



TEXAS A&M
UNIVERSITY
CENTRAL TEXAS

SYLLABUS

EDLD 5392 –110 PRACTICUM FOR THE PRINCIPALSHIP

FALL 2018 SEMESTER

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I. COURSE DESCRIPTION

The principal practicum is designed to provide participation in, and discussion and supervision of a variety of professional activities in the area of school principalship preparation. The intern will be required to demonstrate competence in the performance of professional principal/assistant principal-related duties/tasks as the culminating experience in the Texas A&M University-Central Texas principal certification program. These professional duties/tasks will be directly related to the attainment of the seven standards for the principal (19TAC §241.15).

II. STANDARDS FOR THE PRINCIPAL CERTIFICATE

Principal preparation programs are required by the State Board for Educator Certification (SBEC) to use the knowledge and skills base developed by SBEC in curricula and coursework. These standards also serve as the foundation for the individual assessment, professional growth plan, and continuing professional education activities required to renew the Standard Principal Certificate. The six standards are (1) School Culture, (2) Leading Learning, (3) Human Capital (4) Executive Leadership, (5) Strategic Operations, and (6) Ethics, Equity, Diversity. **This course is designed to address expectations related to integration and application associated with the seven standards for the principal certificate.** Texas Administrative Code (19TAC) Rule 241.15 Standards for the Principal Certificate may be accessed at the following web address in the SBEC adopted rules section: [http://info.sos.state.tx.us/pls/pub/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=7&ch=241&rl=15](http://info.sos.state.tx.us/pls/pub/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=7&ch=241&rl=15)

In addition, the course is designed to revisit the following:

The nine competencies of the three domains (school community leadership, instructional leadership and administrative leadership) tested on the TExES (Texas Examinations of Educator Standards) Principal test. The test framework may be found on pages 12-18 of the TExES Preparation Manual 068 Principal at http://cms.texas-ets.org/files/1413/2949/6303/068_principal.pdf.

III. COURSE LEARNING OBJECTIVES/ACTIVITIES/ASSESSMENT

This course utilizes the literature and research studied during the courses taken as part of the TAMUCT principal certification program. The internship must be a semester-long capstone experience to maximize the intern's opportunities to practice and refine knowledge and skills required for building-level leadership. Interns submit an internship plan that is approved by both the on-site mentor and the intern supervisor. A log of activities/hours is kept by the intern.

Learning Objectives	Learning Activities	Assessment for Learning	Assessment of Learning
Assess personal strengths and challenges in relation to Texas standards for the principalship	Reflection of continuing performance in Standards/Skills Analysis	Updated Standards and Skills Analysis/Growth Plan	Principal TExES Examination

Synthesize and apply knowledge and skills by taking responsibility for leading complex school-level initiatives and processes that involve direct interaction with staff, students, parents, and the greater school community.	Weekly journal entries Completion of two projects and three-five activities in six leadership areas	Completed Project Action Plans Artifact/reflection collection in professional leadership portfolio Observations of practice Paper on campus improvement	Completers Survey Principal Mentor Survey
Understand the complexity of leadership responsibilities and school processes at school levels other than the intern's home school level.	Visits/Interviews – multiple school levels	Paper focused on multiple-level school experiences	
Demonstrate the ability to successfully engage in and pass the state principal certification exam.	Online dialogue: <i>How to Pass the Principal TExES</i>	Completion of TExES practice session with release form of exam	

The required texts for the course are:

- American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author. (ISBN# 978143380562)
- Herasymowych, M., Oliver, C., & Senko, H. (2006). *Decision support system quick reference guide* (2nd ed.). Calgary, Alberta, CA: MHA Institute. (ISBN# 9780980881523)
- Texas Education Agency. (2010). *Texas examination of educator standards TExES preparation manual 068 principal*. Austin, TX: Author. (Downloaded from http://cms.texas-ets.org/files/1413/2949/6303/068_principal.pdf.)
- Wilmore, E. (2013). *Passing the principal TExES exam: Keys to certification and school leadership* (2nd ed.). Thousand Oaks, CA: Corwin Press. (ISBN# 9781452286013)

NOTE: Additional resources include but are not limited to all textbooks, readings, etc. from program coursework.

