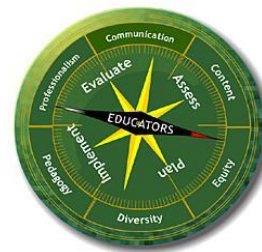# EDLE 5700: Educational Leadership Applications

Syllabus: Fall 2021

Monday, October 18 – Friday, December 10

Department of Teacher Education and Administration: Preparing tomorrow's Educators and Scholars

The Department of Teacher Education and Administration seeks to improve educational practice through the generation of knowledge and to prepare education professionals who serve all students in an effective, inclusive and equitable manner. Its focus is on the preparation of highly competent educators, researchers and administrators who employ current theory and research as they fill these important roles.

Mission

The Department of Teacher Education and Administration integrates theory, research, and practice to generate knowledge and to develop educational leaders who advance the potential of all learners.

Vision

We aspire to achieve international recognition for developing visionary educators who provide leadership, promote social justice, and effectively educate all learners.

The Department of Teacher Education and Administration seeks to improve educational practice through the generation of knowledge and to prepare education professionals who serve all students in an effective, inclusive and equitable manner. Its focus is on the preparation of highly competent educators, researchers and administrators who employ current theory and research as they fill these important roles.

Educational Leadership Program

Core Values and Beliefs

Graduates will have the knowledge, skills, and motivation to accomplish the following:

Lead learning organizations
Engage ethically with the community
Advocate for diversity, equity, and inclusion
Develop theory to practice solutions

Course Description

This course provides an overview of the skills, knowledge, and mindsets instructional leaders should practice on a daily basis. The UNT Principal Preparation Program (Accelerated Online Program) emphasizes the six Domains and eleven Competencies for Principals from the Texas Education Agency. These Domains and Competencies form the basis of the 268 Texas Examination of Educator Standards (TExES) and the Performance Assessment for School Leaders (PASL). This course addresses practical applications of all of the Domains and Competencies. You will find a copy of the Domains and Competencies in the *Introduction* section of the course and in all of the other *Required Readings* pages of the course.

Course Prerequisites

You must have knowledge and experience in EC-12 schools to be successful with the content of this class. .

Course Learning Objectives

At the conclusion of the course, you will be able to do the following:
1. Identify the six Principal Domains and the eleven Principal Competencies
2. Explain and Apply best practices of leadership and administration for each competency.
3. Describe the content assessed on the Texas Examination of Educator Standards (TExES) and the format of the assessment.
4. Analyze four constructed responses and determine how the constructed responses address the Texas Principal Domains and Competencies.
5. Explain how the Competencies and their descriptors incorporate Domain VI, Competency 11, Ethics, Equity, and Diversity,
6. Describe the three tasks that are part of the Performance Assessment for School Leaders (PASL).
7. Identify the requirements of PASL task 1, including the required artifacts.
8. Develop an action plan to address a school problem/challenge related to student learning, support the selection of the problem/challenge with relevant longitudinal data, identify people and resources to help you with the plan, and develop a timeline for the plan.
9. Identify areas of Educational Leadership that are strengths for you and areas where you plan to grow.

Texas Principal Domains and Competencies
The UNT Educational Leadership Program promotes an understanding of the six Domains and eleven Competencies

    Domain I, School Culture (School and Community Leadership), 001, 002
    Domain II, Leading Learning (Instructional Leadership/Teaching and Learning), 003, 004
    Domain III, Human Capital (Human Resource Management), 005, 006
    Domain IV, Executive Leadership (Communication and Organizational Management), 007, 008
    Domain V, Strategic Operations (Alignment and Resource Allocation), 009, 010
    Domain VI, Ethics, Equity, and Diversity, 011

All Principal Preparation Programs in Texas must address these Domains and Competencies, and they adhere to national competencies for principal preparation programs. This course revolves around the Texas Domains and Competencies. If you are getting the Master's Degree but not Principal as Instructional Leader certification, you will benefit from this emphasis because these Domains and Competencies represent best practices in Educational Leadership. See the page in the *Introduction* section of the course for a full list of the Texas Principal Domains and Competencies.

