

EDAP 7801, 7802 and 7803
PRACTICUM IN EDUCATIONAL AND ADMINISTRATION AND POLICY
Spring 2008

(Monday Session)

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Course Descriptions: EDAP 7801, 7802, and 7803 Practicum in Educational Policy and Administration

EDAP 7801, 7802, and 7803 are designed to provide guided and supervised learning opportunities allowing students to test principles of organizational leadership in the field and to relate theory to practice in actual institutional settings.

Mission Statement: Program in Educational Administration and Policy

The Program in Educational Administration and Policy is committed to providing world-class teaching, research, and service related to educational administration and policy for the improvement of learning for all students.

Educational administration requires knowledge of curricular, instructional, supervisory, and administrative processes as well as an awareness of the ever-changing social, philosophical, historical, political, cultural, legal, moral and economic context of the school, a practical problem-solving perspective, and an orientation toward action. The development of interpersonal competence and integrity, as well as professional expertise, is fundamental. The Program also seeks to develop and maintain open dialogue for school improvement through its association with various federal, state, and local educational agencies and professional organizations.

Relationship to the Program in Educational Administration and Policy's Philosophy

All aspects of the courses, EDAP 7801, 7802, and 7803 Practicum in Educational Administration and Policy, reflect the primary purposes of the Program in Educational Administration and Policy to bridge theory, research, and practice. Course instruction and experiences lead students through the Program's belief that schools are complex organizations that need leaders who understand: 1) theoretical and conceptual aspects of schools, their people, and programs for both children and adults who are constantly learning from the context of the organization; 2) the technical knowledge of the content areas and areas of specialization found within the study of educational administration; and 3) the integration of a balance of theory, research, and practice in the field and practice of supervision.

Course Goals

- To provide students opportunities to observe building level administrators while they do the work of school administration and leadership.
- To provide students opportunities to engage in the work of building level administrators.
- To provide students opportunities to reflect on their field experiences and to engage in reflective discussion about their field experiences.
- To provide students with a working knowledge of the standards that guides the choice of activities throughout the practicum experience.
- To provide students with the opportunity to create a portfolio illustrating the varied activities in which they engaged throughout the practicum experience.

Course Requirements

1. **Full attendance at all class meetings.** The following dates and times are required of all students in the Saturday Sessions of EDAP 7801 and 7802:
1st Hr Practicum 6-7:30 p.m.; 2nd & 3rd Hr Practicum 7:30 p.m.-9:00 p.m.
 - ✓ January 7, 2008
 - ✓ March 3, 2008
 - ✓ April 28, 2008
2. Participate in reflective class discussions during each class meeting.
3. Participate in a **minimum of 75 hours of standards-based activities** by the third class meeting.
4. Shadow your principal and/or assistant principal for 5-10 hours while they are doing the “work” of a building administrator.

(Two shadowing exercises are required of 1st hour practicum students. One shadowing exercise is required of 2nd & 3rd hour practicum students.)

- After the completion of the shadowing opportunity (ies), complete a reflective interview(s) of the principal and/or assistant principal. Ask about the things you observed, the situations, and the leader’s reactions, etc. **Focus on leadership styles, skills, and qualities you observed.**
- Reflecting on the shadowing experience, write a reflection paper (1-3 pages) **focusing on the leadership styles, skills, and qualities you observed.** Include in your reflection any surprises or unexpected discoveries about the work of the building administrator that you made during the shadowing experience.
- Attach your interview notes to the reflective paper. For this assignment only, a hard (paper) copy is to be **turned in at the 2nd class meeting.**

5. Complete an **e-Portfolio** containing appropriate documentation and artifacts that demonstrate participation in the six standards as described in course materials.
This requirement is due by the last (third) class meeting.
 - Approximately 55-65 hours are to be spent in activities that immerse the student in each of the six standards.
 - A student should have at least 5 hours invested in each standard.
 - Performance evidence is required for each of the standards. Each standard has from 3-5 elements or separate, identifiable content.
 - Performance evidence can be acquired matching appropriate activities with these elements.
 - Brief summaries as well as artifacts should be included in the e-portfolio for each activity undertaken.
 - The e-portfolio should be divided by standards with a section labeled for each of the six standards.
 - The e-portfolio should contain a labeled section for displaying the artifacts and a summary of an **In-depth Practicum Project** undertaken and completed by the student. This project may, by arrangement with the instructor, overlap both semesters of the practicum.
 - The e-portfolio should contain the following items:
 - a. Table of Contents
 - b. Practicum Activity Log
 - c. Participant Performance Summary
 - d. Shadow Opportunities
 - e. Standards-based Activities
 - f. In-depth Practicum Project or written and approved arrangement to complete project in second semester of course.
 - Submit your e-Portfolio at the last (3rd) class meeting. Some students have posted their portfolio on a website. If a website is used you are required to turn in a sheet with the appropriate web address and any instructions that may be required to access the website.
7. Participate in a reflective overview of the practicum experience **during the last class meeting.**
8. Complete a pre and post self-assessment of the ELCC standards. This will be completed during the 1st and 3rd class meetings.
9. The Practicum Evaluation by a Practitioner Administrator is required to obtain credit. Please note that **no grade for this course will be given until the signed practicum evaluation is presented to the instructor at the final class meeting.**

Summary of Course Requirements

- ❖ Full attendance at all three class meetings.
- ❖ Participation in a minimum of 75 hours.
- ❖ Pre and post self-assessment during 1st and 3rd meetings.
- ❖ Participation in all reflective discussions.
- ❖ Completion of a shadowing experience by the 2nd meeting.
- ❖ Completion of the student data form during 1st meeting.
- ❖ Completion of the Policy Memorandum. Return by mail or fax.
- ❖ Completion of an In-depth Project.
- ❖ Completion of an e-Portfolio for submission.
- ❖ Submission of the Practicum Evaluation by a Practitioner Administrator.

Determination of Course Grade

A grade of Satisfactory will be assigned for the term for successful completion of the course requirements, including class attendance, participation, and written assignments.

Academic Honesty

Academic work in this course must meet the standards contained in *A Culture of Honesty*. Students are responsible for informing themselves about those standards before performing any academic work. The UGA Student Honor Code reads: “I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others. *A Culture of Honesty*, the University’s policy and procedures for handling cases of suspected dishonesty, can be found at http://www.uga.edu/ovpi/academic_honesty/ah.pdf.

Students with Disabilities who require reasonable accommodations in order to participate in course activities or meet course requirements should contact the instructor.

Note

The course syllabus is a general plan for the course. The instructor may deviate from the syllabus if it is deemed necessary.