IV. SCHEDULE OF PRACTICUM ACTIVITIES AND SUPERVISION

The candidate will be supervised in the practicum by a university field supervisor and a site supervisor. Except in extreme circumstances that must be approved by the course instructor, the mentor will be the school principal. The candidate is responsible for scheduling and completing all required activities and assignments. The candidate will utilize the advice of the site supervisor and university field supervisor when planning and scheduling course activities. The candidate will remain in contact with the university field supervisor through emails, phone calls, the initial visit, at least three formal observation visits, and weekly journal entries. The candidate will remain in contact with the site supervisor through weekly emails and both impromptu and scheduled visits.

The student will schedule **an initial meeting with the principal site supervisor and university field supervisor prior to the first week of the semester** to finalize practicum plans. The Initial Meeting Record (Appendix A) will be used by the intern to facilitate the meeting. The Leadership Projects/Activities Planning Matrix (Appendix B) and the Practicum Assignment Tracking form (Appendix C) should be completed prior to the initial meeting and used to guide the meeting discussion. An initial action plan draft for each of the two major projects (Major Project Action Plan, Appendix D) should be shared at the meeting. **A final meeting may be scheduled at the end of the semester** to share reflections concerning the intern's performance and learning/career next steps.

V. COURSE ASSIGNMENTS

The **eight (8) requirements** associated with the course are identified below *and additional requirements may be added at the discretion of the university supervisor*. Course requirements include:

- A. Major Project Action Plans (2) (40 pts)**
- Artifact/Reflection Collection and Continued Portfolio Development (280 pts)**

Working closely with his/her mentor, the student intern will plan and implement **two** major projects and **three to five** additional activities demonstrating knowledge and skill in 14 areas within six topics associated with campus leadership and management. Facilitation of these projects/activities should challenge the candidate to increase skill in each area. As much as possible, projects and activities will be selected based on campus needs identified through the culmination of the student's development of a school portfolio in the EDLD 5360 Applications course. The 6 topics and 14 areas are included in the Leadership Projects/Activities Matrix (Appendix B). The matrix is to be completed prior to the internship and subsequently used to complete the Internship Assignment Tracking form (Appendix C) and initial drafts of

the two Major Project Action Plans (Appendix D) before the start of the practicum. Initial drafts should be vetted for clarity by the candidate using the MHA Decision Support Process. Final Major Project Action Plans are due when finalized by project teams.

In weekly journal/log entries during the practicum, the student will report on/reflect about actions taken towards the completion of major projects and activities. Additionally, the candidate will add artifacts and artifact/reflection forms for the completed major projects/activities behind the appropriate tabs in his/her professional portfolio initially constructed in EDLD 5300. Completed Major Project Action Plan forms for the two projects should be included in the professional portfolio as artifacts behind the most appropriate tabs. Artifacts and accompanying reflections for the 14 areas should provide evidence of growth in the practicum experience in relation to the six portfolio topics and seven principal standards. **The updated Professional Portfolio including all practicum artifacts/reflections is due for review to the university supervisor no later than the designated course calendar date (pp. 15&16).**

B. Initial Meeting & Ongoing Time/Planning Management

(Initial Mtg 20 pts; 3 Time Mgt checks x 20 pts = 60 pts)

Upon receiving approval for the practicum initial planning documents, the student will schedule and facilitate a meeting with his/her site supervisor and university field supervisor to finalize practicum activities and discuss any concerns prior to the start of the practicum and then submit a completed Practicum Initial Meeting Record on the Canvas course site (Appendix A). During the practicum, time and planning management performance points will be earned for 3 time periods as indicated on the course calendar (p. 20). An updated Tracking Sheet (Appendix C) should be submitted via Canvas at the end of each period on the due date designated on the course calendar.

