should be able to engage the audience, invite for participation and be open to feedback and constructive criticism from colleagues.

Total points for class and online participation are determined by averaging ratings of your contributions made throughout the semester. Points are awarded as follows:

Excellent	15-20 points
Good contributions	10-14 points
Minimal, but acceptable contributions	04-09 points
No acceptable contribution	00-03 points

5. **Online Discussions:** Blackboard Hybrid Activities. All students enrolled in this course will have access to relevant course information and materials through Blackboard. Online discussions will begin following the second class to allow time for all students to successfully log in to Blackboard. It is very important you participate in every online discussion. Failure to do so will impact the participation grade. Each week, students are expected to answer the initial open-ended discussion and respond to at least one of the comments/observation made by another student in the course. It should be noted that students are not limited to one response. The mandatory response is simply designed to encourage online discussion and the formation of an online community of learners.

It is the student's responsibility to access this system periodically. It is important to consider that what is posted on Blackboard or internet is public. The instructor reserves the discretion to add or delete from the content as necessary, acting within the policies and procedures of the University. Online discussions should be:

- a. Relevant to the topic of discussion in class
- b. Reflective of class experiences and future topics of interest
- c. Uses language that is respectful of other colleagues' opinions
- d. Mindful of the academic and graduate program expectations for writing (avoiding text messaging language)

How to log into Blackboard:

- a. Go to <http://tamusa.blackboard.com>
- b. On the Computing and Information Services page click on the link entitled, "Email".
- c. On the Email Connection Link please click on the Account Management Link and continue.
- d. Please enter your Username or K number and the password is your DOB as MMDDYY after this you will see your information to log into Blackboard
- e. Username = is your upper case k information, which is your user name to log into Blackboard.
- f. Password = is your date of birth entered as MMDDYY

- g. After logging in, you will see your Blackboard Learning. If you do not see any courses, or the wrong courses, then check your registration in the Blue and Gold Connection. Please contact the help desk if you do not see any of your courses
- h. Help Desk Hours: 8:00 am to 5:00 pm Monday through Saturday, phone: (210) 784-4357

**7. Forms of Academic Dishonesty:**

- a. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
- b. 2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
- c. Fabrication: use of invented information or falsified research.
- d. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's word, ideas, or data, as one's own work, submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism. The American Heritage Dictionary defines plagiarism as "to steal and use (the writings of another) as one's own." In standard academic practice, this means if a student copies any more than three consecutive words written or spoken by another, he or she must acknowledge the source of these words by using the proper notation as indicated in the Publication Manual of the American Psychological Association (7th ed.).

**8. Non-Academic Misconduct:**

The university respects the rights of instructors to teach and the students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either:

- a. the instructor's ability to conduct the class
- b. the ability of other students to profit from the instructional program, or
- c. campus behavior that interferes with the rights of others will not be tolerated

An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

**9. Sexual Misconduct**

Sexual harassment of students and employers at Texas A&M University- San Antonio is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

**10. Special Accommodations**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disability. If you believe you have a disability that may require accommodations, please contact Disability Support Services for the coordination of services. DSS is located on the 1st floor of the Main Campus building in room 127 and on the Brooks City-Base Campus in room 149. The phone number for DSS is (210) 784-1335.

**11. Student Services**

The Student Academic Success Center takes a developmental approach to help students complete their academic goals from orientation through graduation. The Center offers academic and skills workshops, one-on-one appointments, and online resources to help retention efforts at Texas A&M University-San Antonio. The goal of the Center is to help students discover, self-reflect, and become independent learners. Student Academic Success is located in the Madla Building, Suite 336. To contact the Center, please call 210-784-1352 or email at Student.Success@tamusa.edu.

## Grading Criteria

<b>Assignments</b>	<b>Possible Points</b>
<p><b>Online Assignments (5)</b> Each student must complete a total of 5 activities. These activities are posted to course content on Blackboard. Each activity includes items that demonstrate the student's progress in the development of leadership and administrative practice through reflections, content knowledge, and skills. Due dates for assignments can be found in the tentative schedule. These activities should be posted to Blackboard by the due date.</p>	25
<p><b>Online Discussions/Dialogue</b> Throughout the semester, students are expected to answer open-ended discussion questions and then respond separately to at least two postings made by other students in the course. All students are expected to participate in online discussions. These are graded in Blackboard. There will be 5 discussion questions during the semester</p>	20
<p><b>Final Project</b> Students will develop a solution to a Special Programs issue on a campus. The role of principal will be assumed. Each student will complete a written paper defining the issue and possible ways to address the issue. This paper will be presentation</p>	30
<p><b>Project Presentation</b> Students will present the result of their case study. The presentation format should include the components of the rubric. Students will create and upload this presentation in Blackboard. Presentations will be graded on demonstrated research and leadership knowledge, solutions and problem solving, and rationale.</p>	10
<p><b>Participation (clause 2) and attendance (clause 4)</b> There will be several online activities that we will discuss in class that need to be completed prior to class in order to participate in the class discussions. These will be assigned at the end of each class period. All students are expected to participate in face-to-face discussions, as well as <b>Book Chapter Presentations</b>. Attendance in class is necessary to receive each online activity. Absences result in a 2-point deduction from this score for each absence.</p>	15
<p><b>Extra Credit: Autobiographical Journey of Leadership</b></p>	5
<b>TOTAL</b>	100

## 12. Grading Requirements:

<b>Course Grade</b>	<b>Course Average</b>
A	90-100
B	80-89
C	75-80

F	74 or below; or any average with more than three absences may incur in a failing grade – <b>a passing grade will ONLY be given if ALL assignments have been completed</b>
I*	Incomplete

\* The spirit of the “Incomplete” is to give a student an opportunity to complete a course after the end of the semester. An Incomplete will only be considered under specific circumstances:

1. 70% of the class has been completed and student is passing with a “C” or better
2. The circumstance for which the “I” is requested is supported with documentation
3. Student has been attending class on a regular basis

Incompletes are not to be used to remedy excessive missed classes. The unforeseen circumstances precipitating the request for an “I” should occur near the end of the semester. Students who are experiencing difficulties at the beginning or midway through the course should contact their professor immediately to discuss options. When a professor agrees to grant an “I”, a contract between the student and professor that outlines a specific timeline for completion of the course will be generated. Topics such as highest possible grade will also be outlined. If contract is not fulfilled, the professor will submit a change of grade form with earned letter grade. All “I”s will automatically revert to an “F” after one year.

- 13. Dropping this Course:** Each student is responsible for knowing the drop dates for any given semester. Professors are not responsible, under any circumstances, for “dropping” a student from a course. Please be aware that if you do not formally drop a course and failed to fulfill the academic requirements, the professor will submit the earned grade.

