



MIDWESTERN STATE UNIVERSITY
A Member of the Texas Tech University System

Course Syllabus: Supervising Instruction and Instructor Development

EDLE 5743 Section X10

Fall 2025: Part of Term B Oct 18- Dec 5

Midwestern State University

West College of Education & Professional Studies

Contact Information

Instructor: Dr. Stephanie Zamora Robles

Office: Bridwell Hall 104E

Office Hours:

Tuesday: 3:30 -4:30 pm

Wednesday: 11:00 am -1:30 pm

Thursday: 12:30 – 2:00 pm

Note: By appointment for all online learners

Office phone: 940-397-6220

E-mail: stephanie.robles@msutexas.edu

Since this is an online class, I will be available to meet via zoom or by phone. Please email me ahead of time to schedule an appointment.

Instructor Response Policy

The best way to contact me is through email. I usually respond quickly. You can expect a response within 24 hours; however, it could be a little longer on weekends or holidays.

Textbook & Instructional Materials

Glickman, C., Gordon, S. & Ross-Gordon, J. (2018). *Supervision and instructional leadership: A developmental approach (10th ed.)*. New York: Pearson.
ISBN: 9780134449890

Course Description

Students will examine how leaders can support and improve excellence in instruction for a growing student population. Conferencing skills, observation techniques, evaluation techniques, peer coaching, classroom management, staff development, individual decision-making, and developmental supervision are

some of the concepts to be examined. The course may not be used for students seeking principal certification.

Mission

Our mission, as a community of learners, is to prepare successful, reflective professionals using best practice.

Beliefs

The West College of Education and Professional Studies believes that learning changes both individuals and society. Developing resiliency and tolerance enhances an individual's potential. Through education, the individual becomes a critical thinker and an effective problem solver. Individuals with a cause beyond self, contribute to an informed, democratic, and synergistic society. Our faculty continually strives to establish a reflective and collaborative community to enhance the potential of both the learner and society.

Course Learning Objectives

1. The candidate will differentiate between traditional and dynamic schools/organizations.
2. The candidate will evaluate and articulate supervisory beliefs and personal supervisory styles.
3. The candidate will define and apply developmental and clinical supervision knowledge and skills to improve performance.
4. The candidate will develop and plan effective professional development based on the needs of staff.

Student Learning Objectives

1. Students will discuss and identify elements of traditional and dynamic schools.
2. Students will learn how their own interpersonal behaviors affect individuals as well as groups of people and identify ranges of interpersonal behaviors to enhance change-oriented relationships.
3. Students will design a professional development program to support staff based on their needs.
4. Students will create professional development opportunities tailored to teachers' needs.

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without

following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Office of Student Conduct](#)

Assignments

Each candidate is required to complete all assignments designated for this course in the allotted time. Late assignments will receive 80% of the original available points. Assignments are to be completed according to the guidelines. All assignments must also be completed in substantial form meeting APA requirements to receive an 'A' in the course.

Activities

Several activities must be completed for each module. The activities play an essential role in preparing you for the course assessments.

Evaluation and Assessments (Grading)

Assignments	Points
Introduction- Discussion Post	10
SuperVision for Successful Organizations	10
Characteristics of Schools	10
Examining School Environment	10
Educational Beliefs, Teaching, and Supervision	10
Adults as Learners- Professional Development for 1 st Year Teachers	10
Supervisory Approaches Chart	10
360 Degree Feedback	10
Designing Evaluation	10
The Marginally Effective Employee- <u>Discussion Post</u>	10
Dysfunctional Group Member- <u>Discussion Post</u>	10
Curriculum Development Conceptual Map	10
*Course Assessment: Evaluation and Feedback	40
*Course Assessment: Professional Development Map	40
*Final Project (Course Assessment): Improvement Plan including Professional Development Map	50
Total Points	250

Total points for final grade.

Grade	Points
A	225-250
B	200-224
C	175-199
D	150-174
F	0-149

Tentative Course Outline/Calendar

The course outline can be found in the D2L material.

Other Policy Information

Online Etiquette: It is expected that students use formal, professional language when corresponding online. Use complete sentences, follow the code of ethics and standard practices for Texas educators, and treat all members of the class with respect.

Confidentiality: Upholding confidentiality is a significant responsibility of the student. Anything discussed during class, online in this class, or shared by individual students about themselves is considered confidential. Please do not share any information shared with you by other students.

Academic Dishonesty: Students at Midwestern State University are an integral part of the academic community and enjoy considerable freedom within the framework of the institution's educational objectives. The freedom necessary for learning in a community and achieving success toward our educational objectives requires high standards of academic integrity. Academic dishonesty has no place in an institution of advanced learning. It is each student's responsibility to know what constitutes academic dishonesty and to seek clarification directly from the instructor if necessary. Examples of academic dishonesty include, but are not limited to:

- Submission of an assignment as the student's original work that is entirely or partly the work of another person.
- Failure to appropriately cite references from published or unpublished works or print/non-print materials, including work found on the World Wide Web.
- Observing or assisting another student's work.
- Multiple Submission - Submitting a substantial portion or the entire same work (including oral presentations) for credit in different classes without permission or knowledge of the instructor.

