

**Teacher Education and Administration
EDLE 5630 Organizational Change and School Improvement
Spring 2019**

Syllabus

REQUIRED TEXT

Bambrick-Santoyo, P. (2018). *Leverage Leadership 2.0: A practical guide to building exceptional schools*. San Francisco, CA: Jossey-Bass.



Throughout the Educational Leadership Program, you are required to use APA Style for assignments. For this class, you can use the APA manual (6th edition) or the [Owl at Purdue APA website](#).

COURSE DESCRIPTION

This course examines the levers that leaders can use to increase student learning and promote a positive school culture. These levers are grouped in two categories, **learning** (data-driven instruction, planning, observation and feedback, and professional development) and **culture** (student culture, staff culture, and managing school leadership teams). Because of limited time in this 8-week course, we will address data-driven instruction, observation and feedback, and student culture. If you are taking summer courses, you will address the other levers in EDLE 5650, Professional Development and Supervision. I encourage you to visit the other chapters in our textbook during this course to get a fuller picture of Leverage Leadership.

The strategies espoused in this course and in our textbook present some specific approaches for school improvement, but these are not the only successful approaches. You probably know about other effective approaches. The strategies of Leverage Leadership were developed in a Charter School Network called Uncommon Schools. However the ideas of Leverage Leadership have been used in a number of highly effective public schools, and the strategies are promoted by the Texas Education Agency. The Texas Examination of Educator Standards (TExES, 268) for Principal as Instructional Leader Certification assumes knowledge of Leverage Leadership concepts.

Throughout the course, you might think that the time demands of implementing the levers are too great for a principal to enact. However, you will be asked to consider carefully how you will use time in your leadership role. You may not be able to do exactly as our textbook proposes, but I urge you to consider ways to allot time to the most valuable actions you will do as a school leader: promoting student learning and a positive school culture.

Your work and participation in this class will provide you the opportunity to gain a firm foundation in the following areas:

- Data-driven instruction
- A supportive and positive student culture
- Effective observation and feedback strategies
- Managing time to use the levers of leadership
- Consideration of the other levers of leadership: Planning, Staff Culture, Professional Development, and Managing Leadership Teams

At the end of this course, you will be able to do the following:

- Plan a Data Meeting
- Explain the value of Data-Driven Instruction
- Plan School-wide approaches to promote a Positive Student Culture
- Plan effective Observation and Feedback Strategies
- Develop schedules to implement Data-driven Instruction, a Positive Student Culture, and Observation and Feedback
- Determine which of the other Levers you would address next in your own professional development to promote student learning and student culture
- Articulate a clear vision of how Data-driven Instruction and Positive Student Culture will function in your school

**The syllabus may be modified, although highly unlikely,
to meet the emerging needs of the class.**

How to get started

To get started, go to canvas.unt.edu, and log in with your EUID and password. Enter this course, go to *Modules*, and read all of the information in the *Start Here* module.

When you are reading the *Start Here* Module, be sure to read the page called *Advising, Degree and Certification Information, and Principal Competencies*. This page lists **crucial deadlines and important information** about the Texas Examination of Educator Standards (TExES) 268 test and the Performance Assessments for School Leaders (PASL). As you probably know, requirements for the Principal Certificate (now called Principal as Instructional Leader Certificate) have changed, and this page explains those changes and gives links for more information.

ASSIGNMENTS

Learning Activities and Assignments

Assignment	Points Possible
Discussion Participation: 7 discussions at 8 points each Week 1: Introduce Yourself Week 1: Concepts of Leverage Leadership Week 2: Data-Driven Instruction Week 4: Observation and Feedback Week 5: Student Culture Week 7: Finding the Time Week 8: Course Reflection and Application	56
Quizzes: 4 quizzes at 25 points each in Weeks 1, 2, 4, 5	100
Week 3 Assignment: Planning a Data Meeting	50
Week 6 Assignment: Vision and Minute-by-Minute Plan, Student Culture	50
Week 7 Assignment: Finding the Time	30
Total Points Possible	286

Grades

A = 90-100% of total points (257-286)

B = 80-89% of total points (228-256)

C = 70-79% of total points (200-227)

Below 70% is unacceptable for a passing grade for the class.

