Course Description

This course will concentrate upon the need to provide a supportive environment for providing supervision to all professional employees. The approach will be developmental, and students will demonstrate how to select from among a range of supervisory techniques that are most appropriate for specific situations. Multiple venues will be used for instruction. Text, discussion, electronic reserve articles, and video streaming will provide interest, as well as, simulations for applying evaluation skills.

Rationale

The USD Reflective Decision-Making model for preparing educators provides the framework supporting the School of Education professional programs. Reflective leaders are skilled educators whose practices and decisions draw upon the best available theory, research, and experiential wisdom. Reflective decision-making engages administrators in cycles of thought and action based on theoretical, ethical, and professional knowledge. The University of South Dakota strives to foster a globally inclusive learning environment where opportunities are provided for diversity to be recognized and respected.

The purpose of this course is to prepare graduate students to assume the role of instructional supervisor within their position as elementary, middle, or high school principal, school superintendent, supervisor, department head, or director. Emphasis in this course is on motivation and the improvement of instruction.

Textbooks & Required Web Site Registration

The textbooks adopted for this course are:
 ISBN 9781416607090
The books listed above for this course can be purchased from Barnes and Noble at the University of South Dakota: call 605-677-6291 or email bn@usd.edu.

Students will participate in classroom evaluations via the website Educational Impact. You will be required to register for on-line video streaming at about midterm. The cost is $50.00. We will register as a group later in the semester and specific registration directions will be posted in Course Content as well as being emailed to you.

**Course Objectives/Outcomes – Standards – Assessment**

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<tr>
<th>Objectives/Outcomes</th>
<th>Standards/Codes</th>
<th>Assessment</th>
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<tr>
<td>Educational leaders will develop the ability to support, develop, and retain effective and caring educators</td>
<td>NELP 7.1</td>
<td>Class discussions, exams</td>
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<td>Educational leaders will be able to implement research-anchored systems of supervision and evaluation promoting collective accountability</td>
<td>NELP 7.4</td>
<td>Video assessments</td>
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<td>Educational leaders will enact the professional norms of integrity, fairness, transparency, trust, collaboration, and perseverance in supporting the professional growth of personnel.</td>
<td>NELP 2.1</td>
<td>Class discussions, final exam</td>
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<td>Demonstrate the use of appropriate motivational techniques and protocols in support of the well-being of each teacher</td>
<td>NELP 1.2, 1.4, 3.1</td>
<td>Class discussions, exams, and papers.</td>
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<td>Demonstrate the capability to evaluate the moral and legal consequences of supervision and evaluation decisions</td>
<td>NELP 2.2</td>
<td>Class discussions, exams video assessments</td>
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<td>Demonstrate the capability to develop, implement, and evaluate equitable guidelines, procedures, and decisions for supervision and</td>
<td>NELP 3.1</td>
<td>Class discussions, exams, video assessments</td>
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Instructional Methods and Activities

Online Instruction
This course will be presented over the Internet using the D2L program as provided by the University of South Dakota. If this is your first online course at the University, I would suggest that you review the new CDE Online Orientation Guide for online learning for valuable information to help you be successful as an online learner.

You will participate in weekly discussions, review videos and take assessments based upon the video content, prepare written reflections, and complete a mid-term and final evaluation. You will also be asked to arrange to observe a colleague using the Danielson instrument and transcribe your follow up feedback for the evaluation.

Technology. Desire 2 Learn (D2L) will be the course management software for this course. The University has established minimum hardware and software requirements to ensure the effective delivery of USD online courses. These are outlined under the “Technology Support and Requirements” section in the Online Student Handbook document in the Getting Started widget on the course homepage.

Course Policies

Academic honesty. As stated in the Student Code of Conduct, the integrity of the University community is contingent upon fulfillment of a trust—that the members of the student body will engage in reasonable behaviors to promote and protect the educational environment. Plagiarism is defined as (but not limited to) the following:

1. The use of paraphrase or direct quotation of published or unpublished works of another person without full and clear acknowledgment
2. The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. No credit can be given for a dishonest assignment.

At the discretion of the instructor, a student caught engaging in any form of academic dishonesty may be:

1. Given a zero for that assignment.
2. Asked to rewrite and resubmit the assignment for credit.
3. Assigned a reduced grade for the course.
4. Dropped from the course.
5. Failed in the course.

Freedom in learning. Students are responsible for learning the content of any course of study in which they are enrolled. Under the Board of Regents and University policy, student academic performance shall be evaluated solely on an academic basis and students should be free to take reasoned exception to the data or views offered in any course of study. Students who believe that
an academic evaluation is unrelated to academic standards but is related instead to judgment of their personal opinion or conduct should contact the dean of the college offering the class in order to initiate a review of the evaluation. (South Dakota Board of Regents Policy)

**Late assignments.** Written assignments are part of the learning experience. Therefore, to benefit most from the assignment, it is important to complete the assignment by the due date. Assignments turned in after the due date may have 10% deducted for each day the assignment is late. Please contact me, preferably in advance, about extenuating circumstances that prevent you from completing assignments on time. A grade of Incomplete is only given in very extreme circumstances. It is expected that you will complete all assignments within the semester. Final grades will calculate what you have completed and submitted and assign 0 points for any incomplete work. *Note that a grade of “I” may only remain incomplete for one calendar year, at which time it converts to a grade of “NCI” and the course must be repeated (and repaid) for credit.*

**Academic appeals.** Students have the right to initiate the Academic Appeals Policy of the University of South Dakota as a means to redress any form of unjust, oppressive, discriminatory, or fundamentally unfair practice affecting a student’s academic performance and progress. This includes a decision to terminate a student from the Department of Health Sciences. Further instructions for filing an academic appeal can be located under the link in the section titled University Wide Student Policies.

**Student’s rights to assistance or accommodations.** Any student who feels s/he/they may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester. Ernetta L. Fox, Director, Disability Services, Service Room 119 Service Center (605) 677-6389 www.usd.edu/ds; dservices@usd.edu

**USD’s drop or withdrawal from course policy.** This course begins on Monday, August 21, 2017 and ends on Wednesday, December 13, 2017. The last day to drop the class and receive a 100% refund is Thursday, August 31, 2017. Again, dropping the course after August 31 means that the student is fully financially responsible for the course in the event of a “drop,” whereby some credits remain for the semester, or are partially responsible for the course in the event of a “withdrawal,” whereby all credits for the semester are dropped. The latter is based on the date of the withdrawal. The last day to drop the class with a grade of “W” is Friday, November 3, 2017. Faculty members have the right and responsibility to drop a student from the course if the student is not responding, progressing, or participating.
Activities

Course activities include weekly threaded asynchronous discussions, readings, written assignments, viewing a video series on the teacher evaluation process and completing accompanying quizzes, a teacher observation with a pre-post conference transcript using the Danielson model, a mid-term and final exam.