Communications within the Course

What Should You Do First?
Be sure you read the *Start Here* module and the Introductions module of the course. Read about your instructor, ways to communicate, advising information, a course overview, and other information.

During the first week of class, we will have a *Get Acquainted* discussion where you will share information about yourself and read about your classmates

Questions
For assignment clarification questions and answers throughout the term, see the *Ask Questions Here* discussion available from *Assignments* on the course menu, or use the direct link on the course *Home* page. By asking questions in a centralized location, I can answer a single time and everyone can see the answer. In addition, classmates routinely help each other as needed. Our EDLE teaching assistant, Kira Dehnel, can also help you. You can see her name listed in your course from within your *Inbox*, and you can contact her at Kira.Dehnel@unt.edu.

Inbox
You can also use the *Inbox* tool to communicate with me. The *Inbox* uses your UNT EagleConnect email address. Please check for messages daily. You can expect a response from me within 24-hours of sending a message.

Announcements
I will routinely post announcements of breaking news, updates, reminders, and general feedback throughout the weeks of the course. Each time you login, you will see the most recent announcement at the top of the *Home* page. Take the time at each login to look for and read these important updates.

Collaborative Discussions
Besides finding discussions within weekly modules, you can also navigate to *Assignments* from the course menu and locate the appropriate week's discussion within the *Discussions* category. Please note due dates; **do not post before Monday of each assigned week, post your initial postings no later than Wednesday of each week, and conclude each week's conversations by Sunday night**. There are two exceptions to the due dates. The initial post for the *Getting Acquainted* discussion for Week 1 must be posted by Friday of Week 1 and, for Week 8, all posts must be completed by Friday. Conversational language within each discussion is permissible but should also be grammatically correct.

Office Hours
Use the *Inbox* to email me to make an appointment for an online or phone conference.

Communicating with Your Advisor
Dr. Linda Stromberg is your advisor, and Marilyn Deuble is our Student Services coordinator. If you have advising questions, contact linda.stromberg@unt.edu or marilyn.deuble@unt.edu.

- You can access forms and information about the Master's in Educational Leadership and Principal Certification by clicking on the *Advising* page in the *Introduction* section of the course.
- You can also find information by reading the *Educational Leadership Handbook* that you will find on the *Advising* Page. Both the Advising Page and the *Handbook* have forms you will need, the Master's Degree/ Certification Plan and the Internship Application.

Instructional Methods

I have provided reading assignments for each week, along with an introductory narrative for the topics addressed each week. You can also see the assignments, discussions, and activities related to the topics and have the opportunity to apply the learning gained each week in the school setting. I will review and respond to assignments and discussions you submit. I expect each student to participate fully in order to gain a good understanding of the subject matter while gaining new or improved skills or knowledge in preparation for school leadership.

Accessibility
It is my goal to create a learning experience accessible to all. If you anticipate any issues related to the format, materials, or requirements of this course or encounter any barriers, please let me know immediately so we can determine what design changes are possible.

How this Course is Organized
- The course menu is just to the left of course content window and contains links to all content in this course.
- Each week has a *Learning Materials* page that has the *Required Readings* for that week.
- The course has weekly lessons, and you can find weekly modules under *Modules* from the course menu.
- We have one Quiz, in Week 1, which verifies some of your knowledge of the Syllabus, Course Overview, and *Educational Leadership Handbook*.
- We have five (5) Assignments or Quizzes and a Major Assignment due in Week 8: Problem Solving in the Field.
- We have six (6) Discussions.

Syllabus
You can locate this syllabus from two different areas of the course. You can save or print, if desired:
1. From the *Read the Syllabus* page in the *Introduction* module
2. From the *Syllabus* link on the course menu, which also displays all activities for a grade

Calendar
You can find all of the graded activities' due dates on the *Calendar*, which is located on the dark-gray global menu on the far left of the course window. The due dates show on the calendar on 11:59 pm. Please note: Use the MONTH or AGENDA view of the Calendar found on the course menu to see assignment due dates and *not* the WEEK view, which displays due dates at midnight.