You can find grading rubrics displayed at the bottom of each of the assignments and discussions. The quizzes are scored according to points earned. You can see the correct or preferred answers when your quiz grade is returned.

Learning Activities Descriptions

1) Discussion Participation (56 points)

Discussion posts are a public display of your learning and thinking. You should write carefully, think about your ideas, and communicate effectively. For editing reasons, it is highly suggested you compose your posts offline in a word processing application and then copy and paste it into a new discussion posting. Please use the [APA Style Manual \(6th Edition\)](#) when citing sources.

- Initial answers to discussion questions and one response to a colleague are due no later than **Wednesday at 11:59 pm**, and then at least two additional responses to colleagues are due by **Sunday at 11:59 pm**.
- For the **first** week of the class, the **first discussion postings are not due until Friday, at 11:59 pm**.
- Read the rubric for more information about the grading of discussions, which appears at the bottom of each discussion.
- Also, on the discussion rubric, note that the highest grade requires **more** than the stated number of posts for the discussion and that you should **not** post before the week starts or after it ends.
- Notice that you cannot see the posts of other students until you make at least one post.
- If you do not participate in all eight discussions, the highest grade you can make in the course is a B.

2) Quizzes (4 quizzes at 25 points each = 100 points) Quizzes in Weeks 1, 2, 4, and 5

measure your understanding of the reading assignments. The quizzes are due on **Sundays at 11:59 p.m.** After four days, you will receive the graded tests with the correct answers. If you submit the test late, you will lose two points for each day. After three days, the quiz closes for good, and you will not be able to submit. **Be sure to submit the quiz on time.**

3) Week 3 Assignment: Planning a Data Meeting (50 points)

See Week 3 for a description and the scoring guide for this assignment. You should begin this assignment during the first week of class and work on it during the first three weeks of the course.

4) Week 6 Assignment: School-Wide and Classroom Student Culture Vision (50 points)

See Week 6 for a description and the scoring guide for this assignment. You should work on this during Weeks 5 and 6 of the course and in earlier weeks, if possible.

5) Week 7 Assignment: Finding the Time (30 points)

See Week 7 for a description and the scoring guide for this assignment. Throughout the course, you will be considering the way you will use time in your instructional leadership roles.

WEEKLY AGENDA

Weeks begin on Monday and conclude Sunday midnight, except Week 8, which concludes Friday.

Week	Topic/Reading	Assignments
1	Concepts of Leverage Leadership and Data Driven Instruction In <i>Leverage Leadership 2.0</i> , read the Forward, Introduction, and through page 33 in Chapter 1. View videos associated with the reading assignment.	Participate in the “Introduce Yourself” Discussion. Participate in the Week 1 Discussion. Submit the Week 1 Quiz. Read the Week 3 Assignment and begin working on it. Determine standard, write exemplar, and gather student samples. Read the scoring guide and assignment instructions.
2	Data-Driven Instruction Read Chapter 1 in <i>Leverage Leadership 2.0</i> . View all videos and read all handouts associated with Chapter 1.	Participate in the Week 2 Discussion. Submit the Week 2 Quiz. Reread the Week 3 Assignment and work on It. Determine standard, write exemplar, gather student samples, determine the gap; decide on re-teaching approach, write script for reteach, and begin description of meeting. Read the scoring guide and assignment instructions.
3	Data-Driven Instruction Review Chapter 1 and videos and handouts in <i>Leverage Leadership 2.0</i> .	No discussion this week. Submit Week 3 Assignment: Standard, exemplar, student samples, gap; re-teaching approach, script for reteach, description of meeting with Preparation, See It, Name It, Do It, and Follow Up explained. Review the scoring guide and assignment instructions.
4	Observation and Feedback Read Chapter 3 in <i>Leverage Leadership 2.0</i> . View all videos and handouts associated with Chapter 3 and all week 4 Readings and Resources.	Participate in the Week 4 Discussion. Submit the Week 4 Quiz. Read the Week 6 Assignment and begin working on it.
5	Student Culture Read Chapter 5 in <i>Leverage Leadership 2.0</i> . View all videos and read all handouts associated with Chapter 5. Read all Week 5 Readings and Resources.	Participate in the Week 5 Discussion. Submit the Week 5 Quiz. Read the Week 6 Assignment and begin working on it. Complete your Vision and determine Models for the whole school and individual classrooms. Determine the actions of leaders, teachers, and students as you promote a positive student culture in your school. Read the scoring guide and assignment Instructions.