AI / Chat GPT

Since writing, analytical, and critical thinking skills are part of the learning outcomes of this course, all writing assignments should be prepared by the student. Developing strong competencies in this area will prepare you for a competitive workplace. Therefore, AI-generated submissions are not permitted and will be treated as plagiarism.

You may type a question into ChatGPT, but you may not copy and paste its response and turn it in as your own. If you use ChatGPT, you must disclose this somewhere in your assignment. If you use ChatGPT or any other AI, please utilize it in ways that are ethical, accurate, and beneficial.

Mid-Term Exam

There is no midterm exam in this course.

Final Exam

There is no final exam in this course.

Extra Credit

No extra credit will be given.

Late Work

All papers and assignments must be turned in the day they are due. If you have an emergency, please let me know in advance, and/or email me your assignment the same day it is due. Please begin planning your semester schedule accordingly.

Make Up Work/Tests

Make-up work will only be allowed if prior arrangements are made with Dr. Robles.

Important Dates

Last day for term schedule changes: Aug 28, 2025

Deadline to file for graduation: Sept 22, 2025, for December Graduates

Last Day to drop with a grade of "W:" Nov 24, 2025

Refer to: [Drops, Withdrawals & Void](#)

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](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Attendance

Because this is an online course, attendance will be taken in the form of your participation in discussions and submission of assignments. Failure to submit three (3) assignments on-time and/or submission of incomplete assignments are considered evidence of lack of dependability and are taken seriously. Candidates will receive a grade of F on the third missing or incomplete assignment based upon the discretion of Dr. Robles.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. **Assignments are due by the due date.** Our online courses can be accessed from any computer with an internet connection. If you have technical difficulties in the course, there is also a student help desk available to you. The college cannot work directly on student computers due to both liability and resource limitations; however, they are able to help you get connected to our online services. For help, log into [D2L](#).

Instructor Class Policies

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

Inclement Weather

Online courses may continue as scheduled. Students may contact the professor for extensions on assignments if severe weather conditions impact their ability to meet deadlines.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the [Schedule of Classes](#) each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

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](#).

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU TEXAS. 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.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Safety / Emergency Procedures](#). Students are encouraged to watch the video entitled "Run. Hide. Fight." which may be electronically accessed via the University police department's webpage: ["Run. Hide. Fight."](#)

Obligation to Report Sex Discrimination under State and Federal Law

Midwestern State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. State and federal law require University employees to report sex discrimination and sexual misconduct to the University's Office of Title IX. As a faculty member, I am required to report to the

Title IX Coordinator any allegations, personally observed behavior, or other direct or indirect knowledge of conduct that reasonably may constitute sex discrimination or sexual misconduct, which includes sexual assault, sexual harassment, dating violence, or stalking, involving a student or employee. After a report is made, the office of Title IX will reach out to the affected student or employee in an effort to connect such person(s) with resources and options in addressing the allegations made in the report. You are also encouraged to report any incidents to the office of Title IX. You may do so by contacting:

Laura Hetrick

Title IX Coordinator

Sunwatcher Village Clubhouse

940-397-4213

laura.hetrick@msutexas.edu

You may also file an online report 24/7 at [Online Reporting Form](#)

Should you wish to visit with someone about your experience in confidence, you may contact the MSU Counseling Center at 940-397-4618. For more information on the University's policy on Title IX or sexual misconduct, please visit [Title IX Website](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

Notice

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

References/Scientifically Based Research/Additional Readings

- Glickman, C., Gordon, S. & Ross-Gordon, J. (2018). *Supervision and instructional leadership: A developmental approach (10th ed.)*. New York: Pearson. ISBN: 9780134449890
- Hord, S. M., Stiegelbauer, S.M., Hall, G.E., and George, A. A. (2013). *Measuring implementation in schools: Innovation configurations*. Austin, TX: SEDL
- Kemerer, F., & Crain, J. (2016). *Texas documentation handbook: Appraisal, nonrenewal, termination. (6th ed.)*. Texas School Administrators' Legal Digest. ISBN: 978-0-9852527-5-5
- National Policy Board for Education Administration. (2015). *Professional standards for education leaders*. Reston, VA: Author.

Appendix B
Course Objectives, Student Objectives, and Activities and Assessments Chart

Course Learning Objectives:	Student Learning Objectives:	Activities and Assessments:
The candidate will differentiate between traditional and dynamic schools.	Students will discuss and identify elements of traditional and dynamic schools.	Examining School Environment Characteristics of Schools
The candidate will evaluate and articulate supervisory beliefs and personal supervisory styles.	Students will learn how their own interpersonal behaviors affect individuals as well as groups of people and identify ranges of interpersonal behaviors to enhance change-oriented relationships.	360 Degree Feedback Supervisory Approaches Chart The Marginally Effective Employee
The candidate will define and apply developmental and clinical supervision knowledge and skills to improve instruction.	Students will design a professional development program to support teachers based on their instructional needs.	Assessment: Walkthrough Observation Educational Beliefs, Teaching, and Supervision Designing Evaluation Dysfunctional Group Member Curriculum Development Conceptual Map PD for 1 st year teachers
The candidate will develop, and plan effective professional development based on the instructional needs of teachers.	Students will create professional development opportunities tailored to teachers' needs.	Assessments: Innovation Configuration Map Instructional Imp and PD Plan Adults as Learners-1 st Year Teachers