Personnel Administration Syllabus

EDLR 5350, Personnel Administration

Instructor Information
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Course Catalog Description
Study of the administrator’s role in recruiting, selecting, assigning, training, and evaluating staff. Such topics as personnel policy, salary schedules, fringe benefits, contractual practices and procedures, and academic freedom are considered.

Program Outcomes
The student will be able to …

1. Act with integrity, fairness, and in an ethical manner to promote success of all students.
2. Shape district culture by facilitating the development and implementation of a shared vision.
3. Communicate and collaborate with families and community, as well as respond to diverse interests and mobilize community resources.
4. Influence political and cultural context to achieve the district’s educational vision.
5. Facilitate planning of strategic plans, align curriculum, and promote use of varied assessment for student performance.
6. Advocate district culture conducive to student learning and professional growth.
7. Implement staff evaluation to improve performance.
8. Exhibit effectiveness in budget, resources, personnel and technology.
9. Apply leadership of the physical plant.
10. Apply strategies to facilitate positive change in varied contexts.

Evaluation and Grading

Philosophy of Personnel – Each “philosophy” folder will contain a page that provides information, hyperlinks to sites on the Internet, videos and quizzes.

Legal Issues Quizzes – Each module contains a Video or Powerpoint that provides information to take a quiz.

Simulations Quizzes – There will be simulations related to “real world” superintendent problems that must be answered in a short answer/essay format.

Comprehensive Case Study Responses – Each module contains a case study to apply knowledge in a written format.

Discussion Board Responses – There will be occasional discussion board topics designed to elicit group interaction and responses to particular issues.
Final exam – An 80 question final exam will be given on Blackboard at the end of the course.

<table>
<thead>
<tr>
<th>quizzes</th>
<th>points each</th>
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<tbody>
<tr>
<td>Philosophy of Personnel Quizzes</td>
<td>5 – 10</td>
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<tr>
<td>Legal Issues Quizzes</td>
<td>5 – 10</td>
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<tr>
<td>Comprehensive Case Study Responses</td>
<td>10</td>
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<td>Simulation Quizzes</td>
<td>5</td>
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<td>Discussion board responses</td>
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<td>Final exam</td>
<td>80</td>
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Course Grading
90% - 100% of points A
80% - 89% of points B
70% - 79% of points C

Teaching Strategies
The course will be taught online using Blackboard.

Related Field Experiences
The course does not have a formal field experience component, but it is expected that the student utilizes personal educational experience to bring unique perspectives to the discussions.

Required Texts:


Text Statement: 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.

University Policies

Code of Conduct
UT Tyler Academic Dishonesty Policy:

At the University of Texas at Tyler, students and faculty are responsible for maintaining an environment that encourages academic integrity. Students and faculty members are required to report an observed or a suspected case of academic dishonesty immediately to the faculty member in charge of an examination, classroom or laboratory research project, or other academic exercise.

Since the value of an academic degree depends on the absolute integrity of the work done by the student for the degree, it is imperative that a student maintains a high standard of individual honor in his/her scholastic work. Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, and collusion:

“Cheating” includes:
1. Copying from the paper of another student, engaging in written, oral or any other means of communication with another student, or giving aid to or seeking aid from another student when not permitted by the instructor;
2. Using material during an examination or when completing an assignment that is not authorized by the person giving the examination or making the work assignment;
3. Taking or attempting to take an examination for another student, or allowing another student to take an examination for oneself;
4. Using, obtaining, or attempting to obtain by any means, the whole or any part of an unadministered examination or work assignment.

“Plagiarism” includes the unacknowledged incorporation of the work of another person in work that a student offers for credit.

“Collusion” includes the unauthorized collaboration with another person in preparing written work that a student offers for credit.

**Grade Replacement/Forgiveness**
If you are repeating this course for a grade replacement, you must file an intent to receive grade forgiveness with the registrar by the 12th day of class. Failure to do so will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates will receive grade forgiveness (grade replacement) for only three course repeats; graduates, for two course repeats during his/her career at UT Tyler.

**Disability Services**
In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Support Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact Ida MacDonald in the Disability Support Services office in UC 282, 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.

**College of Education and Psychology**

**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.
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.

Course Policies

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.