Week	Topic/Reading	Assignments
6	Student Culture Review Chapter 5 in <i>Leverage Leadership 2.0</i> and other Readings and Resources.	No discussion this week. Submit Week 6 Assignment: Vision, Models, Minute-by Minute plans for the whole school and individual classrooms. Determine the actions of leaders, teachers, and students as you promote a positive student culture in your school. Review the scoring guide and assignment Instructions.
7	Finding the Time Read Chapter 8 in <i>Leverage Leadership 2.0</i> and other Week 7 Readings and Resources on time management.	Participate in the Week 7 Discussion. Submit the Week 7 Assignment.
8	Reflections and Applications Review Course Information. Read information for the TExES 268 Preparation Manual.	Participate in the Week 8 Discussion. Complete the Course Evaluation sent through your UNT EagleConnect mail.

ACCESS AND NAVIGATION

Access and Log in Information

This course was developed and will be facilitated utilizing 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>.

How to Proceed Each Week for Class Activities

After you have read the Start Here section within Modules, then continue on to the Week 1 module. All assignments, resources, and links to other areas and sites are contained within each week's module. You should access your Canvas course daily to read announcements and discussions, and work on assignments required for the course.

Communications

Information about the communication tools in the course and how they will be used:

- For all course-related questions, please read this syllabus carefully before seeking assistance.
- For assignment clarification questions, see the link on the course Home page for the *Ask Questions Here* discussion, also visible from Assignments on the course menu.
- Use the *Inbox* tool from the global menu on the far left for all private communications with your professor.

Announcements

Please check the course Announcements at the top of the course Home page each day for updated information and changes.

TECHNICAL INFO AND OTHER SUPPORT SERVICES

Minimum Technical Skills Needed

Navigating and using basic tools of Canvas
Using email and attaching documents
Creating, saving, and submitting files in DOC and PDF formats
Creating videos

Canvas Information

[Computer specs](#)

[Supported browsers](#)

Info on using Canvas: [Canvas Student Guide](#), [Video Guides](#), [Canvas Getting Started](#),
[Canvas Basics Guide](#)

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:

Student Helpdesk — See [contact details](#) or submit a ticket

Online [Student Resources](#)

Ask Your Instructor a Question — Questions are emailed to your instructor

Search the Canvas Guides — Find [guides](#) and look up answers

UNT Student Helpdesk

Make a note of this information now in case of a situation where you can't login to the course.

Email: helpdesk@unt.edu

Phone: 940.565-2324

Site: [UIT Help desk](#)
[Report an Issue](#)

Support Hours

Monday-Thursday 8am-midnight

Friday 8am-8pm

Saturday 9am-5pm

Sunday noon-midnight

Technical Emergencies and Advice for Taking Online Exams and Quizzes

- Avoid using a wireless connection for exams unless you're 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 <http://www.unt.edu/helpdesk/students/>
- Change or update your AMS password <https://ams.unt.edu/>
- UNT Portal <http://my.unt.edu>

UNT Library Information

[On and Off-Campus Users](#)

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 page, *SH-8 Advising, Degree and Certification Information, and Principal Competencies* in the *Start Here* section of our Canvas Class. That page has important information and deadlines that will help you as you complete degree and certification requirements.

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. Send the plan to Marilyn.deuble@unt.edu.

If you already have a master's degree and are just getting principal certification, you will need to take six regular courses and one full semester internship, for a total of 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 in the *Start Here* section on the page SH-8, *Advising, Degree and Certification Information, and Principal Competencies* or by going to edmastersonline.unt.edu and selecting the tab at the top of the page that says *Forms*.