Grades
You can see your grades by going to the *Grades* link on the course menu. It displays rubrics provided for Assignments and Discussions. You can also see instructor feedback by clicking the link.

Assessment and Grading

Assignments
Each weekly module presents the assignment or quiz for that week. See the schedule below and the individual assignments for each week. Please review each assignment's rubric prior to submission. You should make every effort to connect assignments to course materials. Write all assignments in scholarly and grammatically correct language. Assignments are typically due by Sunday night each week, but please check to verify due dates.

Class Discussions
You must make substantive postings to the weekly topics, which are available from the weekly modules and from the *Assignments* link of the course menu. You are also required to respond to the submissions of other students on different days throughout each week. Your first post of each week is typically due no later than Wednesday (for Week 1, by Friday). You must participate throughout the week, respond to classmates on different days, and must not wait until the weekend to try catching up.

Rubrics
IMPORTANT: Each discussion and assignments includes a rubric used in the grading process. Read the rubrics carefully to see expectations for assignments and discussions. You will see the rubrics by looking at the bottom of the assignments and by selecting the three dots at the top-right of discussions. You can also see all rubrics before and after submission by looking in *Grades.* If you have a question about your grade, you

can compare your submission to the requirements of the rubric. You can also contact me to discuss grades, but be sure you have first reviewed the rubric to see where your assignment or discussion would fall on the rubric scale.

Assessments Overview

Expect my feedback on postings and assignments no later than one week following submissions.

Instruments to determine student grades and proficiency of the learning outcomes
Assignments and Quizzes — 5 1. Week 1 — Quiz: Course Overview, Advising, Syllabus, School Culture 2. Week 2 — Quiz: Leading Learning 3. Week 3 — Assignment: Human Capital 4. Week 4 — Quiz: TExES, Selected and Constructed Responses 5. Week 6-----Assignment, PASL Course Certificate
Major Assignment — 1 1. Week 8 — Problem Solving in the Field Assignment
Weekly Discussions — 6 1. Week 1: Getting Acquainted and School Culture 2. Week 2: Leading Learning and Sharing Expertise 3. Week 3: Human Capital 4. Week 4: Executive Leadership and Strategic Organization 5. Week 7: Ethics, Equity, and Inclusion 6. Week 8: Application of Course Objectives

The following points determine grades in the course:

Assignment	Number/Points	Total Points
Quiz: Course Overview, Advising, Syllabus	30 points	30 points
Quiz: Leading Learning	40 points	40 points
Assignment: Human Capital	30 points	30 points
Quiz: TExES Selected and Constructed Responses	25 points	25 points
Assignment: PASL Course or Alt. Assignment	35 points	35 points
Problem Solving in the Field assignment (Week 8)	70 points	70 points
Weekly Discussions (Weeks 1, 3, 4, 7, 8)	10 points each	50 points
Week 2 Discussion: Expertise Sharing	20 points	20 points
	Total	**300**

Final grades are determined as follows:

Total Points	Letter Grade
270-300	A
240-269	B
210-239	C
180-209	D
0-179	F

Late Submissions
Because on-time submission of all mandatory exercises is expected, **one point will be deducted for each day the assignment is late.** Repeated late submissions of assignments can result in a failing grade for the course.

Accessing Grades
You will be able to access grades and feedback from Grades on the course menu after assignments after I have graded your assignment or, for quizzes, after I have graded all of the quizzes.

Assignment Submission Instructions
Weekly assignments you submit are **required to be in DOC or PDF format.** You must submit them by their due dates, which you can see within each assignment. You can see the Assignments in the weekly modules and from these menu links: Assignments, Grades, Calendar, and Syllabus.

