



Syllabus

SCHOOL OF EDUCATION AND LEADERSHIP **EDLD 680: Pre-Internship Assessment and Assessment Seminar**

2 Credits
Effective: Spring 2015/2016

*Access to the Internet is required.
All written assignments must be in Microsoft-Word-compatible formats.
See the library's APA Style Guide tutorial for a list of resources that can help you use APA style.*

FACULTY

Faculty Name: FACULTY NAME

Contact Information: CONTACT INFORMATION

[INSTRUCTOR MAY INSERT PERSONAL MESSAGE IF DESIRED]

COURSE DESCRIPTION

This seminar begins the Superintendent Certification Program's internship experience. Candidates complete a developmental assessment and draft a professional growth plan in preparation for the internship. Interns, mentors, and internship coaches engage in collaborative activities to finalize the professional growth plan for Internship I, II and III.

COURSE RESOURCES

Required and recommended resources to complete coursework and assignments are found on the course [Reading List](#). The reading list can be found under Course Information in Blackboard as well as from the library homepage.

Note: Required resources that must be purchased by the student are tagged "Purchase from a vendor of your choosing." Required resources with a direct link, "Available through CityU Library", are available at no cost to students.

Students in Canada will see required resources they need to purchase tagged "Purchase from the Canadian Bookstore." Students outside the U.S. and Canada should contact their advisor or textbook coordinator for additional information.

CITYU LEARNING GOALS

This course supports the following City University learning goals:

- Critical thinking and information literacy

COURSE OUTCOMES

In this course, learners:

- Uses data and written reflections to analyze accomplishments, strengths, and needs, in order to develop goals and activities.
- Utilize, analyze, and record data about the student's leadership experiences
- Analyze personal/professional knowledge, skills, and dispositions for system leadership

CORE CONCEPTS, KNOWLEDGE, AND SKILLS

- Characteristics of high performing schools
- Consensus building and conflict management
- Cultural competency

- District culture and climate
- Equity and excellence
- Fiscal and asset management
- Instructional Leadership
- Organizational Leadership
- Policy and governance
- Political and Community Leadership
- Problem solving
- Saef and effective learning environment
- State and federal laws and regulations
- System alignment and autonomy
- Systems change and improvement
- Transformational leadership
- Visionary and strategic leadership

OVERVIEW OF COURSE GRADING

The grades earned for the course will be derived using City University of Seattle’s decimal grading system, based on the following:

<i>Overview of Required Assignments</i>	<i>% of Final Grade</i>
360 Assessment and Evaluation	20%
Certification Portfolio: Pre-Internship	50%
Presentation of Professional Growth Plan Executive Summary	20%
Instructor Determined Assignments	10%
TOTAL	100%

SPECIFICS OF COURSE ASSIGNMENTS

The instructor will provide grading rubrics that will provide more detail as to how this assignment will be graded.

360 Assessment and Evaluation

The candidate administers a 360 Assessment which will provide stakeholder feedback about the student’s knowledge, skills, and dispositions as they relate to system leadership. The candidate analyzes results to achieve clarity in what is essential to learn through her/his internship activities. Evaluation of the 360 Assessment serves as the foundation for the Professional Growth Plan.

<i>Components</i>	<i>% of Grade</i>
Administer the POLE 360	50%
Analysis for professional growth planning	50%
TOTAL	100%

Certification Portfolio: Pre-Internship

The Certification Portfolio houses the candidate's self assessment, evidence and log/reflections in relation to professional standards for the superintendent. For this assignment, students complete the Pre-Internship evidence section of the portfolio. The evidence section includes a document for each program standard and domain. For each document, candidates list previous leadership experiences linked to artifacts, reflect on these experiences as they relate to the standard or domain, and set professional growth goals for the internship.

<i>Components</i>	<i>% of Grade</i>
Requirements	30%
Analysis/Reflection	40%
Professional Growth Goals	30%
TOTAL	100%

Presentation of Professional Growth Plan Executive Summary

The instructor will provide directions for the presentation of the executive summary.

The executive summary addresses the following key questions:

- What evidence describes your current knowledge, skills, dispositions, strengths, and growth areas?
- Based on this evidence, what are your strengths and areas for continued growth during Internships I, II, III?
- What are your professional goals for the next one to three months (Internship I)?

<i>Components</i>	<i>% of Grade</i>
Synthesis	50%
Presentation	50%
TOTAL	100%

Instructor Determined Assignments

<i>Components</i>	<i>% of Grade</i>
TOTAL	100%

COURSE POLICIES

Late Assignments

Instructors can add additional detail at their discretion, but should honor the following agreement set by the program.

On-time completion and turn-in of assignments is the expectation, so plan your work accordingly. Late work will receive an automatic deduction and/or revised due date, determined by the instructor on a case-by-case basis.

Participation

Instructors can add additional detail at their discretion, but should honor the following agreement set by the program.

Whether in class, online, or in a mixed mode setting, students will be graded on their participation in discussions; their ability to present, explain, or defend alternative viewpoints; and the degree to which they have mastered the concepts and principles inherent in the study of educational leadership. Written work will be assessed not only on relevance to the subject presented, but also on adherence to good written form and professional presentation.

Professional Writing

Instructors can add additional detail at their discretion, but should honor the following agreement set by the program.

