



**Virtual Campus – Spring 2009  
Feb 23, 2009 – May 16, 2009**

*Mission: Wayland Baptist University exists to educate students in an academically challenging, learning focused and distinctively Christian environment for professional success, lifelong learning and service to God and humankind.*

EDAD5335VC01  
THE PRINCIPALSHIP

**TERMS AND DATES:**

February 23 – May 16, 2009

**On Saturday of each week you must check the Blackboard site for announcements and assignments. The assignment posted on Saturday is due by the following Saturday at noon central time. The reading assignment listed in the syllabus should be done BEFORE the date it is listed. This will allow you to use what you have read to complete the week's assignment before it is due the next Saturday.**

For example, before Saturday, Feb. 28 you should read the scenarios *Good Morning M. Principal* (page 113), and *Complaint from Teachers* (page 115). On Feb. 28, you should check Blackboard to see your assignment for the week. The assignment will be due on Saturday, March 7 by noon central time.

**Blackboard** – This site <http://virtualcampus.wbu.edu> will be used during class.

- **Username:** Your student ID (nine digit number starting with 3, 4 or 5 zeros) You must get this from your advisor.
- **Password:** The first three letters of your first name and the first three letters of your last name. Once you have successfully logged in, you should change your password (Tools > Personal information).  
**EXAMPLE**
- **Email Address:** If your email address in Blackboard is incorrect, you will need to speak with your advisor to **get it changed in PowerCAMPUS**.
- Students with missing email addresses will **NOT** be loaded into Blackboard. If you are experiencing difficulties logging in, please contact the person who registered you for classes.
- Also, please update your address and phone numbers (Tools > Personal information).

**OFFICE HOURS:**

You can contact me by email anytime. If you want me to read the email ASAP, type "HELP" in the subject line.

You can also contact me at home, on my cell or at work.

**INSTRUCTOR:**

**Dr. Dana West**

Travis Middle School

2815 Martin Road

Amarillo, TX 79107

Work Phone: 806-326-3800

Cell Phone: 806-729-0782

Email: [dana.west@suddenlink.net](mailto:dana.west@suddenlink.net) or use the “Message” feature in the Communication section of Blackboard. If you need a quick response, email [danar.west@amaisd.org](mailto:danar.west@amaisd.org). Note that there is an “r” in my email as there are two Dana Wests in AISD.

#### CATALOG COURSE DESCRIPTION:

Management of the internal organization of schools with respect to scheduling, student grouping, staffing, curriculum, student progress systems, special programs, and grading/reporting systems; community relations at the school site; legal aspects of school site management; and use of microcomputers.

#### REQUIRED RESOURCE MATERIALS:

Alvy, H.B., & Robbins, P. (1998). If I only knew . . . success strategies for navigating the principalship. Thousand Oaks, CA: Corwin Press, Inc.

Bowser, J.D., & Sherman, R. (1996). The principal's companion: A workbook for future school leaders (2<sup>nd</sup> ed.). Lanham, MA: University Press of America.

Daresh, J.C. (2006). Beginning the principalship: A practical guide for new school leaders (3rd ed.). Thousand Oaks, CA: Corwin Press, Inc.

#### COURSE REQUIREMENTS:

- A. Scenarios (70 points) – Each scenario must be answered in the Blog section on Blackboard. Each scenario is highlighted in gray on this syllabus.

Answer **scenarios** in the Blog section of Blackboard. Answer each scenario with how you would respond to that scenario. Tell things such as policies you would reference or other people you would bring on board to help you with the situation (superintendent, secretary, counselor, teachers, parents, etc.)

**Your first addition to your blog page is due March 7.** Each week type ALL of the scenarios for the week in the SAME blog. Name the blog for the week with YOUR NAME and the DUE DATE. Be sure to include the page numbers in the blog so I can easily see where one scenario ends and the other begins.

**For example**, the first week you have two scenarios due. I would name my first blog “Dana West March 7” and would type page 113 and then answer that scenario. Next, **in the same blog area**, I would type page 115 and the answer.

**On March 28, you will do your next blogs over pages 116, 117, and 118. You’ll name that week’s blog “ YOUR NAME March 28.”**

The scenarios are found in The Principal's Companion textbook.

- B. Discussion Board (80 points) – Classroom discussion is very important. You will be expected to participate in weekly Discussion Board postings. You will answer questions on Discussion Board **AND respond to other students’ postings as well. This activity is designed to allow you to have “classroom discussions.”**

You will reference If I Only Knew and Beginning the Principalship when you answer Discussion Board questions.

- C. Principal activity (50 points) – This activity **must be approved by Dr. West**. Using If I Only Knew pages xxvi – xxx as a guide, “volunteer” at your school to be involved in or in charge of an activity principals do. By May 9 you will post a typed synopsis of your activity and what you learned from doing it. Reference and explain competencies from the TEXES test that were addressed in your activity.

Post your activity as a blog. Name it "YOUR NAME Principal Activity."

COURSE OUTLINE AND COMPETENCIES:

Competencies

MEANS FOR ASSESSING STUDENT ACHIEVEMENT OF THE COURSE COMPETENCIES

ATTENDANCE POLICY:

The University expects students to make class attendance a priority. All absences must be explained to the instructor who will determine whether omitted work may be made up. When a student reaches the number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the dean at the campus where the course is offered. Any student who misses 25% or more of the regularly scheduled class meetings will receive a grade of "F" in the course. Student appeals should be addressed, in writing, to the campus dean.