During the last week of class, adhere carefully to the due dates. Because grades are due immediately after the closing of the class, you must submit all assignments and discussions no later than their due dates. **The course closes on Friday, December 11, 2020; you cannot submit course work after that date.**

Feedback for Assignments and Discussions

- My plan is to return your assignments with feedback within one week of the due date.
- For discussions, I will monitor the discussion while it is going on, but, usually, I will not add postings. I will give you feedback as part of your grade for the discussion. I also plan to respond to the discussions within one week.
- Each discussion and assignment grade will be based on a rubric or grading form. Read the rubric or grading form carefully to see expectations for assignments and discussions. You can see these at the bottom of the assignments and under the three dots at the top-right of discussions, and you can see the rubric or grading form by looking in *Grades.* If you have a question about your grade, compare your submission to the requirements of the rubric or grading form. You can also contact me to discuss grades, but be sure you have first looked at the rubric to see where your assignment or discussion would fall on the rubric scale. Quizzes do not have a rubric. Points earned make up the score for the quiz.
- In addition to the rubric or grading form, I will add written feedback on most of the assignments and discussions. You will be able to see your grade and feedback for discussions by going to *Grades* on the course menu.
- **This class does not offer extra credit.** If you are not doing well with the assignments, you cannot raise your grade with extra credit. You should do your very best on the remaining assignments for the class, and that will usually bring up your grade.
- If I am going to be away from my computer and not able to adhere to the process of returning the assignments within one week, I will notify the class through an announcement or email.

Course Schedule

Week	Topics/Competencies	Assignments, Discussions, Readings
1	**INTRODUCTION AND SCHOOL CULTURE** **Domain I**	**Activities** **Discussion Week 1 – Get Acquainted and School Culture** **Quiz – Course Overview, Advising, Syllabus, School Culture** **Readings and Resources** Start Here Module, Introduction Module Advising Page, Course Overview, Syllabus, *Educational Leadership Handbook* Texas Principal Competencies *TExES Preparation Manual* Video - *Shaping a Vision of Success for All School Leaders* Video - *The Motivating Principal* *Video – Tools for Effective Principal Leadership* Article **–** "Communication Behaviors of Principals at High Performing Title 1 Elementary Schools"
2	**LEADING LEARNING** **Domain II**	**Activities** **Discussion Week 2 – Leading Learning and Sharing Expertise** **Quiz Week 2 – Leading Learning** Introduction to Week 8 Assignment: Problem Solving in the Field **Readings and Resources** Principal Domain II *TExES Preparation Manual* Article –" The Case for Children's Right to Read" Article – "The Challenge of Early Literacy Phonics Instruction" Glossary of Literacy Terms Website – Texas College and Career Readiness School Models Website – Empowering Students for Future Success Website – Texas Association of School Administration, Article and Videos on Innovations *Video-Leading a Data Analysis Meeting* *Video –Best Practice: Data Driven Dialogues* *Video –From Data to Dialogue* *Video – Data Driven instruction: Leading Data Analysis Meetings*
3	**HUMAN CAPITAL** **DOMAIN III**	**Activities** **Discussion Week 3 – Human Capital** **Assignment – Human Capital** .Continue work on *Problem Solving in the Field* Assignment due in Week 8 **Readings and Resources** Principal Domain III *TExES Preparation Manual* *Website –School leadership in Action, Videos, Cultivating leadership in others and Improving Instruction (Teacher Leadership)* Article –"How to Attract and Retain Excellent Educators" Article – "Coaching: Impact Cycle" Article _ "Practicing What you Value" Article – "Perfecting Practice" Protocol for Feedback – See it Name It and Do it Website – AEL and T-TESS appraiser information PowerPoint from Webinar –Contracts Decisions and Non-renewals