Follow the APA style guide for written work, unless specified differently by the instructor, including crediting authors, using unbiased language, and details of APA style. Assignments require Standard English conventions and logical flow of organization to address topics clearly, completely, and concisely. Word process and proofread your work. We strongly recommend that you have assignments reviewed by a competent writer for quality of content, clarity of expression, correctness of language convention, and required form prior to submission to the instructor. Exceptions may be made by the instructor.

End of Course Evaluation (EOCE)

Instructors are requested to allocated time/opportunity toward the end of the last class session for all students to complete the university's End of Course Evaluation (EOCE).

EOCEs are a university-wide assessment practice. The goal is 100% participation in all courses regardless of delivery mode. During the week before, week of, or week after the end of a course, you will be prompted through Blackboard to complete a standard 22-item survey. If you miss or dismiss the pop-up request, you can access the survey through your Student Portal Page>Academic Affairs>Student Resources. Student feedback provides program administrators and faculty with data that inform course development, faculty development, and program change. Please participate actively in a process of continuous improvement by completing the EOCE for this course! Thank you.

UNIVERSITY POLICIES

You are responsible for understanding and adhering to all of City University of Seattle's academic policies. The most current versions of these policies can be found in the [University Catalog](#) that is linked from the CityU Web site.

Antidiscrimination

City University of Seattle and its staff and faculty are committed to supporting our students. We value equity, diversity, and inclusion as a way of life as well as the educational opportunities it provides. City U will not tolerate any form of discrimination based on race, color, ethnicity, sexual orientation, gender identification, socioeconomic status, or religious values. If you have experienced any discrimination based on any of the above, we encourage you to report this to the University. Please report this to your instructor. If you do not feel safe reporting this to your instructor, please report to the Provost or to the Vice President of Student Affairs.

Non-Discrimination & Prohibition of Sexual Misconduct

City University of Seattle adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. The University is committed to ensuring that the education environment is bounded by standards of mutual respect and safety and is free from discriminatory practices.

In the U.S., the University is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex include sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by City University of Seattle policy. City University of Seattle also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, visit <https://my.cityu.edu/titleix> or contact the Title IX Coordinator.

In Canada, in compliance with the British Columbia Human Rights Code, the Alberta Human Rights Act, WorksafeBC, and the Workers' Compensation Board of Alberta, the University believes that its environment should at all times be supportive and respectful of the dignity and self-esteem of individuals. Discrimination, harassment and bullying conduct, whether through person to person behaviour or via electronic communications such as email or social media is not acceptable and will not be tolerated. As an educational institution, it is our responsibility to cultivate an environment of excellence, equity, mutual respect and to recognize the value and potential of every individual. The University will take all necessary steps to meet or exceed the requirements of the law to prevent discrimination, harassment and bullying. The Respectful Workplace Policy for the prevention of discrimination, harassment and bullying policy and procedure can be found at <https://www.cityu.edu/discover-cityu/about-cityu/> under the Policies section or at <https://www.cityuniversity.ca/about/>.

Religious Accommodations

City University of Seattle has a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The University's policy, including more information about how to request an accommodation, is available in the University Catalog and on the my.cityu.edu student portal. Accommodations must be requested by the 20% mark of this course (e.g. day 14 of a ten-week course, day 7 of a 5-week course) using the Religious Accommodations Request Form found on the student dashboard in the my.cityu.edu student portal.

Academic Integrity

Academic integrity in students requires the pursuit of scholarly activity that is free from fraud, deception and unauthorized collaboration with other individuals. Students are responsible for understanding CityU's policy on academic integrity and adhering to its standards in meeting all course requirements. A complete copy of this policy can be found in the University Catalog in the section titled [Academic Integrity Policy](#) under Student Rights & Responsibilities.

Attendance

Students taking courses in any format at the University are expected to be diligent in their studies and to attend class regularly. Regular class attendance is important in achieving learning outcomes in the course and may be a valid consideration in determining the final grade. For classes where a physical presence is required, a student has attended if they are present at any time during the class session. For online classes, a student has attended if they have posted or submitted an assignment. A complete copy of this policy can be found in the [University Catalog](#) in the section titled Attendance under Student Rights & Responsibilities.

Final Assignments Due Date

Final assignments for each class at CityU must be due on or before the final date of the course as indicated in the university's course information system. Due dates that extend beyond the final date of the course may negatively impact tuition funding for students.

SUPPORT SERVICES**Disability Services Accommodations Statement**

Students with documented disability who wish to request academic accommodations are encouraged to contact Disability Support Services to discuss accommodation requests and eligibility requirements. Please contact Disability Support Services at disability@cityu.edu or 206.2369.4752 or visit the [Disability Support Services](#) page in the my.cityu.edu portal. Confidentiality will be observed in all inquiries. Once approved, information about academic accommodations will be shared with your course instructors.

Library Services

CityU librarians are available to help students find the resources and information they need to succeed in this course. Contact a CityU librarian through the [Ask a Librarian](#) service, or access [library resources and services](#) online, 24 hours a day, seven days a week.

Smarthinking Tutoring

CityU students have 24/7 access to free online tutoring offered through Smarthinking, including writing support, from certified tutors. Contact CityU's Student Support Center at mycityusupport@cityu.edu to request a username and password.