DIVISION OF EDUCATION



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 - Instructional Techniques

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**Term:** Spring 2014(February 24 – May 17)

**Professor:** Dr. Nancy Wagner

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**Class Hours:** Online via WBU Blackboard weekly Tuesday to Tuesday

**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 podcasts and 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:**

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| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** |
| Practicing the Art of Leadership: A Problem-based Approach to Implementing the ISLLC Standards | R.L. Green | Fourth | 2013 | Allyn & Bacon Educational Leadership Series | 978-0-13-258255-1 |
| The Four Dimensions of Principal Leadership | R.L. Green |  | 2010 | Allyn & Bacon Educational Leadership Series | 978-0-13-112686-5 |
| School Leadership That Works | Marzano, Waters, & McNulty |  | 2005 | ASCD | 1-4166-0227-5 |

**Recommended Readings/Resources:**

* **The Jossey Bass Reader On Educational Leadership, John Wiley & Sons, Inc.**
* **Finding Your Leadership Style by Jeffrey Glanz**
* **ASCD – Educational Leadership Journals**

**Website Resources:**

* WBU Blackboard [www.wbu.edu](http://www.wbu.edu)
* ISLLC – [www.ccsso.org/content/pdfs/isllcstd.pdf](http://www.ccsso.org/content/pdfs/isllcstd.pdf)
* State Department of Education websites (Arizona, Texas, Alaska, etc.)
* National Association for Secondary School Princpals (NASSP) and/or National Association of Elementary School Principals (NAESP) Centers for New Principals
* 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

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| **Date** | **Topic** | **Readings** | **Assignment** | **Discussion** |
| 02/25 | A Foundation for Leadership and Your Leadership Analysis – Leading with an Understanding of Self and Others | *The Four Dimensions of Principal Leadership (FDPL)*  *Chapters 1-3 (Parts I and II)*  & Chapters 1-2 of *Practicing the Art of Leadership* (PAL) | Resume’ photo and Journal #1 | Post on Blackboard |
| 03/04 | Understanding the Complexity of Organizational Life | *FDPL*  *Chapters 4-6 (Part III)*  *School Leadership That Works(SLTW)*  *Chapters 1-3- Part I* | Scenario Reflection Report #1  and Journal #2 | Post in Safe Assign |
| 03/11 | Building Bridges Through Relationships | *FDPL*  *Chapter 7 (Part IV)*  *SLTW*  *Chapters 4-5 - Part II* | Quiz #1 and Journal #3 | Post in Safe Assign |
| **03/17-21** | **SPRING BREAK** |  |  |  |
| 03/26 | Engaging in Leadership Best Practices | *FDPL*  *Chapters 8-9 (Part V)*  *SLTW*  *Chapters 6-7* | Analysis and Reaction - Report #2  Journal #4 | Post in Safe Assign |
| 04/01 | Professional Leadership | Chapters 1-3 – *Practicing the Art of Leadership* **(PAL)** | Quiz and Journal #5 | Post in Safe Assign |
| 04/08 | Professional Leadership | Chapters 4-5  **(PAL)** | Scenario Reflection Report #3 | Post in Safe Assign |

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| 04/15 | Professional Leadership | Chapters 6-**8**  **(PAL)** | Quiz  Discussion Board Post  Journal #6 | Post in Safe Assign |
| 04/22 | Connecting ISLLC Standards | PAL – all chapters; Where are you going in school leadership?  Choose topic for next week’s research and discussion board activity | ISLLC Standards impact on personal role as a Leader-  Journal #7 | Discussion Board – |

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| 04/29 | Future as School Leaders | **Research topic** | | Scenario Reflection Report #4  Discussion Board Post  3-5 page research report | | Read and Respond to at least two other posts | |
| 05/06 | In-depth Analysis of leadership qualities | **What is your potential in Leadership?** | | Discussion Board Post and Response  Journal #8 | | Read and Respond to at least two other posts | |
| 05/13 | 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***

**WBU Grading System:**

**A=90-100%**

**B=80-89%**

**C=70-79%**

**D=60-69%**

**F=Below 60%**

**EDUC 5300 Spring Term 2013**

**COURSE REQUIREMENTS AND EVALUATION**

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| Assignments | Explanation | Points/% |
| Journals, Written Reports and Discussion Board | Journals are self-reflection on weekly readings within a professional leadership framework. (8 at 20 points each)  Written Reports must be research oriented, but will incorporate pragmatic approaches to leadership and ethical practices. (one research report at 40 points)  Discussion Board posts should be made promptly when assigned (10 points each – 4 posts). Reading and commenting on at least two other posts is a requirement (5 points – 4 posts. (total 60 points) | **260/36%** |
| Quizzes | There will be four weekly quizzes (25 points each) over reading assignments (short answer, multiple choice,) to access reading comprehension | **100/15%** |

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| Scenario Analysis and Reflection Report | Students will analyze four specific leadership situations and/or leader behavior using ***The Four Dimensions of Principals Leadership and/or Practicing the Art of Leadership*** scenarios (50 points each)  Additionally, students will critique the analysis by at least one other student (10 points each). Directions provided in appropriate course content week. | **240/34%** |
| Final Exam | Case Study (applying leadership qualities, types, ISLLC standards, theories, ethical behavior and other aspects related to the course material). | **100/15%** |
| TOTAL |  | 700/100% |

**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 your resident state during week 1 of course content.**