Week	Week/Topics	Assignments, Discussions, Readings
4	**EXECUTIVE LEADERSHIP, STRATEGIC ORGANIZATION. AND TExES SELECTED AND CONSTRUCTED RESPONSES** **Domains V and VI**	**Activities** **Quiz Week 4 – TExES Selected and Constructed Responses** **Discussion Week 4: Executive Leadership and Strategic Organization** **Submit Possible topic for Week 8 Assignment: *Problem Solving in the Field*** **Assignment** **Readings and Resources** Principal Domains IV and V *TExES Preparation Manual* *Video on TExES and PASL* *Introduction to PASL Orientation Assignment and Alternative Assignment, due in Week 6*
5	**PREPARE FOR PERFORMACE ASSESSMENTS (PASL)**	**Activities** **No Discussion or Assignment Due** Work on PASL Orientation Online course or Alternative Assignment Continue work on *Problem Solving in the Field* Assignment due in Week 8 **Readings and Resources** PASL Orientation Course UNT Library Resources on Educational Leadership
6	**PREPARE FOR PERFORMACE ASSESSMENTS (PASL)**	**Activities** **Assignment Week 6 – PASL Orientation Course, complete and submit certificate or submit Alternative Assignment** Continue work on *Problem Solving in the Field* Assignment due in Week 8 **Readings and Resources** PASL Orientation Course UNT Library Resources on Educational Leadership
7	**ETHICS, EQUITY, AND INCLUSION** **Domain VI**	**Activities** **Discussion Week 7 – Ethics, Equity, and Inclusion** Finalize work on *Problem Solving in the Field* Assignment due in Week 8 **Readings and Resources** Competency 11 *TEXES Preparation Manual,* *Code of Ethics and Standard Practices for Texas Educators*
8	**PROBLEM SOLVING IN THE FIELD AND REVIEW OF COURSE OBJECTIVES**	**Activities** **Assignment Week 8 – *Problem Solving in the Field* due this week** **Discussion Week 8 – Problem Solving in the Field and Review of Course Objectives** **SPOT Course Evaluation** **Readings and Resources** All competencies, 1-11 *TEXES Preparation Manual*

TECHNICAL INFO AND OTHER SUPPORT SERVICES

Access and Log in Information

This course uses the University of North Texas' Learning Management System, Canvas. To get started with the course, please go to https://canvas.unt.edu. You will need your EUID and password to log in to the

course. If you do not know your EUID or have forgotten your password, please go to http://ams.unt.edu.

Minimum Technology Requirements
- Reliable internet access
- Canvas-supported computer system
- Canvas-supported browser

Minimum Technical Skills Requirements
- Navigating and using Canvas basic tools such as posting and replying to discussions, submitting assignments, reading announcements, viewing grades (see informational links below and on the course *Home* page when you enter the course)
- Reading and sending UNT EagleConnect email via the Canvas *Inbox*
- Saving files in DOC and PDF formats
- Copying and pasting text
- Participating in live-meeting applications such as Zoom your instructor may request
- Converting PDF files to editable word-processing format

Canvas Information
- Canvas student guide featuring text and video instructions for look-up or learning
- Technical requirements and information on browser compatibility, mobile app resources, and mobile device compatibility.

Student Technical Support
After logging into your Canvas course, click the *Help* icon on the bottom of the Global Navigation menu (the dark column on the left border of your browser window), which provides links to these resources:
- Search the Canvas Guides
  Find answers to common questions
- Student Helpdesk
  Submit a ticket to the UIT Helpdesk.
- Online Student Resources
- Ask Your Instructor a Question
  Questions are submitted to your instructor
- UNT Library

UNT Student Helpdesk
Make a note of this information now in case of a situation where you cannot login to the course.

Email: helpdesk@unt.edu
Phone: 940.565.2324
Site: UIT Help desk
Help: Submit a Help Request
Chat: UIT Help Desk Live Chat
Hours: Subject to change

Technical Emergencies and Advice for Taking Online Exams and Quizzes
- Avoid using a wireless connection for exams unless you are certain of its reliability.
- Take exams using a supported web browser on a desktop or laptop rather than using an iPad. If using an iPad, we recommend the Chrome browser.
- When at all possible, compose text offline and copy/paste your answer into the quiz. Canvas will save your exam after each answer.
- Should you encounter technical problems affecting your ability to access or complete a task, immediately contact the UIT Helpdesk for assistance so they can document the issue with

a helpdesk ticket number.
- If the UIT Helpdesk cannot resolve the problem, they will document the problem and provide you with a ticket number that you can provide to your instructor as verification.
- When UIT staff is unavailable, Report an Issue online.

