



Course Syllabus: Superintendent Practicum

West College of Education
EDLE 6053 Section X20
Spring Semester 2025

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Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given).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 [Academic Calendar](#).
Deadline to file for graduation: Check date on [Academic Calendar](#).
Last Day to drop with a grade of "W:" Check date on [Academic Calendar](#).
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.

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.

Projects Required

It is necessary for candidates to:

- 1) Complete a pre-practicum self assessment.
- 2) Complete and submit a proposal for possible practicum activities.
- 3) Complete and log 160 hours of field-based experience tied to Texas Superintendent Certification Standards (Activity Log).
- 4) Have a Shadowing Experience with a superintendent (or assistant or associate). This person may or may not be your site supervisor.
- 5) Conduct an interview your Site Supervisor.
- 6) Complete three (3) formal observations with the following requirements:
 - A written reflection with each,
 - Minimum of 45 minutes each,
 - Have a pre-conference,
 - Have a post-conference within 72 hours and with substantive feedback for each observation,
 - One within each third of the practicum duration, and
 - Written candidate reflection for each observation.
- 7) Complete three (3) informal observations at a minimum of 15 minutes each, plus a post-conference.
- 8) Complete post-practicum self assessment.
- 9) Retain all documents and experiences in a portfolio for submission to TK20.
- 10) Complete Assessment #9: Ethics and Equity Issues Identification.

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

The Ethics and Equity 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 equity 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. Due no later than December 1, 2024.

Big Questions for Social Justice – MSU Texas EdD Courses

EDLE 6053 Superintendent Practicum

- *What are the superintendent’s responsibilities for building a culture of social justice in the school district?*
- *In what ways can the superintendent build a culture of social justice in the school district?*

Grading/Assessment

Table 1: Points allocated to each assignment –

Activities	Points
1. Self-Assessment (Beginning)	10
2. Submit Initial Paperwork 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, e) Activity Proposal (already included), and f) Site Supervisor Training Form.	60
3. Activity Log	50
4. Shadowing Experience	10
5. Interview of Site Supervisor	10
6. Three Formal Observations by Field Supervisor	60
7. Three Informal Observations by Field Supervisor	30
8. Self-Assessment (Near Conclusion)	10
9. Portfolio	10
10. Ethics and Equity Issues Identification	50
Total	300

Table 2: Total points for final grade.

Grade	Points
A	270 to 300
B	240 to 269
C	210 to 239
D	180 to 209
F	Fewer than 180

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 Module	Activities/Assignments/Exams	Due Date
Week 1 1/21 to 1/26	Submit Site Supervisor Qualifications Form. Take the self-assessment (Online in D2L). Complete your proposal. Read Wilmore Chapter 1.	Jan 26
Week 2 1/27 to 2/2	Start tracking hours toward completing your Activity Log. Schedule your February observation. Read Wilmore Chapter 2.	Feb 2
Week 3 2/3 to 2/9	Schedule and complete your shadowing experience. Read Wilmore Chapter 3.	Feb 9
Week 4 2/10 to 2/16	Zoom with your university supervisor (me). Read Wilmore Chapter 4.	Feb 16
Week 5 2/17 to 2/23	Schedule your March observation. Read Wilmore Chapter 5.	Feb 23
Week 6 2/24 to 3/2	Conduct and interview of your site supervisor. Read Wilmore Chapter 6.	March 2
Week 7 3/3 to 3/16	Start writing Assessment #9, your Ethics and Equity paper. Read Wilmore Chapter 7.	March 16
Week 8 3/17 to 3/23	Zoom with your university supervisor. Check your hours. Are you halfway through? Read Wilmore Chapter 8.	March 23
Week 9 3/24 to 3/30	Schedule your April observation. Read Wilmore Chapter 9.	March 30
Week 10 3/31 to 4/6	Make plans to study and take the TX195 Texas Superintendent License Examination. Use this week to catch up on anything behind or missing. Read Wilmore Chapter 10.	April 6
Week 11 4/7 to 4/13	Zoom with your university supervisor. Read Wilmore Chapter 11.	April 13
Week 12 4/14 to 4/20	Re-take the self-assessment (Online in D2L). Read Wilmore Chapter 12.	April 20
Week 13 4/21 to 4/27	Record all logged hours in TK20. Read Wilmore Chapter 13.	April 27
Week 14 4/28 to 5/4	Submit Assessment #9: Ethics and Equity Issues Identification. Read Wilmore Chapter 14.	May 4
Week 15 5/5 to 5/9	Read Wilmore Chapter 15. Submit your completed portfolio.	May 9

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.

