



Course Syllabus: Superintendent Practicum

West College of Education
EDLE 6053 Section X20

Spring Semester 2026: Tuesday, January 20, through May 8, 2026

Contact Information

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Instructor Communication

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 and Resource Materials

OPTIONAL Textbook:

Passing the Superintendent TExES Exam. Author(s): Elaine L. Wilmore.
Publisher: Corwin Press, 2010. ISBN-13: 9781412956192. DIGITAL
ISBN-13: 9781452261164. ISBN-10: 1412956196.

TExES Test Preparation Manual: Superintendent
[Superintendent Test Prep Manual](#)

TExES Test Preparation Resources
[Test Prep Resources](#)

Course Description

This course is the culmination of all internship activities from all certification course work. The superintendent candidate will work closely with the mentor superintendent, concentrating on intensive study in one or more standard areas. The Texas State Superintendent's Exam will be reviewed and 160 practicum hours will be completed.

Course Objectives/Learning Outcomes/Course Competencies

The superintendent provide will 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:

1. Experience the realities of the superintendent by applying classroom knowledge to actual administrative situations.
2. Gain practical experience in applying leadership skills, techniques, and theory by working with a practicing superintendent.
3. Refine a philosophy of education as a result of the practicum experience.
4. Gain additional experience and confidence in his or her professional abilities.
5. Provide authentic administrative assistance in the work setting.
6. Increase one's visibility as a potential superintendent in the eyes of others who could be helpful in advancing the candidate toward his or her career objectives.

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Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given).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](#)

Artificial Intelligence

Advances in Artificial Intelligence (AI) have now provided generative and creative applications such as Chat GPT, Google Bard, Guru, Microsoft Copilot, and others. Certainly, these tools can be quite useful in the learning process; however, the content they generate does not represent the effort and learning of the student. Submitting AI generated work in place of the original and genuine work of the student will be considered a form of academic misconduct.

Important Dates

Last day for term schedule changes:	Check date on <u>Academic Calendar</u> .
Deadline to file for graduation:	Check date on <u>Academic Calendar</u> .
Last Day to drop with a grade of "W":	Check date on <u>Academic Calendar</u> .
Refer to: <u>Drops, Withdrawals & Void</u>	

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.

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 and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings. Computers are available on campus in various areas of the buildings as well as the Academic Success Center. Your computer being down is not an excuse for missing a deadline!! There are many places to access your class! Our online classes can be accessed from any computer in the world that is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk 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](#).

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 has 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

https://cm.maxient.com/reportingform.php?MSUTexas&layout_id=6

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 <https://msutexas.edu/titleix/>

Quality Requirements

"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."

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).
- When referring to the ideas of others, works should be cited using the APA format.
- Use the APA Style Sheet provided for the Ethics and Issues paper.

Projects Required

It is necessary for candidates to:

- 1) Promptly submit all initial documentation within two weeks.
- 2) Complete a pre-practicum self assessment.
- 3) Complete and submit a proposal for possible practicum activities.
- 4) Complete and log into TK 20 the 160 hours of field-based experience tied to Texas Superintendent Certification Standards.
- 5) Have a Shadowing Experience with a superintendent (or assistant or associate). This person may or may not be your site supervisor.
- 6) Conduct an interview your Site Supervisor.
- 7) Complete three (3) formal observations with the following requirements:
 - o A written reflection with each,
 - o Minimum of 45 minutes each,
 - o Have a pre-conference,
 - o Have a post-conference within 72 hours and with substantive feedback for each observation,
 - o One within each third of the practicum duration, and
 - o Written candidate reflection for each observation.
- 8) Complete three (3) informal observations at a minimum of 15 minutes each, plus a post-conference.
- 9) Complete the post-practicum self assessment.
- 10) Complete Assessment #9: Ethics and Equity Issues Identification.

Key NELP/TEA Assessment #9: Ethics and Issues Identification

The Ethics and Issues Identification Assessment is administered in EDLE 6053 Superintendent Practicum. The purpose of the assessment is to evaluate candidate's ability to act with integrity, fairness, and in an ethical manner in order to promote the success of all students.

Throughout the practicum activities, you will identify at least five situations which deal with either integrity, fairness, and/or ethics issues (Domain I Comp 001).

You will describe:

- each of those five situations,
- the explicit connections to the ethics or fairness related decisions that were necessary, and
- how understanding the decision-making process from each situation will inform your practice in the future.

Your product for the assessment will be a written description that includes all of the above. You will upload your paper to both the D2L dropbox and to TK20.

Grading/Assessment

Table 1: Points allocated to each assignment –

Activities	Points
1. Submit Portfolio of Initial Documentation within the First Two Weeks: a) Site Supervisor Qualifications Form, b) Site Supervisor's TEA Certification, c) Site Supervisor's Service Record, d) Texas School Report Card, and e) Site Supervisor Training Form.	10
2. Proposal of Internship Project Activities	10
3. Self-Assessment (Beginning)	5
4. Collaborations with Site Supervisor (2 x 5)	10
5. Shadowing Experience	10
6. Interview of Site Supervisor	10
7. Three Informal Observations by Field Supvis (3 x 10)	30
8. Three Formal Observations by Field Supvis (3 x 10)	30
9. Self-Assessment (Near Conclusion)	5
10. Log All 160 Hours into TK20.	30
11. Ethics and Issues Identification Paper	50
Total	200

Table 2: Total points for final grade.