C. Weekly Learning Reflections Journal/Activity Log

(12 Weekly Journals/Activity Logs = 120 pts)

The candidate will create a weekly reflections journal that **contains at least four daily entries** about the practicum experience. The journal should be a compilation of reflections directly pertaining to progress in completing course assignments and any other issues/opportunities that are part of the internship experience. Note that a reflective journal is metacognitive in nature; that is, it is a written record of thoughts, reactions, intuitions, and/or actions related to the practicum experiences. Minimally, the candidate is required to submit weekly journals each week for ten weeks and include a time log of activities (for format, see Appendix E). The candidate is expected to log a minimum of 192 hours of project/activity effort during the semester or 15-20 hours per week, of which 100 of the total must take place on campus. **The 12 weekly reflections journals/activity logs should be submitted via Canvas to the university supervisor by 6 pm on designated course calendar Saturday dates (p. 20).** (written product rubric – p. 5)

D. Principal TExES

(12 Online Dialogue Sessions 120 pts; TExES Practice Session 20 pts)

In preparation for passing the principal TExES exam, students will participate in a series of twelve Canvas online dialogue sessions supported by the course texts, *Passing the Principal TExES* and the *TExES Preparation Manual 068 Principal* (see course calendar for dialogue dates on p. 20 and participation rubric – p. 5). Upon completion of the dialogue sessions, the candidate is *required* to take the Released Principal TExES. To attend, you must make a reservation with the Educator Preparation Services Department at: <https://www.tamuct.edu/departments/educatorpreparationservices/testingform.php>

E. Observations of Leadership Practice (three observations – f2f, recorded, or skyped – of 20 pts each = 60 pts)

The student will be formally observed at least three times by the university supervisor during the practicum. The supervisor will document leadership practice associated with the student's major projects and activities during three 45-minute observations. **The first observation must occur within the first five weeks of the practicum. If the first observation does not occur within the first five-week period the student will not be able to move forward with the practicum and must take the course again.** Of particular importance is the student's use of ethical decision making, culture analysis, team facilitation, and collaborative problem solving to move agendas related to major projects and activities. A copy of the completed Internship Practicum Observation Feedback Report (Appendix G) is shared with/initialed by the student and mentor.

F. Multiple School-Level Experiences**(40 pts)**

The practicum must include association with and visitation at all three school levels (elementary, middle, and high schools) within the 'total' practicum experience to provide greater insight into environments that principal practicum students are held accountable for on the Principal TExES Examination and later in administrative roles. The student will complete an 8-10 page comparative reflective paper about his/her findings at other levels. The paper should include reflections about connections, alignment, patterns, contrasts, lessons learned, etc. The paper will be submitted **on Canvas no later than the designated course calendar due date** and should also be shared with the student's mentor. (written product rubric – p. 5)

G. Updated FIT2LEAD Self Analysis and Supervisor Survey**(20 pts)**

The student intern will update the FIT2LEAD self-analysis first constructed as part of the course requirements in EDLD 5300. The candidate will turn in the updated copy of the FIT2LEAD Self-Analysis and Plan for Improvement **on Canvas no later than the designated course calendar due date**. The document should be shared with the student's mentor. (written product rubric – p. 5)

H. Campus Improvement Planning and Implementation Reflection**(40 pts)**

As a culminating course activity, the student will develop an 8-10 page paper analyzing the impact of his/her practicum actions on campus improvement. The paper will be submitted **on blackboard no later than the designated course calendar due date** and should be shared with the intern's mentor. (written product rubric – p. 5)

VI. EVALUATION AND GRADING:

The instructor will determine grades for the course assignments and assessments through the use the assignment criteria and assessment rubrics outlined in this syllabus. Rubrics may be found on the next two pages. Instructor, self, and peer evaluation will be utilized as means of assessing growth and learning. *Assignments turned in from 1-3 days after the posted due date are subject to a maximum of 45% reduction of points based on the date received by the instructor. Assignments that are more than 3 days late may not be accepted.* In no case should materials be those submitted for another course. A grade of Incomplete (I) will not be given except in extremely unusual cases. *You must complete all class activities AND complete and submit all assignments to be eligible for an A in the course.* A grade of C may result in retaking the course. Point system may be revised if necessary to accommodate unexpected changes in course schedule. The instructor reserves the right to amend the syllabus at any time.

To earn the grade of A, students must earn a total of 90% or a minimum of 738 of 820 points on the following learning activities/items. For a grade of B, a total of 80% or a minimum of 656 of 820 points must be earned. Maximum points for each assignment are in ().