NELP Standards

- Component 1.1 Program completers understand and demonstrate the capacity to collaboratively design, communicate, and evaluate a district mission and vision that reflects a core set of values and priorities that include data use, technology, values, equity, diversity, digital citizenship, and community.
- Component 1.2 Program completers understand and demonstrate the capacity to lead district strategic planning and continuous improvement processes that engage diverse stakeholders in data collection, diagnosis, design, implementation, and evaluation.
- Component 2.1 Program completers understand and demonstrate the capacity to reflect on, communicate about, and cultivate professional dispositions and norms (i.e., equity, fairness, integrity, transparency, trust, collaboration, perseverance, reflection, lifelong learning, digital citizenship) and professional district and school cultures.
- Component 2.2 Program completers understand and demonstrate the capacity to evaluate and advocate for ethical and legal decisions.
- Component 2.3 Program completers understand and demonstrate the capacity to model ethical behavior in their personal conduct and relationships and to cultivate ethical behavior in others.

- Component 3.1 Program completers understand and demonstrate the capacity to evaluate, cultivate, and advocate for a supportive and inclusive district culture.
- Component 3.2 Program completers understand and demonstrate the capacity to evaluate, cultivate, and advocate for equitable access to safe and nurturing schools and the opportunities and resources, including instructional materials, technologies, classrooms, teachers, interventions, and adult relationships, necessary to support the success and well-being of each student.
- Component 3.3 Program completers understand and demonstrate the capacity to evaluate, advocate, and cultivate equitable, inclusive, and culturally responsive instructional and behavior support practices among teachers and staff.
- Component 4.1 Program completers understand and can demonstrate the capacity to evaluate, design, and implement high-quality curricula, the use of technology, and other services and supports for academic and non-academic student programs.
- Component 4.2 Program completers understand and can demonstrate the capacity to collaboratively evaluate, design, and cultivate coherent systems of support, coaching, and professional development for educators, educational professionals, and school and district leaders, including themselves, that promote reflection, digital literacy, distributed leadership, data literacy, equity, improvement, and student success.
- Component 4.3 Program completers understand and can demonstrate the capacity to design, implement, and evaluate a developmentally appropriate, accessible, and culturally responsive system of assessments and data collection, management, and analysis that support instructional improvement, equity, student learning and well-being, and instructional leadership.
- Component 4.4 Program completers understand and demonstrate the capacity to design, implement, and evaluate district-wide use of coherent systems of curriculum, instruction, assessment, student services, technology, and instructional resources that support the needs of each student in the district.
- Component 5.1 Program completers understand and demonstrate the capacity to represent and support district schools in engaging diverse families in strengthening student learning in and out of school.
- Component 5.2 Program completers understand and demonstrate the capacity to understand, engage, and effectively collaborate and communicate with, through oral, written, and digital means, diverse families, community members, partners, and other constituencies to benefit learners, schools, and the district as a whole.
- Component 5.3 Program completers understand and demonstrate the capacity to communicate through oral, written, and digital means within the larger organizational, community, and political contexts and

cultivate relationships with members of the business, civic, and policy community in support of their advocacy for district, school, student, and community needs.

- Component 6.1 Program completers understand and demonstrate the capacity to develop, communicate, implement, and evaluate data-informed and equitable management, communication, technology, governance, and operation systems at the district level to support schools in realizing the district's mission and vision.
- Component 6.2 Program completers understand and demonstrate the capacity to develop, communicate, implement, and evaluate a data-based district resourcing plan and support schools in developing their school-level resourcing plans.
- Component 6.3 Program completers understand and demonstrate the capacity to develop, implement, and evaluate coordinated, data-informed systems for hiring, retaining, supervising, and developing school and district staff in order to support the district's collective instructional and leadership capacity.
- Component 7.1 Program completers understand and demonstrate the capacity to represent the district, advocate for district needs, and cultivate a respectful and responsive relationship with the district's board of education focused on achieving the district's shared mission and vision.
- Component 7.2 Program completers understand and demonstrate the capacity to design, implement, cultivate, and evaluate effective and collaborative systems for district governance that engage multiple and diverse stakeholder groups, including school and district personnel, families, community stakeholders, and board members.
- Component 7.3 Program completers understand and demonstrate the capacity to evaluate, engage in decision making around, implement, and appropriately communicate about district, state, and national policy, laws, rules, and regulations.
- Component 7.4 Program completers understand the implications of larger cultural, social, economic, legal, and political interests, changes, and expectations and demonstrate the capacity to evaluate and represent district needs and priorities within larger policy conversations and advocate for district needs and priorities at the local, state, and national level.