PRINCIPAL AS INSTRUCTIONAL LEADER CERTIFICATION

The certificate that was called the Principal Certificate is now called the Principal as Instructional Leader Certificate. After the summer of 2019, the Principal Certificate will no longer exist, and all certificates will be for Principal as Instructional Leader. To earn either certificate, a candidate must do the following:

- Have a master's degree.
- Complete a principal certification program: Seven classes, 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).
- Pass all TExES Exam requirements.

If you have passed the 068 TExES or will pass it by August 31, 2019 and will have all other requirements of the certification completed, including the internship, you will get the Principal Certificate. However, the 068 test now is only being offered to people who have taken the 068 test already, but were not successful and need to retake the test.

If you have not taken the TExES 068, you will need to take the new test 268. The first time the new test will be offered will be on July 29, 2019. Visit this site to access the 268 Test Preparation Manual and other study materials. <http://www.tx.nesinc.com/Home.aspx>

If you pass this test on July 29 or if you passed the pilot of the test, which was given earlier this semester, and you are finished with the internship and all other requirements by August 31, 2019, you will not be required to submit the Performance Assessments for School Leaders (PASL) tasks. However, if you are taking the test for the first time this summer, it would be good to familiarize yourself with the PASL tasks in case you do not pass the 268 test. All people who have not passed the 268 by August 31 will need to do the PASL tasks, and summer test takers will only have one chance at the 268 test.

Read about these tasks in the *Start Here* section of the course on the page, *Advising, Degree and Certification Information, and Principal Competencies*. In addition, this link gives information about the PASL. <https://www.ets.org/ppa/test-takers/school-leaders/about>

TExES Preparation; Practice Examination

The first administration of the new TExES 268 Principal Exam will be on July 29 of 2019. In the spring of 2019, there are no practice TExES exams for the 268 exam.

During the spring of 2019, the TExES advising office will be administering practice exams for the 068 tests. These will be for people who have taken the 068 previously but did not pass the test. For TExES practice exam information and registration, go to:

<http://www.coe.unt.edu/texes-advising-office/texes-exams>. If you need special testing accommodations, please contact the TAO at 940-369-8601 or email the TAO at coe-tao@unt.edu. The TAO website is www.coe.unt.edu/texes.

The two remaining TExES 068 Practice exams are on **March 30 (deadline to register March 24)**; and **April 27** (registration window, March 25-**April 21**.) Go to the site below to register.

<https://www.coe.unt.edu/texes-advising-office/texes-exams/texes-practice-exams/texes-practice-exam-registration>

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 going to go through the ceremony, and you can find the application by going to <https://tgs.unt.edu/new-current-students/graduation-information> and clicking on the link under “Apply to Graduate.” **The deadline for the May Graduation was March 8. If you have not applied already for May graduation, you have missed the deadline. However, you can try to apply by contacting the graduate school immediately to see if you can still apply.** The deadline for the August graduation is **June 21**. There is no graduation ceremony in August, but you can graduate. If you wish to participate in the ceremony, you can do that in December.

See the information above about submitting a degree plan. If you are ready to graduate and have not submitted a degree plan, your graduation application will be delayed. Remember, that you have to have at least a 3.0 to graduate. Also, if you have any courses with grades of D or F, you will have to retake those courses and earn a passing grade.

PRINCIPAL INTERNSHIP

For the Texas Principal Certificate or 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; February 1 for summer; and March 1 for fall**. You have already missed the deadline for summer and fall, but, if you wish to do the internship in those semesters, send in your application immediately.

You can get a blank internship application by looking in the *Start Here* section on the page SH-8, *Advising, Degree and Certification Information, and Principal Competencies* or by going to edmastersonline.unt.edu and selecting the tab at the top of the page that says *Forms*. Send your internship application to Marilyn.deuble@unt.edu.

POLICIES

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.” Dr. Barbara Pazey is the compliance officer and contact person for the Department of Teacher Education and Administration.

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 Marilyn Deuble, 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 in the class. 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. Don’t worry, you can come back in later. To withdraw, you have to contact the Dean of Students, deanofstudents@unt.edu.

If you are dropping a class, be sure you do that through the [registrar](#). 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.

Assignment Policy

Due dates for each assignment are posted in the instructions of each assignment and on the course calendar.