- Two Major Project Action Plans (40 points)
- **Integrity** Artifacts/Reflections (40 points)
- **Vision** Artifacts/Reflections (60 points)
- **Professional Development** Artifacts/Reflections (60 points)
- **Collaboration** Artifacts/Reflections (40 points)
- **Stewardship** Artifacts/Reflections (40 points)
- **Teaching and Learning** Artifacts/Reflections (40 points)
- Initial Meeting Record/Ongoing time and planning management (80 pts)
- Weekly Learning Journal/Activity Log (120 points)
- Observation Feedback Reports (60 points)
- Principal TExES Preparation (140 points)
- Multiple School Levels Reflection Paper (40 points)
- Updated Standards/Skills Self-Analysis (20 points)
- Campus Improvement Reflection Paper (40 points)

COLLABORATIVE PARTICIPATION ASSESSMENT RUBRIC

Dimensions	5	4	3	2	1	0
Dimension 1: Engagement	Present, prompt, and prepared; consistently participates by developing ideas and posing questions from a comprehensive and reflective perspective		Present, generally prompt and prepared; frequently participates by offering ideas and asking questions from a more inclusive perspective		Non-attendance and/or pattern of tardiness and/or lack of preparation; participates infrequently with contributions offered from a narrowly focused perspective; may demonstrate off-task behavior	
Dimension 2: Summary	Consistently demonstrates an organized, succinct, and polished synthesis of major themes & concepts		Generally demonstrates an organized and logical examination of major themes and concepts		Demonstrates minimal knowledge of major themes and concepts; summary lacks breadth and/or depth	
Dimension 3: Connections/ Critique	Unique and insightful connections and critique linking major themes/c oncepts, prior learning, current research and the field of practice		Generally offers clear and relevant connections and critique between major themes/concepts, prior learning, current research and the field of practice		Offers infrequent and/or shallow connections and critique among major themes/concepts, prior learning, current research and the field of practice	
Dimension 4: Mechanics/ Communication Skills	Consistently uses professional language and correct grammar when speaking; consistently listens actively while others speak; consistently seeks feedback to ensure understanding is achieved during course activity		Generally uses professional language and correct grammar when speaking; generally listens actively while others speak; frequently seeks feedback to ensure understanding is achieved during course activity		Seldom uses professional language and/or correct grammar when speaking; rarely listens actively while others speak; seldom seeks feedback to ensure understanding is achieved during course activity	

WRITTEN PRODUCT ASSESSMENT RUBRIC

Dimensions	5	4	3	2	1	0
Dimension 1: Engagement	Interesting and inviting introduction, coherent sequence/transition of ideas, and thoughtful conclusion		Introduction, body, and conclusion provide logical flow of ideas that engages reader		Product lacks structure and coherence to engage reader in a meaningful flow of ideas	
Dimension 2: Summary	Consistently demonstrates an organized, succinct, and polished synthesis of major themes & concepts		Generally demonstrates an organized and logical examination of major themes and concepts		Demonstrates minimal knowledge of major themes and concepts; summary lacks breadth and/or depth	
Dimension 3: Connections/ Critique	Unique and insightful connections and critique linking major themes/ concepts, prior learning, current research and the field of practice		Clear and relevant connections and critique between major themes/concepts, prior learning, current research and the field of practice		Infrequent and/or shallow connections and critique among major themes/concepts, prior learning, current research and the field of practice	
Dimension 4: Mechanics/ APA Format	Mechanically sound and follows APA format with less than two errors (mechanical or formatting)		Mechanically sound and follows APA format, with two to three errors (mechanical or formatting)		Not mechanically sound; four or more mechanical and/or formatting errors	