**Attendance for this online course will be documented by the student's participation in class discussions and submission of assignments. The last date of attendance will be determined by student's most recent participation in course activities – not the last log-in.**

EVALUATION:

1. University Grading System

A: 90 - 100  
B: 80 – 89  
C: 70 – 79  
D: 60 – 69  
F: Below 60

Cr: For Credit  
NCR: No Credit  
I: Incomplete  
IP: In Progress  
X: No Grade Given  
WP: Withdrawal Passing  
WF: Withdrawal Failing

A grade of "CR" indicates that credit in semester hours was granted but no grade or grade points were recorded.

\*A grade of incomplete is changed if the work required is completed prior to the date indicated in the official University calendar of the next long term, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted the grade of F. An incomplete notation cannot remain on the student's permanent record and must be replaced by the qualitative grade (A-F) by the date specified in the official University calendar of the next regular term.

2. Procedure Used for Computation of Final Grade (average of the following):

- A. Scenarios - Blog (7 weeks @ 10 points each week = 70 points) Resource: The Principal's Companion
- B. Discussion Board – (8 weeks @ 10 points each week = 80 points) Resources: If I Only Knew and Beginning the Principalship
- C. Principal activity (50 points)

A	160 - 200
B	119 - 159
C	78 - 118
D	37 - 77
F	0 – 36

## ACADEMIC HONESTY

University Students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty include all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one's own work.)

Disciplinary action for academic misconduct is the responsibility of the faculty members assigned to the course. The faculty member is charged with assessing the gravity of any case of academic dishonesty, and with giving sanctions to any student involved. Penalties may be applied to individual cases of academic dishonesty (see catalog for more information about academic dishonesty).

## DISABLED PERSONS

NOTE: "It is University policy that no otherwise qualified disabled person be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the University."

## CLASS SCHEDULE

Answer each **scenario** in the Blog section of Blackboard. Answer each scenario with how you would respond to that scenario. Tell things such as policies you would reference or other people you would bring on board to help you with the situation (superintendent, secretary, counselor, teachers, parents, etc.) **Your first addition to your blog page is due March 7.** See rubric under Lecture Notes.

You will answer Discussion Board questions over If I Only Knew and Beginning the Principalship. Answers must be posted by the Saturday after the assignment is supposed to be read. For example, on March 7 you should have read If I Only Knew xx-xxii and xxvi-xxx AND chapters 1 and 2. Discussion Board post for questions over that section will be due on Saturday, March 21 (due to Spring Break). You must also comment on other students' posts. See rubric under Lecture Notes.

The first date listed is the date you should have the textbook pages read and the date you should check Blackboard for the week's assignment. The date in parenthesis is when the assignment is due.

Feb. 28 (due March 7):

- Scenarios: Good Morning M. Principal (page 113), and Complaint From Teachers (page 115)
- Click on Communication, then click on Messages on Blackboard. Send me a message with your idea regarding your principal activity. Use If I Only Knew pages xxvi – xxx as a guide.

March 7 (due March 14):

- Be sure your personal information is updated on Blackboard. TOOLS > PERSONAL INFORMATION
- If I Only Knew ...: xx-xxii and xxvi-xxx AND Chapters 1 and 2.
- The TExES Test for Texas Principals (You'll use this site to reference the competencies in your Principal Activity.)

March 14:

- SPRING BREAK

March 21 (due March 28):

- Scenarios: Breaking the Sound Barrier (page 116), The Concerned Mother (page 117), and the Unhappy Foreign Student (page 118).
- If I Only Knew ...: Chapters 3, 4 and 5.

March 28 (due April 4):

- Scenarios: The Disappearing Food (page 123), Teacher Accolade (page 124), Help! (page 126), and The Spitwads (page 127).
- If I Only Knew ...: Chapters 6, 7 and 8.
- Beginning the Principalship: Chapter 1

April 4 (due April 11):

- Scenarios: The Belligerent Student (page 128), Taxpayer Rights or Abuse? (page 129), The Physical History Teachers (page 130), and Child Abuse or Child Shenanigans? (page 131).
- If I Only Knew ...: Chapters 9 and 10.
- Beginning the Principalship: Chapter 2.

April 11 (due April 18):

- Scenarios: The Out-of-Control Student (pages 132 and 133), To Teach or Not To Teach? (page 136), Let's Do Lunch (page 137), and The CPS Dilemma (page 138).
- If I only Knew ...: Chapters 11 and 12.
- Beginning the Principalship: Chapter 3.

April 18 (due April 25):

- Scenarios: The Shooting (page 139), Health Hazard (page 140), What's The Matter With Craig? (page 143), and Teacher In A Rut (page 144).
- If I Only Knew ...: Chapters 13 and 14.
- Beginning the Principalship: Chapter 4.

April 25 (due May 2):

- Scenarios: Barbara Shouldn't Be Promoted (page 145) and The Heat is On (page 146).
- Beginning the Principalship: Chapter 5, 6, 7 and 8.

May 2 (due May 9):

- Beginning the Principalship: Chapters 9, 10 and 11.

May 9: **Principal Activity is due today.**