Practicum in Elementary/
Secondary School
Administration and Supervision
EDUC 581/582

I. Education 581/582 Practicum in Elementary/Secondary School Administration & Supervision

II. 6 credit hours

III. Course description

This course is designed as an overarching experience, ongoing throughout the two-year sequence of courses leading to the Master of Education degree in school administration. It is intended to shape the leadership values of students, while also deepening their understandings of key administrative processes and providing multiple opportunities to practice specific leadership skills under the supervision of a competent practitioner in a sheltered, professional environment.

IV. Place of the course in the curriculum

This course introduces several key leadership ideas that will be addressed in more detail in subsequent courses. The two classes together (EDUC 581-582) continue throughout the M.Ed. in School Administration program and fulfill the Nebraska State Department of Education endorsement requirement for 250 hours of clinical experience in school administration.

V. Goals and objectives

Students who successfully complete the course will be able to:

1. Facilitate the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community (T-S2, T-K1, LR-S1, T-D1, LD-S3, T-D1, LD-D1)
2. Advocate, nurture, and sustain a school culture and instructional program conducive to student learning and professional growth. (T-S1, T-S3, T-S4, T-K2, LD-K1, T-D1, LD-S3, T-S2, LD-S1, T-D1, LD-S1, LD-S2, LD-D1, T-D1, LR-S1, LR-D1, LR-K1);

3. Ensure the management of the organization, operations, and resources for a safe, efficient, and effective learning environment (Lr-S1, T-D1, LD-S3, LD-S1, LD-S2, LD-D1, T-D1, LR-S1, LR-D1, LR-K1)

4. Collaborate with families and community members, responding to diverse

community interests and needs and mobilizing community resources (T-K1, LD-D1, LR-S1, T-D1, LD-S3, T-S2, LD-S1, T-D1, LD-S2, LD-D1, T-D1, LR-S1, LD-D1, LD-S2, LR-D1, LR-D2)

5. Act with integrity, fairness, and in an ethical manner (LD-D1, LR-S1, T-D1, LD-S2, T-D1, LD-S2, T-D1, LR-S1, LD-D1, LD-S2)

6. Understand, respond to, and influence the larger political, social, legal, and cultural context (T-K1, LD-D1, LR-S1, T-S2, LD-S1, T-D1, LD-S1, LD-S2, T-D1, LR-S1, LD-S2, LR-D1); and

7. (a) Collaborate effectively with pastor(s) and other congregational leaders, acting as a Christ-like model and mentor to create a spiritually nurturing faith community (*for those who lead Lutheran, Catholic, or other Christian schools*). (T-K1, LD-D1, LR-S1, T-D1, LR-D1)

   (b) Reflect upon the cultures, values, and traditions of the various groups of people who live in their school districts/neighborhoods, collaborating with community leaders and acting as models and mentors to create an ethical, just, and nurturing learning environment (*for those who lead in public or private schools*). (T-K1, LR-S1, T-D1, LD-S2, LR-D1)

VI. Content

- Leadership—visioning, change management, skills for creating "leaderful" schools. (T-K1, LD-D1, LD-K1, LR-S1, T-D1, LD-S3, T-D1, LD-S1, LD-S2, LD-D1, T-D1, LD-D1, LD-S2, LR-D1)

- Instructional Leadership—instructional leadership as a moral responsibility for all school administrators; leading for the success of every student. (T-S1, T-S3, T-K1, LD-K1, LR-S1, T-S2, LD-S1, LD-S2, LR-S1, LR-D1, LR-K1)

- Leading in the Details—managing key areas including school safety, effective stewardship of resources (time, dollars, people, self), creating efficient learning environments. (T-S2, T-S4, T-D1, LD-S1,LD-S2, LD-D1, T-D1, LD-D1, LD-S2, LR-D1, LR-K1)

- Leading by Collaborating—committing to teams, including community/congregational stakeholders; skills for working with various, diverse constituencies (T-S2. T-S3. T-K1, T-D1, LD-S3, T-S2, LD-S1, T-D1, LD-S1, LD-S2, LD-D1, T-D1, LR-S1, LD-S2, LR-D1)