CLASS PRESENTATION ASSESSMENT RUBRIC

Dimensions	5	4	3	2	1	0
Dimension 1: Engagement	Interesting and inviting introduction, coherent sequence/transition of ideas, and thoughtful conclusion		Introduction, body, and conclusion provide logical flow of ideas that engages audience		Product lacks structure and coherence to engage reader in a meaningful flow of ideas	
Dimension 2: Summary	Consistently demonstrates an organized, succinct, and polished synthesis of major themes & concepts		Generally demonstrates an organized and logical examination of major themes and concepts		Demonstrates minimal knowledge of major themes and concepts; summary lacks breadth and/or depth	
Dimension 3: Connections/ Critique	Unique and insightful connections and critique linking major themes/concepts, prior learning, current research and the field of practice		Clear and relevant connections and critique between major themes/concepts, prior learning, current research and the field of practice		Infrequent and/or shallow connections and critique among major themes/concepts, prior learning, current research and the field of practice	
Dimension 4: Mechanics/ Communication Skills	Establishes and maintains an open, thoughtful, and facilitative relationship with the audience; speaks with appropriate modulation, pace, and volume; no grammatical or pronunciation errors		Establishes and maintains an instructional relationship with the audience; speaks clearly; two or fewer errors in grammar and/or pronunciation		Minimal or no connection with the audience; lacks clarity in speaking; three or more errors in grammar and/or pronunciation.	

CRITERIA AND RUBRIC FOR ASSESSING PROFESSIONAL PORTFOLIO

AREA	EXCEPTIONAL	ACCEPTABLE	UNACCEPTABLE
CONCEPTUALIZATION	Selection of entries is carefully made to demonstrate in-depth comprehension of preparation goals and Texas Principal standards and dispositions, as well as a high degree of insight regarding their interdependence with professional practice.	Selection of entries demonstrates knowledge of preparation goals and Texas Principal standards and dispositions, and an adequate understanding of their interdependence with professional practice.	Selection of entries reflects insufficient evidence of knowledge of preparation goals and/or Texas Principal standards and dispositions, and/or an inadequate understanding of their interdependence with professional practice.
COHERENCE	Enhanced by adherence to thematic framework grounded in student's leadership philosophy and reinforced by selection of entries. Theme provides a unique perspective that allows for creative development of ideas.	Student's leadership philosophy provides thematic unity for portfolio, allowing for logical development of ideas.	No visible thematic framework exists to explain relationships between and among entries. Development of ideas is vague and student's leadership philosophy is unclear.
PERSONAL/ PROFESSIONAL GROWTH	Portfolio demonstrates sustained reflection and critical thought. Assimilation of knowledge, both propositional and procedural, is central to the presentation, providing evidence of reflection and development of knowledge/skill/values. Presentation demonstrates ability to engage in reflection-on-action as well as reflection-in-action. Strong evidence of self-guided self-assessment of learning and growth.	Portfolio demonstrates evidence of reflection and critical thought. A degree of insightfulness is apparent in the student's work, and elements of reflection and development of knowledge/skill/values are recognizable. Presentation addresses process of portfolio development and rationale for selection of entries. Evidence of self-assessment of learning and growth.	Portfolio demonstrates little evidence of reflection or critical thought. Presentation addresses neither the processes of portfolio development nor reasons for inclusion of selected entries. Little evidence of reflection or development of knowledge/skill/values. Little or very limited assessment of own learning and growth.
PRESENTATION	Ideas expressed cogently and with attention to detail. Portfolio and presentation are enhanced by creative application of range of media options, and there are no mechanical errors to detract from the presentation.	Ideas are expressed in a clear fashion. Connections between and among portfolio entries are made clear through logical use of media options and there are few mechanical errors.	Presentation does not conform to expectations for graduate work. Media options are confusing or absent, resulting in a portfolio of discrete entries. Ideas are poorly articulated and multiple mechanical errors detract .

Note: Rubric adapted from portfolio rubric used in Marshall University Leadership Studies Program