Additional Support Resources
- Graduate Student Support Services of the Toulouse Graduate School
- CLEAR Online Student Resources
- UNT UIT Helpdesk
- Change or update your AMS password
- UNT my.unt Portal

UNT Library Information
- How to access the Library off campus
- Retrieve articles from UNT's electronic library resources
- For additional assistance, please contact our College of Education librarian, Jo Monahan at Jo.Monahan@unt.edu or 940.565.3955.

Advising Information

Educational Leadership Master's Degree, Principal as Instructional Leader Certification, and Texas Examination of Educator Standards (TExES)

Please read the *Advising* Page in the *Introduction* module of this class. This page has critical information and deadlines that will help you complete degree and certification requirements. You can also access our *Educational Leadership Handbook* from that page. You can find answers to most of your questions about our program by using the *Handbook*.

Degree/Certification Plan
If you have not already submitted a degree/certification plan, submit that right away. You are required to submit that within your first class, and you have to have it on file before you can take the TExES exam, do the Internship, or graduate. Fill out the top part of the plan. **Do not fill in the courses you have taken or plan to take. We will fill those in as you complete the courses**. At the very top of the plan, check off Principal as Instructional Leader Certification (see requirements below for Certification), Master's Degree, or both. Sign at the bottom and send the plan to marilyn.deuble@unt.edu.

If you already have a master's degree and are getting principal certification, you will need to take six of our 8-week courses and one full semester internship/practicum, making seven classes. The degree/certification plan has asterisks beside the ones we generally use for certification, but we can have some flexibility in course choice. If you have questions, contact your advisor at linda.stromberg@unt.edu or our Student Services Coordinator, marilyn.deuble@unt.edu. You can get a blank degree/certification plan by looking at the *Advising* Page in the *Start Here* module of this class.

PRINCIPAL AS INSTRUCTIONAL LEADER CERTIFICATION

The Principal Certificate is now the Principal as Instructional Leader Certificate.

To earn a certificate, a candidate must fulfill the following requirements:

- Have a master's degree

- Complete a principal certification program, including a full-semester internship* in an accredited PreK-12 Texas school under the supervision of an administrator with a Principal's Certificate
- Have a Teaching Certificate
- Have at least two years as the teacher of record in an accredited** PreK-12 school (substitute teaching, student teaching, and university teaching will not count for this requirement, and the school has to be accredited by TEA*)
- Pass the Texas Examination of Educator Standards (TExES) and the Performance Assessment for School Leaders (PASL)

*Beginning in fall of 2022, our program will be moving to a 2-semester internship/practicum, but, since you are a UNT Educational Leadership student now, you will still have access to the one-semester internship/practicum through the 2022-2023 school year.

**TEA has a website listing accredited public and charter schools and a list of schools accredited by recognized private school accrediting agencies.

You can look on the Advising page in the *Start Here* module and see two videos by Dr. Cheryl Jennings where she explains information about the TExES and the PASL. We will study many aspects of these assessments in this EDLE 5700 class. You can study materials such as the comprehensive TExES Test Preparation Manual can help you with the TExES. You can also go to the ETS site to learn about the PASL

PRINCIPAL AS INSTRUCTIONAL LEADER INTERNSHIP

- For the Texas Principal as Instructional Leader Certificate, you will need to do a one-semester* principal internship at the end of your Master's classes.
- You must apply in advance. The due dates to apply are **October 1 for spring and March 1 for fall**.
- **If you want to apply for spring, the deadline was October1, but you can submit for a few days—through October 20**. .
- You can get a blank internship application from the Advising page in the *Start Here* module of this course. Send your internship application to marilyn.deuble@unt.edu**.**

