Course Prefix, Number: EDLR 5337  
Course Title: School Building Operations  
Session: Fall, Spring, Long Summer  
Credit: 3 hours  
Days, Time and Location: Online  
Instructor Information: Vance Vaughn, Ed.D.  
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Others by appointment  

Course Description:

The skills required of principals and assistant principals to effectively operate a school will be addressed. Skills will include the managerial responsibilities required in the day-to-day functioning of a school. The associated laws and their practical application to these functions will be stressed. Emphasis will be on applied skills and practical applications.

Student Learning Outcomes & Assessments

Program Outcomes
The student will be able to:

1. Shape campus culture by developing a shared vision.
2. Communicate and collaborate with stakeholders to promote student success.
3. Act with integrity, fairness and in an ethical and legal manner.
5. Advocate, sustain instructional program conducive to student learning and professional development.
6. Implement staff evaluation and development system.
7. Apply leadership and management principles.
8. Promote safe physical plant.

Assessments

EDLR 5337 is an integral component of the Educational Leadership Program. Student Learning Outcomes for 5337 are derived from the Student Learning Outcomes for the Educational Leadership Program. These outcomes are infused into the internship experience and assessed in the final exam and the TExES, as well as the Professional Research Paper required for all students who are awarded a Masters of Educational Leadership degree.

In-Basket Simulations. There are three In-Basket Simulations that will be completed by the SBDM groups. Group members are expected to participate aggressively in their respective groups to finalize a well-developed plan to effectively, efficiently, professionally and certainly legally deal with these issues. Groups are incorporated into these assessments because principals must be able to work with people in groups to carry out the vision, mission and purpose that her/his followers have so graciously accepted. The purpose of this assessment is to provide applied experiences to the theoretical framework that is introduced in the class.
(Note): These In-Basket Simulations will be submitted to your intern supervisor for grading.

SBDM-Group Exercises. These exercises are located in The Principal’s Companion, and they will be completed in your groups. They also provide students an opportunity to work in groups to solve the problems that principals and their staff might encounter in practice.
(Note): These In-Basket Simulations will be submitted to your intern supervisor for grading.

Checking for Understanding Quizzes. These quizzes are designed to check for your understanding of the material in the videos. They are intentionally simple and succinct.

Case Studies. There are two case studies that must be completed by your group and then submitted to your intern supervisor. The case studies are examples of real-world, practical situations that principals could be faced with while on the job.

Final Examination. The Final Project/Examination will be the last assessment for this course. The final examination is an individualized assessment that provides the student an opportunity to share the knowledge s/he gained from all of the courses in the program. It is a packaged, hypothetical clean-up of a struggling school that requires strong, competent instructional leadership. This is an opportunity for the student to reflect on everything that was offered in our Educational Leadership Program. An extremely important note: Students must make an A on the Final Exam in order to receive an A in the course.
Evaluation and Grading

- Case Studies (25 x 2 points) 50 points
- In-Basket Simulations (3 x 10 points) 30 points
- School Budget Exercise (50 points) 50 points
- Checking for Understanding Quizzes (10 X 5 points) 50 points
- Final Examination 100 points

Note: Students must receive an A on the Final Exam in order to receive an A in the course.

The following grading scale will be used to determine grades:

- A = 252 - 280
- B = 224 - 251
- C = 196 - 223

Student Travel Policy

Since coursework for EDLR online classes can be attended to from any location with internet access, students are responsible for meeting class responsibilities regardless of travel choices. Travel during the scheduled semester is a student choice, and no provisions will be made to excuse students from published assignments or alter course assignment schedules.

Teaching Strategies

This course will be taught 100% online.

Related Field Experiences

This course provides background context and skills necessary to achieve a successful internship experience.

Required Text and Related Readings

Textbooks:


A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Course Policies

All assignments must be submitted on time.
UNIVERSITY POLICIES

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: http://www.uttyler.edu/wellness/rightsresponsibilities.php

Grade Replacement/Forgiveness

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at http://www.uttyler.edu/registrar. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the 12th day of class (See Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the
extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

**Disability Services**

In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact the Disability Services office in UC 3150, or call (903) 566-7079.

**Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

**Student Absence for University-Sponsored Events and Activities**

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

**Social Security and FERPA Statement:**

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

**Emergency Exits and Evacuation:**

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

**Student Standards of Academic Conduct**

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- "Cheating" includes, but is not limited to:

  - copying from another student's test paper;
• using during a test, materials not authorized by the person giving the test;

• failure to comply with instructions given by the person administering the test;

• possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;

• using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;

• collaborating with or seeking aid from another student during a test or other assignment without authority;

• discussing the contents of an examination with another student who will take the examination;

• divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;

• substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;

• paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program, or information about an unadministered test, test key, homework solution or computer program;

• falsifying research data, laboratory reports, and/or other academic work offered for credit;

• taking, keeping, misplacing, or damaging the property of U. T. Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and,

• misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

(ii) "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

(iii) "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
College of Education and Psychology Mission and Vision

Mission
The mission of the College of Education and Psychology is to provide a positive environment that fosters the acquisition of knowledge and skills. The mission is individually and collectively realized through a community of scholars that contributes to knowledge through scholarly inquiry; organizes knowledge for application, understanding and communication; and provides leadership and service.

Vision
The College of Education and Psychology is nationally recognized and respected for its academic programs and opportunities. It is a center of excellence in scholarly inquiry and public service, as well as an agent for improving the cultural and economic conditions of the region.

Technical Information

Technical Support
If you experience technical problems or have a technical question about this course, you can obtain assistance by emailing mailto:itsupport@patriots.uttyler.edu

When you email IT Support, be sure to include a complete description of your question or problem including:

- The title and number of the course
- The page in question
- If you get an error message, a description and message number
- What you were doing at the time you got the error message

You may also visit the Help Tab in Blackboard for helpful information.

Plug-ins and Helper Applications

UT Tyler online courses use Java, JavaScript, browser plug-ins, helper application and cookies. It is essential that you have these elements installed and enabled in your web browser for optimal viewing of the content and functions of your online course. Always ensure that you are using the most update version for the browser you choose to access the online learning content.

- Adobe Reader allows you to view, save, and print Portable Document Format (PDF) files. (URL: http://get.adobe.com/reader/)
- Java Runtime Environment (JRE) allows you to use interactive tools on the web. (URL: http://www.java.com/en/download/)
- Adobe Flash Player allows you to view content created with Flash such as interactive web applications and animations. (URL: http://get.adobe.com/flashplayer/)
- QuickTime allows users to play back audio and video files. (URL: http://www.apple.com/quicktime/download/)
- **Windows Media Player** allows you to view, listen and download streaming video and audio. (URL: http://windows.microsoft.com/en-US/windows/products/windows-media-player)
- **RealPlayer** allows you to view and listen to streaming video and audio. (URL: http://www.real.com/)

**Netiquette Guide**

"Netiquette" is network etiquette, the do's and don'ts of online communication. Netiquette covers both common courtesy online and informal "rules of the road" of cyberspace. Review and familiarize yourself with the guidelines provided. (URL: http://www.learnthenet.com/learn-about/netiquette/index.php)