

Xavier University

## Exhibit

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Education Syllabi Fall 2012

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2012

### EDAD 772 778 781 787 Administrative Specialist Internship

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**ADMINISTRATIVE INTERNSHIP**  
**ADMINISTRATIVE SPECIALIST (EDAD 772 - 778, 781 - 787)**

**EDAD 772 – 778, 781 - 787**  
**FALL SEMESTER 2012**  
**ROOM – TBD**  
**MONDAYS 4:15 – 6:45PM**

**Instructor: Dr. James Boothe**  
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**Office Hours: By Appointment**

**COURSE DESCRIPTION**

All internships shall contain the following characteristics and components:

- The length of the internships will be a full academic year, consisting of two semesters. The internships will equal a total of six semester hours of credit.
- The internships will be mutually planned and supervised by Xavier University personnel and administrators from allied schools and organizations.
- School and other outside organizational personnel will also serve as mentors for the graduate students enrolled in the internships.
- The internships will be further implemented through a social systems approach; meaning that the student must have experiences with agencies and people outside the school structure. Examples would be social service agencies that assist the schools or are directly involved in services to children who are enrolled in schools. However, the internship will not be limited to agencies and people who have natural connections with the schools. Any experiences that will train the future administrator to successfully communicate with the community will be included.
- The internships will include at least one significant experience in each of the following four leadership areas:
  - Organizational leadership
  - Strategic leadership
  - Curriculum, instructional, staff development leadership
  - Community, political leadership

**ALIGNMENT WITH STANDARDS**

The National policy Board for Educational Administration (NPBEA), which is comprised of national educational associations and educational agencies (i.e. NAESP, NASSP, AASA, ASCD, NCATE), adopted: “Standards for Advanced Programs in Educational Leadership for Principals, Superintendents, Curriculum Directors, and Supervisors”. Seven standards were established and were based on the premise that the standards for educational leaders must be grounded in the knowledge and understanding of teaching and learning. Educational Leadership Constituent

Council (ELCC) standards can be found at: [www.npbea.com](http://www.npbea.com) or [www.ncate.org](http://www.ncate.org). Ohio standards for superintendents can be found at: [www.ode.state.oh.us](http://www.ode.state.oh.us).

## **COURSE REQUIREMENTS**

Course requirements are as follows:

- Attend all class meetings
- Identify and enlist the help of a mentor – someone with a certificate /license and is currently in a school administrative position.
- Develop a plan with the mentor that includes:
  - A “project” related to the position you are seeking.
  - Create (written) fiscal profile of your district.
  - Write a summary of your school district.
- Read a book related to leadership and include a summary and critique.
- Complete a written record of your activities, experiences, and reflections.
- Compile all of the above in a folder or notebook to be submitted at the conclusion of the semester.
- Complete any other assignments scheduled by the professor.

## **OUTCOMES**

Central office administrators:

- Understand the roles and responsibilities of the administrators in your district.
- Know and be able to explain the organizational structure of your district.
- Understand and be able to explain the budget process and fiscal characteristics of your district.
- Complete a “project.”
- Define your leadership theory.
- Understand the ELCC Standards as they apply to your position.

## **EVALUATION**

Evaluation of the internship is based upon the following criteria:

- Completion and summary of your project.
- Written summary of experiences, activities, and products.
- Class assignments and case studies.

## **SCHEDULE**

Class schedule will be determined on August 20, 2012.