*Beginning in fall of 2022, our program will be moving to a 2-semester internship/practicum, but, since you are a UNT student now, you will still have access to the one-semester internship/practicum through the 2022-2023 school year

GRADUATION

- The deadlines for application to graduate are very early each semester. It is your responsibility to apply for graduation. You have to apply even if you are not participating in any graduation ceremonies.
- You can find the application by going to the Graduation Information page of the Toulouse Graduate School and clicking on "Apply to Graduate." ***IMPORTANT**: **The deadline for the December Graduation was October 8**. It is probably too late to apply but you can contact the graduate school to see if you can still apply.
- Be sure you have submitted a degree plan. Not having a degree plan on file can delay your graduation. Remember, that **you must have at least a 3.0 to graduate. If you have any courses with grades of D or F, you will have to retake those courses and earn a passing grade**.

UNT and Department Policies

UNT Policy Manual
University of North Texas policies shall reflect the University's academic mission and vision and comply with federal and state laws, Regents Rules and System Regulations. Procedures developed to implement University policies shall be clear and efficient, and all policies and procedures will comply with the UNT System Style Guide. Policies and procedures may be revised or deleted at any time, at the sole discretion of the University, to achieve these objectives. View the [UNT Policy Manual](#).

Accessibility
My goal is to create a learning experience that is accessible to all. If you anticipate any issues related to the format, materials, or requirements of this course or encounter any barriers, please let me know immediately so we can determine what design changes are possible.

Attendance
Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community. If you are experiencing any symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

Face Coverings
UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

Student Evaluation of Courses (SPOT)
Completing the Student Perceptions of Teaching (SPOT) is expected for all students in organized classes at UNT. This brief online survey will be emailed to you near the end of the semester, providing you a chance to comment on how this class is designed and taught. Please respond when you receive it. I am very interested in the feedback I receive from students, as I work to improve my teaching and online course design. You will receive an invitation to complete the SPOT toward the end of the course. The message will come through your UNT EagleConnect mail account.

Ethical Behavior and Code of Ethics
The Teacher Education & Administration Department expects that its students will abide by the Code of Ethics and Standard Practices for Texas Educators ([Chapter 247 of the Texas Administrative Code](#)) and as outlined in Domain IV: Fulfilling Professional Roles and Responsibilities of the Pedagogy and Professional Responsibilities (PPR) Texas Examination of Educator Standards (TExES); and as also addressed in codes of ethics adopted by professionals in the education field such as the National Education Association (NEA) and the American Federation of Teachers (AFT).

Copyright
Materials used in connection with this course may be subject to copyright protection. Materials may include, but are not limited to documents, articles, slides, images, audio, video, and other resources. Materials in this course are only for the use of students enrolled in this course, for purposes associated with this course, and may not be retained for longer than the class term. Unauthorized retention, duplication, distribution, or

modification of copyrighted materials is strictly prohibited by law. For more information, visit the UNT Policy Office or Copyright.gov.

Writing Policy
Principals are judged on the accuracy of everything they write, whether it is a letter to parents or an email to a principal or a worksheet for students. Your written products – including, but not limited to, papers, lesson plans, and email messages – should include appropriate and accurate spelling, grammar, punctuation, syntax, format, and English usage. You should expect that all compositions you submit will be evaluated on these writing skills, in addition to any other expectations of a particular assignment. The UNT Writing Lab (Sage Hall 152) offers one-on-one consultation to assist students with their writing assignments. To use this resource, call (940) 565-2563

Foliotek e-Portfolio
Foliotek is a software data management system (DMS) used in the assessment of your knowledge, skills, and dispositions relevant to program standards and objectives. At this time, the only Educational Leadership course requiring Foliotek is the Internship, EDLE 5500. All students in the Internship must register for Foliotek, and students can join Foliotek before the Internship. You can find registration codes and tutorials on the Foliotek site.

