The University of Texas at Tyler  
College of Education and Psychology  
Department of Educational Leadership and Policy Studies

Course Prefix,Number,Section:  EDLR 5337.060  
Course Title:  School Building Operations  
Session:  Fall, Spring, Long Summer

Credits:  3 hours  
Days, Time and Location:  Online

Instructor Information:  Vance Vaughn, Ed.D.  
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Office Hours:  By appointment only

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.

9. Engage in effective decision making and problem solving

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 Modules Quizzes which are written as TExES practice.

Quizzes. There are 10 quizzes. The quizzes are designed to assess understanding of the content, and to assure students are participating in the online modules. In addition, the quizzes are good practice for the TExES examination.

Final Examination. The Final Project/Examination will be the last assessment for this course. The final examination is a Multiple Choice examination written by the department, and is comprehensive over the entire program. It is TExES based.

Evaluation and Grading

<table>
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<tr>
<th>Quizzes (10 at 25 points each)</th>
<th>250 points</th>
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<tr>
<td>Final Examination</td>
<td>100 points</td>
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The following grading scale will be used to determine grades:

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A &= 315 - 350 \\
B &= 280 - 314 \\
C &= 245 - 279
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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

Selected University Policies:

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

If you have a disability, including a learning disability, for which you request disability support services/accommodation(s), please contact Ida MacDonald in the Disability Support Services office so that the appropriate arrangements may be made. In accordance with federal law, a student requesting disability support services/accommodation(s) must provide appropriate documentation of his/her disability to the Disability Support Services counselor. In order to assure approved services the first week of class, diagnostic, prognostic, and prescriptive information should be received 30 days prior to the beginning of the semester services are requested. For more information, call or visit the Student Services Center located in the University Center, Room 3150. The telephone number is 566-7079 (TDD 565-5579). Additional information may also be obtained at the following UT Tyler Web address: http://www.utyler.edu/disabilityservices.

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.

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.

(i) “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.