

# Syllabus

## EDUL6016: School Personnel Selection and Evaluation

### Instructor

C. Thomas Holmes

- e-mail: ctholmes@uga.edu
- Office: 122 River's Crossing

### Catalogue Course Description

Oasis Title: SCHOOL PERSONNEL. Not open to students with credit in EDUL 7050. The process of recruitment, selection, induction, and evaluation of teachers by school administrators. Non-traditional format: Course will be delivered via WebCT to students pursuing the add-on leadership certificate (L-5). Offered every year.

### Course Goals

- To become familiar with components of the employee selection process.
- To make application of the major employee selection processes to simulated job situations.
- To develop understanding of teacher evaluation procedures in order to develop skills in selecting appropriate elements for a given school.
- To demonstrate understanding and skills of technology used in the current educational environment.
- To become familiar with scholarly literature on the topics of teacher employment and evaluation

### Course Topical Outline

- The Interview Process
- Induction and Mentoring Programs
- Evaluating Teachers

## Grading

There are two quizzes to take and three assignments to turn in. Each assignment is worth 1/4 of the grade, while each quiz is 1/8 of the grade. The course is pass/fail. Each assignment will be graded as either acceptable or unacceptable. There will be an opportunity to redo unacceptable assignments.

## The University of Georgia's Distance Learning Academic Honesty Policy

Taking a course via distance learning provides special flexibility but also can lead to intentional or unintentional misuse of resources. The learning that takes place, as well as the credit awarded, is predicated on the assumption that students submit their own work unless instructed otherwise. Students should note the following statement, which also appears in the bulletin and the Student Handbook:

While Independent and Distance Learning is designed to allow students to learn on their own, outside the traditional classroom, students may have the opportunity to study with other students who are enrolled in the course or may choose to engage the services of a tutor. Such opportunities may enhance learning. All written assignments (i.e., lessons, projects, etc.) must be completed independently unless the instructor indicates otherwise. As in many classroom courses, students may find studying together beneficial-asking each other questions, reviewing texts, exploring or discussing course guide information and exercises. As in the classroom courses, what is not the individual student's own work must be clearly indicated. The following are some examples of (or can lead to) inappropriate collaboration, plagiarism, and misrepresentation:

- copying and submitting answers prepared by another or from a general source
- copying and submitting material from the Internet without acknowledgment
- submitting answers verbatim that have been agreed upon in a study group
- failing to give proper documentation to words and/or ideas of another that are not common knowledge
- permitting one's own work to be submitted as another's

Independent and Distance Learning instructors are committed to the principles of academic honesty and subscribe to the UGA Academic Honesty Policy guidelines for the definition and processes of academic integrity. All Independent and Distance Learning students are subject to these academic guidelines; Independent and Distance Learning instructors have and will initiate academic dishonesty proceedings if in their courses they find reasonable cause to do so.

All Independent and Distance Learning students are encouraged to read and understand A Culture of Honesty (the UGA Academic Honesty Policy) found at [http://www.uga.edu/ovpi/honesty/culture\\_honesty.htm](http://www.uga.edu/ovpi/honesty/culture_honesty.htm) . Printed copies of A Culture of Honesty may also be obtained from the office of the University of Georgia Vice President for Academic Affairs or from the Independent and Distance Learning office in summary form. Students may

talk with their instructors and with Independent and Distance Learning student representatives about academic honesty. E-mail and/or telephone contact information is available in this course guide and in the Independent and Distance Learning Student Handbook.