- Ethical Leadership—leading in courageous and humble ways; knowing when and how to get help with ethical dilemmas, leading by serving. (T-D1, LD-S3, T-D1, LR-S1, LD-D1, LD-S2, LR-D1)

VII.   Methodology: (T-S2, T-K1, LD-D1, LD-K1, LR-S1, T-D1, LD-S3, LD-S1, T-D1, LD-S3, LD-S1, T-D1, LD-S1, LD-S2, LD-D1, T-D1, LR-S1, LD-D1, LD-S2, LR-D1, LR-K1, LR-D1)

> Including but not limited to pertinent readings, guided whole class and small group online discussion (including engagement in reflective responses to one another's contributions) as a means to process course content; engagement in hands-on, clinical experiences; interaction with an on-site mentor/supervisor around those experiences; portfolio development to illustrate the student's mastery of understandings and skills anchored in the seven key goals for the practicum experience and the overall M.Ed. program in School Administration.

VIII.   Student Roles: (T-S2, T-K1, LD-D1, LD-K1, LR-S1, T-D1, LD-S3, LD-S1, T-D1, LD-S1, LD-S2, T-D1, LD-S1, LD-S2, TpD1, LR-S1, LD-D1, LD-S2, LR-D1, LR-K1, LR-D1)

- Complete course readings and written assignments
- Post online several times each week, responding to other students in discussion format
- Engage in self-reflection, self-assessment, practical application
- Find, evaluate, and cite credible academic research to support assignments.

IX. Evaluation: (T-S2, T-K1, LD-D1, LD-K1, LR-S1, T-D1, LD-S3, LD-S1, T-D1, LD-S1, LD-S2, LD-D1, T-D1, LR-S1, LD-D1, LD-S2, LR-D1, LR-K1, LR-D1)

- Original discussion board postings
- Responses to other students' postings in class conversation
- Portfolio based on course work and 250 clock hours of clinical experience
- Practicum evaluation by supervisor/mentor

X. Bibliography

Course Workload
> In the face-to-face, online, and hybrid classrooms at Concordia University, Nebraska, course workload occurs through student-to-instructor interaction, student-to-student interaction, Blackboard activities, contact with course-specific content, assignments, research, assigned readings, and other activities. Students can expect to devote a minimum of 4-5 hours of work for each 1-credit hour, as mandated by the U.S. Department of Education.

Course Participation
> Federal Financial Aid regulations, which Concordia observes for all

students, require that students regularly participate in courses in which they are enrolled. All students must log into the course management system (Blackboard) or participate in a face-to-face session weekly in order to avoid being tagged as a non-participant. Students must use the Concordia Blackboard and e-mail messaging systems to contact instructors and advisors. Students who are unable to participate regularly in their course for any reason should contact their instructor and their advisor. Students who intend to withdraw from a course or a program should notify their instructor and advisor.

Academic Integrity

At Concordia University Nebraska, we are guided in all of our work by the values of academic integrity: honesty, trust, fairness, responsibility, and respect. As a student, you are required to demonstrate these values in all of the work you do. Participating in a behavior that violates academic integrity (e.g., plagiarism, unauthorized collaboration, multiple submissions, cheating on examinations, or fabricating information) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment or examination, receiving a failing grade for the course, and/or being suspended from the university.

ADA

Students with a documented disability, who need reasonable accommodations, should contact ADA & Academic Support located in Link Library to arrange an appointment to discuss their individual needs. Students are also encouraged to notify their instructors immediately about any disability-related academic needs they may have. To contact the ADA & Academic Support Director, Angel Hoppe, please call 402-643-7365 or 800-535-5494 ext. 7365 or e-mail angel.hoppe@cune.edu.

Emergency Information

In inclement weather, check your e-mail, Blackboard, and the Concordia website (www.cune.edu) for information. Your instructor may utilize Blackboard to make-up course time, so please check Blackboard if a class is cancelled. In the event of an emergency while you are in a face-to-face class, follow the instructions of your instructor, ensure you are in a safe location, and, after you are in a safe location, check in with your instructor before leaving so that he or she can account for all students. Also, if you have not already done so, please update emergency contact information in "Banner Self-Service" on the connectCUNE portal (http://connect.cune.edu).

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XI. Date of Revision

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