Late Work

Assignments posted after the deadline will be considered late and points will be deducted from the grade. Please contact your instructor **when you anticipate having to submit an assignment late**. If you do not submit all seven assignments and quizzes, the highest grade you can make in the class is a C.

Class Participation

All students are required to login regularly to the Canvas online class site. The instructor will use the tracking feature in Canvas to monitor student activity. Students are also required to participate in all class activities including discussions.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. Students engaging in unacceptable behavior may be referred to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The Code of Student Conduct can be found at <https://deanofstudents.unt.edu/conduct>.

Virtual Classroom Citizenship

The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper netiquette when interacting with class members and the professor. For instance, when responding to individuals, address them by their name before beginning your commentary.

EagleConnect

All official correspondence between UNT and students is conducted via EagleConnect and it is the student's responsibility to read EagleConnect email regularly.

SPOT

The Student Perceptions of Teaching (SPOT) is expected for all organized classes at UNT. This brief online survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. Please respond when you receive it. I am very interested in the feedback I receive from students, as I work to continually improve my teaching and online course design. **I consider the SPOT to be an important part of your participation in this class.** 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.

Copyright Notice

Some or all of the materials on this course site may be protected by copyright. You may use the materials for the duration of the course only, and may not re-use them for other purposes when the course ends. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written

permission of the copyright owner, unless fair use or another exemption under copyright law applies. Additional copyright information may be located at: <http://copyright.unt.edu>.

Grading and Grade Reporting

Grading rubrics or scoring guides for all assignments can be found with the course assignments. Review the rubrics/scoring guides to give you criteria for success on the assignments.

Writing Policy

Principals are judged on the accuracy of everything they write, whether it is a letter to parents or an email to a colleagues or staff. Your written products – including, but not limited to, papers, letters, and email – should include appropriate and accurate spelling, grammar, punctuation, syntax, format, and English usage. You should expect that all assignments will be evaluated on these writing skills, in addition to any other expectations of a particular assignment. **Activities in this class, including discussions, have high expectations for effective written communication skills.** 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 or visit <https://writingcenter.unt.edu/graduate-tutoring?cta=section-highlight>

Observation of Religious Holidays

If you plan to observe a religious holy day that coincides with a class assignment, please notify your instructor as soon as possible.

Syllabus Change Policy

Changes to the syllabus may be necessary at times. Communication of any changes will be made through course Announcements, the Canvas Inbox, or UNT email.

Ethical Behavior and Code of Ethics: The Teacher Education and 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).

Academic Integrity

Students are encouraged to become familiar with UNT's policy on Student Standards of Academic Integrity: http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf. Academic dishonesty, in the form of plagiarism, cheating, or fabrication, will not be tolerated in this class. Any act of academic dishonesty will be reported, and a penalty determined, which may be probation, suspension, or expulsion from the university.

Cheating and Plagiarism Policy

The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and

plagiarism. The term “cheating” includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; and (3) the acquisition, without permission, of tests or academic material belonging to a faculty or staff member of the university. The term “plagiarism” includes, but is not limited to, the use of the published or unpublished work of another person, by paraphrase or direct quotation, without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

If a student engages in academic dishonesty related to this class, the student will receive a failing grade on the test or assignment and a failing grade in the course. In addition, the case will be referred to the Dean of Students for appropriate disciplinary action. For some of the major assignments in this course, you may be required to submit your assignment to the Turnitin plagiarism prevention tool.

IMPORTANT NOTICE FOR F-1 STUDENTS

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 at <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 his or her need to participate in an on-campus experiential component for this course, s/he 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 (6th edition) and Owl at Purdue APA

<http://www.apastyle.org/>

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

Professional Standards for Educational Leaders

<https://ccsso.org/resource-library/professional-standards-educational-leaders>

Texas Association of School Administrators (TASA)

<http://www.tasanet.org/>

Texas Education Agency (TEA)

<http://www.tea.state.tx.us/>

Texas Principal as Instructional Leader Preparation Manual with Texas Domains and Competencies

<http://www.tx.nesinc.com/content/docs/268PrepManual.pdf>

University of North Texas Library

<http://library.unt.edu/>