Grade	Points
A	180 +
B	160 to 179
C	140 to 159
D	120 to 139
F	Fewer than 120

Grade Appeal Process

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.

Course Schedule

Week or Mod	Activities/Assignments/Exams	Due Date
Week 1 1/20 to 1/25	Read the syllabus and all course materials. Submit your Portfolio of Initial Docs. Take the self-assessment (Online in D2L). Submit your Activity Proposal. Read Chapter 1 in Wilmore's book on TExES.	Feb 1
Week 2 1/25 to 2/01	Start recording your 160 hours to TK20. Schedule your first Formal Observation. Collaborate/train your Site Supvis. Read Wilmore Chapter 2.	Feb 1
Week 3 2/01 to 2/08	Schedule and your shadowing experience. Read Wilmore Chapter 3.	Feb 22
Week 4 2/08 to 2/15	Schedule your first Informal Observation. Read Wilmore Chapter 4.	Feb 22
Week 5 2/15 to 2/22	Schedule your second Formal Observation. Read Wilmore Chapter 5.	Feb 22
<i>First One-Third Complete.</i>		
Week 6 2/22 to 3/01	Conduct an interview of your site supervisor. Read Wilmore Chapter 6.	April 5
Week 7 3/01 to 3/15	Start writing your Ethics and Issues paper. Read Wilmore Chapter 7.	April 5
Week 8 3/15 to 3/22	Schedule your second Informal Observation. Check your hours. Are you halfway through? Read Wilmore Chapter 8.	April 5
Week 9 3/22 to 3/29	Catch up on anywhere you are behind. Read Wilmore Chapter 9.	April 5
Week 10 3/29 to 4/05	Schedule your third Formal Observation. Read Wilmore Chapter 10.	April 5
<i>Second One-Third Complete.</i>		
Week 11 4/05 to 4/12	Schedule your third Informal Observation. Make plans to study and take the TX195 Texas Superintendent License Examination. Read Wilmore Chapter 11.	April 26
Week 12 4/12 to 4/19	Re-take the self-assessment (Online in D2L). Read Wilmore Chapter 12.	April 26
Week 13 4/19 to 4/26	Transfer all Activity Log hours in TK20. Read Wilmore Chapter 13.	April 26
Week 14 4/26 to 5/03	Submit Assessment #9: Ethics and Issues. Read Wilmore Chapter 14.	May 3
Week 15 5/03 to 5/08	Evaluate your professor. Read Wilmore Chapter 15.	May 8

Appendix A: Standards/Competencies

Practicum Evaluation

Practicum experiences: Candidates will receive extensive field experiences which encompass each of the 10 Texas Superintendent Certification Competencies. Candidates are required to document 160 hours of experience using the Texas Superintendent Standards as a guide for each experience. By the end of Practicum, candidates must have activities logged into Tk20 meeting each Texas Educational Standard. This is in addition to the hands-on experience gained from the other courses and will ensure candidate's competency and confidence as an educational leader.

Texas Superintendent Certification Domains and Competencies:

- Domain I: Leadership of the Educational Community
 - Competency 001: The superintendent knows how to act with integrity, fairness and in an ethical manner in order to promote the success of all students.
 - Competency 002: The superintendent knows how to shape district culture by facilitating the development, articulation, implementation and stewardship of a vision of learning that is shared and supported by the educational community:
 - Competency 003: The superintendent knows how to communicate and collaborate with families and community members, respond to diverse community interests and needs and mobilize community resources to ensure educational success for all students.
 - Competency 004: The superintendent knows how to respond to and influence the larger political, social, economic, legal and cultural context, including working with the board of trustees, to achieve the district's educational vision.
- Domain II: Instructional Leadership
 - Competency 005: The superintendent knows how to facilitate the planning and implementation of strategic plans that enhance teaching and learning; ensure alignment among curriculum, curriculum resources and assessment; use the current accountability system; and promote the use of varied assessments to measure student performance.
 - Competency 006: The superintendent knows how to advocate, promote and sustain an instructional program and a district culture that are conducive to student learning and staff professional growth.
 - Competency 007: The superintendent knows how to implement a staff evaluation and development system and select appropriate models for supervision and staff development to improve the performance of all staff members.
- Domain III: Administrative Leadership
 - Competency 008: The superintendent knows how to apply principles of effective leadership and management in relation to district

budgeting, personnel, resource utilization, financial management and technology applications.

- Competency 009: The superintendent knows how to apply principles of leadership and management to the district's physical plant and support systems to ensure a safe and effective learning environment.
- Competency 010: The superintendent knows how to apply organizational, decision-making and problem-solving skills to comply with federal and state requirements and facilitate positive change in varied contexts.

All 160 hours must be submitted into Tk20 and approved by mentor for candidate to receive credit for the Practicum course. Since this is a TEA requirement, no exceptions will be made.

Completion of Practicum

Faculty reserve the professional responsibility to guarantee that our graduates meet the minimum level of competency required to be a superintendent. As such, a candidate may be required to take additional practicum hours to improve skills.

Documentation of Practicum Log, On-site Evaluation, and Summary will be placed in candidates' permanent records for use in replying to requests for references and licensure/accreditation audits.