



Course Syllabus: EDLE 6033 - School Organization and Management  
West College of Education  
EDLE 6033 Section DX1/X30  
May 31-June 30, 2022

Contact Information

Instructor: Tom Deighan  
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Instructor Response Policy

Texting is always best option, due to the short timeframe for summer classes. Also, please text me if you ever email me a question. If it is extremely urgent, feel free to call, but please only between 8 AM to 9 PM.

Textbook & Instructional Materials

Required:  
*Educational Facilities: Planning, Modernization, and Management 5th Edition*  
by Richard Bauscher and E. Michael Poe

Course Description

This course will prepare superintendent candidates to apply principles of effective leadership and management in relation to district budgeting, facilities, finances, and technology usage. Other topics of study will be organizational change, group processes, decision-making, and personal time management.

Course Objectives/Learning Outcomes/Course Competencies

NELP Standard 6, Operations and Management, will be our focus for this class with special emphasis on NELP Standard Components 6.1 and 6.3.

**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 6.3:** 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.

NELP district-Level Standards:

<https://www.npbea.org/wp-content/uploads/2018/11/NELP-DISTRICT-Standards.pdf>

### Student Handbook

Refer to: [Student Handbook-2020-21](#)

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Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual’s to whom credit is given).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

### Grading/Assessment

All Drop-Box assignments must be submitted in WORD or WORD Compatible format. (Google Docs, etc.) PDF’s are not acceptable.

Assignments	Points
Zoom Session Attendance	15
District Organizational Chart Discussion Board	15
District Organizational Chart Analysis	20
TXSSC Resource Inventory and Application	20
Final NELP 10 Assessment	30
<b>Total Points</b>	<b>100</b>

Table 2: Total points for final grade.

Grade	Points
A	90-100
B	80-89
C	70-79
D	60-69
F	Less than 60

### Homework

Due to the condensed nature of this course, you will have more latitude regarding when to do assignments. It is suggested, however, that you pace the assignments to avoid too much being due at the end of the course.

### Mid-Term Exam

There is no mid-term exam.

### Final Exam

NELP 10 Assessment, will serve as your final exam for this course.

### Extra Credit

No extra credit assignments will be offered

### Late Work

Prior to the assignment deadline, students must contact the instructor (via email) with a detailed explanation regarding any late work for full credit to be considered.

### Make Up Work/Tests

Students may make up one zoom class with an alternative assignment if a legitimate conflict arises.

### 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.

### Attendance

This is a virtual class. Zoom class meetings are essential for your success. Three zoom sessions are scheduled, and participation is required. Students may make up one missed zoom class with an alternative assignment if a legitimate conflict arises.

### 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](#).

#### Instructor Class Policies

Professional speech, behavior, and ethics are expected at all times. All written assignments will be assessed not only for content but also for appropriateness for district-level communications.

#### 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. 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.

### 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.

### Course Outline and Assignments:

Course outline and assignments are available in D2L for students under Course Content.

### Course Schedule

This course is virtual, but we will have zoom sessions on the following dates from **7:00 to 8:30: June 8, 15, 22 (Wednesdays)**

### Appendix A: Standards/Competencies

NELP district-Level Standards:

<https://www.npbea.org/wp-content/uploads/2018/11/NELP-DISTRICT-Standards.pdf>

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