EAD801 Introduction to School Leadership and Administration  
Educational Leadership Department  
Eastern Kentucky University, College of Education  
(Master Syllabus Template)

A. DEPARTMENT & CREDITS: Educational Leadership: Three (3) Credits

➢ Professor’s Information:
  o Name:
  o Email:
  o Office Phone:
  o Web:

B. COURSE DESCRIPTION: This is the study of modern administrative theories, practices, and techniques in school leadership and responsibilities, with emphasis on facilitating leadership to create a work climate supportive of excellence in teaching and learning.


D. COURSE OBJECTIVES & REQUIRED ACTIVITIES/TOPICS:

➢ Course Objectives:
  1. Complete program pre-assessment
  2. Develop professional growth plan
  3. Identify the certification requirements for administrators in Kentucky.
  4. Develop a resume and letter of application for an administrative position.
  5. Outline their personal time management plan.
  6. Identify and explain the major administrative theories.
  7. Apply management and leadership strategies and techniques gleaned from articles and books from the business community.
  8. Demonstrate an understanding of the nature of organizations and how they function.
  9. Apply the major theories in selected simulation problem-solving activities within school organizations.
 10. Identify, understand, and apply the ISLLC Standards to create excellence in schools.
 11. Know the major thrusts of reform movements in educational administration in Kentucky and the nation.
 12. Analyze the process and problems of communication in school settings.
 13. Use a variety of interpersonal communication techniques in dealing with students, teachers, parents and others.
 14. Apply the behavioral science concepts of motivation to their constituents.
 15. Use effective strategies for assessing and meeting the needs of diverse populations.
 16. Identify the characteristics of good school climate and culture and implement school culture and climate improvement plans.
 17. Recognize and apply a variety of leadership skills in schools.
 18. Articulate their personal theory of administration.
 19. Identify major issues imbedded in case studies and explain the appropriate strategies and activities an educational leader would employ in solving those issues.
 20. Demonstrate skills and knowledge in communication through practicing positive, promotional, and pro-active communication strategies both oral and written for effective parent/community/school involvement to improve the learning environment for all students.
21. Apply skills and knowledge in achieving the six Kentucky Administrative Standards that are aligned to the standards of the Interstate School Leaders Licensure Consortium (ISLLC) and the NCATE Standards.

- **Required Activities/Topics:** The following activities/topics are required to be addressed by all faculty teaching this course.
  1. Complete program pre-assessment
  2. Develop resume and cover letter (Required ePortfolio entry)
  3. ePortfolio introduction
  4. Write a reflection about a leadership experience (Required ePortfolio entry)
  5. Analyze one case study
  6. Initiate a growth plan (Required ePortfolio entry)
  7. Write a course reflection (Required ePortfolio entry)

### E. PROFESSIONAL EDUCATION PROGRAM MODEL:

<table>
<thead>
<tr>
<th>EKU Professional Education Model: Effective Educators as Effective People</th>
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<tbody>
<tr>
<td>EKU Professional Education Slogan:</td>
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<tr>
<td>To teach, to learn, to help others teach and learn.</td>
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### F. COURSE REQUIREMENTS & GRADING SCALE:

- **Requirements:**

- **Grading Scale:**
  - 90% - 100% = A
  - 80% - 89.9% = B
  - 70% - 79.9% = C
  - 60% - 69.9% = D
  - < 60% = F

### G. ADDITIONAL REQUIREMENTS:

### H. COURSE OUTLINE:

### I. EVALUATION METHOD:

### J. STUDENT PROGRESS:

### K. ATTENDANCE POLICY:
L. DISABILITIES STATEMENT: If there is any student in this class who is in need of academic accommodations and who is registered with the Office of Services for Students with Disabilities, please make and individual appointment with the course instructor to discuss accommodations. Upon individual request, this syllabus can be made available in alternative forms. If any student who is not registered with the Office of Services for Students with Disabilities has need of academic accommodations, please contact the Office directly either in person on the first floor of Turley House or by telephone at 622-1500.

M. LAST DAY TO DROP: See course catalogue.

N. PROFESSIONAL STRANDS IN THE COLLEGE OF EDUCATION:

- Common Elements of All Professional Education Course Syllabi:
  - FIELD EXPERIENCES: When appropriate: Observation in public schools.
  - METACOGNITION SKILLS: Students will review and analyze research and summarize the thoughts of other researchers as well as analyze their research findings.
  - COMMUNICATION SKILLS: Communication skills will be displayed through speaking, writing, and class experience.
  - RESEARCH SKILLS/INDEPENDENT LEARNING: Students will be required to demonstrate research and independent learning skills specified by the instructor.
  - PLANNING SKILLS: Time management skills are needed in order to participate effectively in Educational Research.
  - TECHNOLOGY: All products/reports must be word processed and all presentation will be on-line. All tests will also be on-line. Students will be introduced to the Kentucky New Teacher Standards for using technology and relevant criteria including blackboard experiences.
  - PROFESSIONAL/SOCIAL SKILLS: Students will interact with college instructors, peers, cooperating teachers, and schools.
  - TEAMING/COLLABORATION: Teaming and collaboration will be encouraged. In the case of Educational Research this requirement will be met through e-Learning teams.
  - CONTINUOUS AUTHENTIC ASSESSMENT: Students are provided continuous feedback on each requirement. They also have opportunities for self-assessment.
  - DIVERSITY: Awareness of the diverse characteristics of students and the types of school climates will be an integral component of course and field experiences.
  - INCLUSION/EXCEPTIONALITIES: Awareness of EXCEPTIONALITIES and inclusive classrooms will be a part of course.