

Course Syllabus: **Graduate Internship in Educational Leadership**

Gordon T. and Ellen West College of Education

EDLE 5693

Spring 2019

Contact Information

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Office: Ferguson 304A

Office hours: Tuesday 9:00am-12:30pm and 2:00-4:00pm, and Thurs. 9:00am – 12:30pm and 2:00-3:00pm, and By appointment

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# Course Description

EDLE 5693 is designed to be the last course of a degree/certification plan for aspiring school administrators. The Internship is a field-oriented course in which students work with a principal/mentor from their school or district. Interns will take part in at least 160 hours of relevant activities that address the Texas Principal as an Instructional Leader certification standards. Additionally, internship field visits are conducted according to the Texas Administrative Code, Title 19, Part 7, Chapter 228, §Rule 228.35.

# Course Goals and Objectives

The superintendent internship should provide opportunities to work with and learn from a school superintendent. Through field- based experiences, the student has the opportunity to strengthen his or her qualifications and gain experience. Through careful planning, the student should be able to accomplish the following:

* Interns will select an effective, veteran administrator as a mentor.
* Interns will apply knowledge and skills in a real school setting.
* Interns will complete a required activity representing each of the 6 Principal as an Instructional Leader standards and at least one activity from each elective option for each of the 6 ELCC standards.
* Interns will select other intern experiences that fit their setting and require them to work with diverse individuals and groups.
* Interns will keep a log of internship activities and a journal of what was learned.
* Interns will mentor a first-year teacher in order to strengthen skills as an instructional leader.

# Grades

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| --- | --- |
| **Activities** | **Points** |
| Internship Activity Plan | 10 |
| Activity Log with Reflections | 20 |
| Curriculum Map | 10 |
| School Visioning Assessment | 10 |
| Equity Walk Campus Assessment | 10 |
| New Teacher Mentoring | 10 |
| Self-Assessment with Mentor Input | 10 |
| 3 Observations | 20 |
| Total | 100 |

## Academic Honesty

MSU students demand of themselves the highest level of academic honesty as delineated in their honor creed.  Academic honesty involves the submission of work that is wholly the student’s own work, except in the case of assigned group work. Additionally, academic honesty involves the proper citation of other authors’ works.

## Attendance/Participation

* Regular online participation is required.  Please attend to discussions in a timely manner. Professional dialogue opportunities are part of this class; participation will be considered part of the grade.

## Quality Requirements

* "Turning in" all assignments is not enough to insure an "A" in the course. Quality of work turned in on time is the most important criterion for receiving an "A."

## Expectations for Written Work

* Correct grammar, punctuation, and spelling are expected on all written assignments (although web discussions are not held to the high standard of a research project or other written assignment).
* Written assignments should be done in Microsoft Word and turned in as an attachment in dropbox on D2L.
* Discussions should be completed within the D2L discussion space and NOT uploaded as an attachment.
* Due dates should be honored in order to receive the highest grade.
* When referring to the ideas of others, works should be cited using the APA format.

## Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](https://d2l.mwsu.edu/) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Please note:  By enrolling in this course, the student expressly grants MSU a “limited right” in all intellectual property created by the student for the purpose of this course.

The “limited right” shall include but shall not be limited to the right to reproduce the student’s work product in order to verify originality and authenticity, and for educational purposes.

## Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](http://www.mwsu.edu/student-life/disability).

## College Policies

### Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](https://mwsu.edu/campus-carry/rules-policies)

## Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

## Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

## Plagiarism Statement

“By enrolling in this course, the student expressly grants MSU a ‘limited right’ in all intellectual property created by the student for the purpose of this course. The ‘limited right’ shall include but shall not be limited to the right to reproduce the student’s work product in order to verify originality, authenticity, and educational purposes.” [Student Handbook 2017-18](https://mwsu.edu/Assets/documents/student-life/student-handbook-2017-18.pdf)

## Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Senate Bill 11 Handgun Policy

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University’s webpage at: [Campus Carry](https://mwsu.edu/campus-carry/)