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EDAD 789-01 Internship Superintendent

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Boothe, James, "EDAD 789-01 Internship Superintendent" (2012). *Education Syllabi Spring 2012*. 7.
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INTERNSHIP SUPERINTENDENT

EDAD 789 - 01
SPRING SEMESTER 2012
TUESDAYS, 4:15 – 6:45PM
ALTER HALL 314

Instructor: Dr. James Boothe

Office Hours: By Appointment

Phone Number: 513-745-2951 (Office)

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COURSE DESCRIPTION

This course is the internship that satisfies one of Ohio's requirements for the superintendent license in Ohio. The internship provides the student with an opportunity to work with a practicing school administrator in a school setting and to apply knowledge and skills learned in the classroom. The rationale and purposes of the internship are listed in the ELCC standards for the preparation of school leaders. Typically the intern will spend from 75-100 hours on activities and involvement in the school during the semester.

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 or www.ncate.org

Ohio Standards for Superintendents can be found at:

www.ode.state.oh.us

COURSE REQUIREMENTS

1. Find a mentor

Identify and enlist the help of someone who is currently an administrator in central office and holds a superintendent license or certificate. Your mentor should assist you in your effort to learn about the role and responsibilities of the superintendent.

2. Develop a plan with your mentor that includes the following:
 - a. Identify, plan, and carryout a project that relates to district needs or activities.
 - b. Create a fiscal profile of the district.
 - c. Create a community (district)/political profile of the district.
 - d. Conduct or participate in activities, experiences related to the role of superintendent.
 - Board meetings
 - Interviews
 - Meetings
3. Read and review (written) a current book that relates to leadership. Meet with me to select an appropriate selection.
4. Compile a written record (summary) to be turned in at the end of the semester.
5. Arrange a meeting during the semester for me and your mentor.
6. Attend all class meetings.
7. Successfully complete all other assignments during the class.

OUTCOMES

Students will be able to:

- Identify specific activities and experiences within their current job responsibilities related to the ELCC standards and the “Ohio Standards for Superintendents.”
- Understand and explain the roles of the treasurer, business manager and superintendent.
- Understand the legal basis for boards of education.
- Observe the working relationship of the superintendent and board of education relative to policy development, budgeting and instruction.
- Develop a model for internal and external communications.
- Observe and record the multiple roles of the superintendent: instructional leaders, collaborative leaders, visionary leaders, focused leaders, and connected leaders.

EVALUATION

Evaluation of the internship is based upon the following criteria:

- Class participation and assignments.
- Record (summary) of required tasks and assignments.
- Satisfactory and progress completion of the internship as decided by the mentor, instructor, and student.

TENTATIVE CLASS MEETINGS/TOPICS

Class meeting schedule will be determined on January 10, 2012.

The following topics covered in class will include but are not limited to:

- The school board - the rest of the story
- Budgeting and finance
- The team: superintendent, treasurer, business manager, board president

- Instruction
- Climate/culture
- Getting things done
- Communication and community relations
- Politics and more politics

TENTATIVE CLASS SCHEDULE

- January 10, 2012
- January 24, 2012
- February 7, 2012
- February 28, 2012
- March 13, 2012
- March 27, 2012
- April 24, 2012

SUGGESTED READINGS

- Blanchard, Kenneth and Johnson, Spencer. The One Minute Manager. New York: William Morrow, Inc., 1982.
- Covey, Stephen R. First Things First. New York: Simon and Schuster, 1994.
- Gladwell, Malcolm. Blink. Little, Brown & Co. 2005
- Johnson, Spencer. Who Moved My Cheese. New York: G.P. Putman's Sons, 1999.
- Kotter, John. Our Iceberg is Melting. New York: St. Martin Press, 2005.