

SYLLABUS

Mission Statement: Wayland Baptist University exists to educate students in an academically challenging, learning focused and distinctively Christian environment for professional success and service to God and humankind.

Course: EDUC 5300 – VC01 – Personal and Organizational Leadership

Term: Fall 2017 (August 21- Nov. 4)

Professor: Dr. Nancy Wagner
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Class Hours: Online via WBU Blackboard weekly Wednesday to Wednesday

Class Location: WBU Virtual Campus

Catalog Description: Personal and Organizational Leadership – student gains personal and professional leadership skills, progressing from dependency on others to independence, and finally to interdependence with others in the organization.

Course Synopsis: This course is designed to provide participants with a working knowledge of the standards for leadership which have been designed by the Interstate School Leaders Licensure Consortium (ISLLC) and other resources.

The challenges in today's schools/organization are increasingly frequent, complex, and intense; school leaders are regularly required to take immediate and definitive action regarding multifaceted issues. The standards represent an effort to refine the skills of school leaders to effective educational outcomes.

Please note that there will be videos as well as outside articles that relate to the reading assignments. Students who do not have iTunes will need to load that on their computer. It is non-intrusive, free and can be downloaded at: <http://www.apple.com/itunes/download> or to visit the Apple Webpage go to <http://www.apple.com>

Prerequisite Courses: None

Textbooks:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#
<u>Practicing the Art of Leadership: A Problem-based Approach to Implementing the ISLLC Standards</u>	R.L. Green	Fifth	2017	Pearson	9780134088778
<u>Finding Your Leadership Style</u>	Jeffrey Glanz		2002	ASCD	9780871206923

Website Resources:

- WBU Blackboard www.wbu.edu
- ISLLC – www.ccsso.org/content/pdfs/isllcstd.pdf
- State Department of Education websites (Arizona, Texas, Alaska, etc.)
- Other websites listed in textbooks and posted on Blackboard

Highly recommended: Perrla software for APA papers, see perrla.com or APA manual latest edition

Course Objectives:

Students will:

- Identify important stakeholders in today's schools/organizations
- Identify ways that leaders are expected to live and behave within organizations
- Articulate a concise, complete, and compelling vision of their initiative
- Outline a plan to achieve their vision
- Diagnose misalignments in processes, structures, and systems that prevent achieving their desired results
- Design processes that are streamlined, effective, efficient, and flexible

- Identify the right people to work within the right structure in order to accomplish tasks of the organization
- Provide the right information to the right people so that decisions can be made in the best interests of students, as well as the organization
- Identify effective ways to empower other individuals within the organization
- Identify styles of leadership that work best in getting people to do their best work
- Communicate expectations and results clearly and fairly to people so that desired outcomes are achieved consistently
- Plan ways to increase personal trustworthiness so that others will trust them to make the right decisions
- Identify ways to improve their leadership in order to become more effective.

Content Outline:

- Leadership
- Personal Leadership
- Career Leadership
- Management and organization through effective leadership
- Leadership elements of importance
- Dilemma/crisis management
- Improving leadership

Note: This course is designed for education majors within school systems; however, concepts apply to most organizations. During the first week of class, please share with the class and the instructor your professional career focus. If any adjustments to the assignments are needed because of your career application it is your responsibility to talk with the instructor at the beginning of the term.

Weekly calendar of events:

Note: The Professor reserves the right to modify the course at anytime

Date	Topic	Readings	Assignment	Discussion
08/21	Welcome to leadership in a school/organizational setting	<i>Finding Your Leadership Style</i> Chapters 1-8	Resume' photo and journal (1)	Post in respective links
08/28	Your Leadership Analysis	<i>Finding Your Leadership Style</i> Chapters 9-16	Post Your Portfolio (draft) and Journal (2)	Post in respective links
09/04	Professional Leadership	Chapters 1-3 – <i>Practicing the Art of Leadership (PAL)</i>	Quiz I and Journal (3)	Post in respective links
09/11	Professional Leadership	Chapters 4-5 (PAL)	Quiz II and Journal (4)	Post in respective links
09/18	Professional Leadership	Chapters 6-7 (PAL)	Quiz III	
09/25	Connecting ISLLC Standards	PAL – all chapters; Portfolio Where are you going in school leadership?	ISLLC Standards impact on personal role as a Leader	Discussion Board – post and read and respond to at least two others
10/02	Leaders to Admire and Dilemmas to Solve	Research	Written Report	Post in respective links
10/09	Leaders to Admire and Dilemmas to Solve	Research	Written Report	Post in respective links
10/16	In-depth Analysis of leadership qualities	Research and Finding Your Leadership Style (FLS)	Written Report	Post in respective links
10/23	Future as School Leaders	Finding Your Leadership Style Chapters 17-19	Final Portfolio and critique – Journal (5)	Post in respective links
10/30	Summary and Conclusion and Final	All Readings	Comprehensive Final	Course Evaluation

Specific instructions for each week will be posted in the content folder on Blackboard

COURSE REQUIREMENTS AND EVALUATION

Assignments	Explanation	Points/%
Journals, Written Reports and Discussion Board	Journals are self-reflection on weekly readings within a professional leadership framework. (20 points each) Written Reports must be research oriented, but will incorporate pragmatic approaches to leadership and ethical practices. (20 points each) Discussion Board posts should be made promptly when assigned. Reading and commenting on at least two other posts is a requirement. (20 points)	300/30%
Quizzes	There will be three quizzes (50 points each) over reading assignments (short answer, multiple choice,) to assess reading comprehension	150/15%
Portfolio	Students will analyze their own leadership style using the guidebook by J. Glanz. Students will summarize the findings and project leadership potential, goals and future aspirations through a showcase portfolio. Guidelines will be shared under the "Content" link on Blackboard. Students will critique their individual portfolio based on professionalism and the field of school leadership.	100/10%
Leadership Dilemmas	Students will analyze two specific leadership situations and/or leader behavior using individual research and/or PAL scenarios (100 points each) Additionally, students will critique each other's analysis (25 points each. Directions provided in appropriate course content week.	250/25%
Final Exam	Case Study (applying leadership qualities, types, ISLLC standards, theories, ethical behavior and other aspects related to the course material).	200/20%
TOTAL		1000/100%

WBU Grading System:

A=90-100%

B=80-89%

C=70-79%

D=60-69%

F=Below 60%

Disability Statement: "In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765. Documentation of a disability must accompany any request for accommodations."

Plagiarism Policy – Intellectual integrity and truthfulness are fundamental to scholarship. Scholars, whether they are performing as students or as teachers, are engaged in a search for truth. Plagiarism is a form of cheating and also a form of theft. Plagiarism occurs when a student fails to give proper credit when information is either quoted or paraphrased. Carelessness is no excuse. As such, it is a breach of scholarly responsibility. It is also unethical and in some cases, illegal. Looking at or copying someone else's test, answer sheet, and/or paper are counted as cheating. Plagiarism will result in an "F" in the course.

Changes in Syllabus: Although this course is expected to follow the syllabus as written, the instructor reserves the right to adjust the syllabus. The instructor will inform the students of all major changes in a reasonable and timely manner.

The six ISLLC standards define the role of the school administrator as "an educational leader who promotes the success of all students by..."

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community
- Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth
- Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
- Collaborating with families and community members; responding to diverse community interests and needs; and mobilizing community resources
- Acting with integrity and fairness --- in an ethical manner
- Understanding, responding to and influencing the larger political, social, economic, legal, and cultural contexts

Refer to Principal Domains for Texas in during week 1 of course content.