Collection of Student Work
In order to monitor students' achievement, improve instructional programs, and publish research findings, the Department of Teacher Education and Administration collects anonymous student work samples, student demographic information, test scores, and GPAs to be analyzed by internal and external reviewers.

Academic Integrity Policy
According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

ADA Policy
UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website.

Disabilities Accommodation
 "The University of North Texas complies with Section 504 of the 1973 Rehabilitation Act and with the Americans with Disabilities Act of 1990. The University of North Texas provides academic adjustments and auxiliary aids to individuals with disabilities, as defined under the law. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring accommodation, please see the instructor and/or contact the Office of Disability Accommodation at 940-565-4323 during the first week of class." Contact the Department of Teacher Education & Administration for the compliance officer and contact person.

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)
The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and

admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

Emergency Notification and Procedures
UNT uses a system called Eagle Alert to notify students with critical information in the event of an emergency (e.g., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please check for announcements for contingency plans for covering course materials.

Retention of Student Records
Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work submitted via the Canvas online learning management system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have a right to view their individual record.

Information about a student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10 records Management and Retention.

Grade of Incomplete
The only time an instructor in our College can give an incomplete is if a student is passing the course, but has a severe illness/situation during the last third of the course. The student must submit a form requesting an incomplete and provide documentation supporting the need for an Incomplete. Students can get these forms by contacting our Student Services Coordinator, at marilyn.deuble@unt.edu**.**

Progress in Class/Dropping a Class
You may add a course or withdraw in accordance with the University's policy currently in effect.If you are having difficulties with assignments or the pace of the class, please keep in touch with your instructor through the course Inbox. If you think you might need to drop the class, be sure you keep track of the last dates you can drop a class. You can find these dates on the UNT Registrar's site. If, by dropping a class, you will not be enrolled in any classes during an 8-week period, you have to withdraw from the university. You can come back later. To withdraw, you have to contact the Dean of Students, deanofstudents@unt.edu.

November 19 is last day to withdraw from one class or withdraw from all classes and receive a grade of W. If you are dropping a class or withdrawing from all classes, be sure, you do that through the registrar.
*IMPORTANT: Just telling your instructor or the Educational Leadership office that you are dropping is not sufficient. Also, please be aware that dropping classes may affect financial aid. However, if you are going to drop or withdraw, be sure you do it as soon as you know that is what you plan to do. If you stay on the roll until the end, but have not submitted assignments, your instructor will have to give you a failing grade.

Student Verification
UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (https://policy.unt.edu/policy/07-002).

Use of Student Work

A student owns the copyright for all work (e.g., software, photographs, reports, presentations, and email messages) they create within a class, and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all the above criteria, then the University office or department using the work must obtain the student's written permission.

Transmission and Recording of Student Images in Electronically Delivered Courses

- No permission is needed from a student for their image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
- In the event an instructor records student presentations, they must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
- Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.
  Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.
- No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

Class Recordings and Student Likenesses

Any synchronous (live) sessions in this course may recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

ACADEMIC SUPPORT AND STUDENT SERVICES

Student Support Services

Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)

- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns. You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)
- [How do I correct myself or others when the wrong pronoun is used?](#)

Additional Student Support Services

- [Registrar](https://registrar.unt.edu/registration) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
- [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
- [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
- [Writing Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)

Important Notice for F-1 Students Taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about their need to participate in an on-campus experiential component for this course, they should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

RESOURCES

- APA Style Guide (7th Edition) and Owl at Purdue APA
- Purdue Online Writing Lab APA Formatting and Style Guide (7th Edition)
- Council of Chief State School Officers (CCSSO) Professional Standards for Educational Leaders
- Texas Association of School Administrators (TASA)
- Texas Education Agency (TEA)
- Texas Principal as Instructional Leader Preparation Manual with Texas Domains and Competencies
- University of North Texas Library

Changes to the syllabus may be necessary at times. I will notify you of any changes through Announcements, the Canvas *Inbox*, or UNT email.