CRITERIA AND RUBRIC FOR ASSESSING SCHOOL PORTFOLIO DEVELOPMENT

AREA	EXCEPTIONAL	ACCEPTABLE	UNACCEPTABLE
CONCEPTUALIZATION	Selection of entries is carefully made to demonstrate in-depth comprehension of continuous improvement, as well as a high degree of insight regarding the interdependence of parts of an integrated management system.	Selection of entries demonstrates knowledge of continuous improvement, and an adequate understanding of the parts of an integrated management system.	Selection of entries reflects insufficient evidence of knowledge of the management of continuous improvement and/or an inadequate understanding of an integrated management system.
COHERENCE	Portfolio is enhanced by adherence to portfolio framework grounded in student's philosophy of the continuous improvement journey and reinforced by selection of entries. Philosophy supporting school "story" provides a unique perspective that allows for creative development of ideas	Student's philosophy of the continuous improvement journey provides unity for portfolio "story", allowing for logical development of ideas.	No visible philosophic, grounded framework exists to explain relationships between and among entries. Development of ideas is vague and student's philosophy concerning continuous improvement is unclear.
PERSONAL/ PROFESSIONAL GROWTH	Portfolio demonstrates sustained reflection and critical thought related to the ability to plan for and engage in organizational capacity building over time. Assimilation of knowledge, both propositional and procedural, is central to the presentation, providing evidence of reflection and development of ideas and actions.	Portfolio demonstrates some evidence of reflection and critical thought related to the ability to plan for and engage in organizational capacity building over time. A degree of insightfulness is apparent in the student's work; addresses process of portfolio development & rationale for selection of entries. Evidence of assessment of improvement needs.	Portfolio demonstrates little evidence of reflection or critical thought. Presentation addresses neither the processes of portfolio development nor reasons for inclusion of selected entries. Little evidence of reflection or development of continuous improvement process steps.
PRESENTATION	Ideas expressed cogently and with attention to detail. Portfolio and presentation are enhanced by creative application of range of media options, and there are no mechanical errors to detract from the presentation.	Ideas are expressed in a clear fashion. Connections between and among portfolio entries are made clear through logical use of media options and there are few mechanical errors.	Presentation does not conform to expectations for graduate work. Media options are confusing or absent, resulting in a portfolio of discrete entries. Ideas are poorly articulated and multiple technical errors detract from presentation.

Note: Rubric adapted from materials used in *The School Portfolio* (Victoria Bernhardt) and Marshall University Leadership Studies Program

CAVEAT: The awarding of grades is not automatic. The judgment of the instructor will determine whether or not each assignment is completed satisfactorily. In no case should materials be those submitted for another course; neither should the materials submitted be a collection of file materials. Students not meeting the grading guidelines described above will receive a grade of C or lower based on their performance, and may be required to re-take the internship.

COURSE AND UNIVERSITY PROCEDURES AND POLICIES

DROP POLICY

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

ACADEMIC INTEGRITY

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

Academic Accommodations.

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) webpage [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.edu/departments/index.php>. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

University Library.

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](https://tamuct.libguides.com/) [https://tamuct.libguides.com/]

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

INTERNSHIP INITIAL MEETING RECORD

Internship for the Principalship

Texas A&M University-Central Texas --- Department Professional Education and Policy Studies

Principal Intern:

Principal Mentor:

University Supervisor:

School/Location of Internship:

Date/Time of Visit:

Meeting Agenda (to be completed by intern prior to meeting):

Meeting Notes (to be completed by intern during/after meeting):

LEADERSHIP MAJOR PROJECTS/ACTIVITIES PLANNING MATRIX

EDAK 599 PRACTICUM FOR THE PRINCIPALSHIP

The student will plan and implement at least two major projects and three-five additional activities that demonstrate effective performance in 14 areas within six topics associated with school leadership. Use this planning matrix to make sure that you are working in all areas and will have appropriate artifacts to show your performance in each.

Professional Portfolio Topic (Standard)	14 Leadership Areas	Project(s) and/or Activity(ies)	School Portfolio Area(s) Addressed	Artifact(s) as Evidence of Performance
Standard 1 School Culture	Ethical decision making (internal issue)			
	Ethical decision making (external issue)			
Standard 2 Leading Learning	Collaborative campus planning and decision-making processes			
	Leadership capacity building			
	Student and/or staff celebration(s)			
Standard 3 Human Capital	Personnel recruitment/interview and hiring process/new teacher orientation			
	Developmental supervision and documentation processes			
	Planning and implementation of campus professional development			
Standard 4 Executive Leadership	Internal school communication			
	External community relations			
Standard 5 Strategic Operations	Categorization/allocation/use of school re-sources (time, people, facilities, money, materials, etc.			
	School safety/crisis management			
Standard 6 Ethics, Equity and Diversity	Engagement of all students in relevant learning			
	Student assessment planning/implementation			

EDAK 599 PRACTICUM ASSIGNMENT TRACKING SHEET

As you plan, fill in every space except for completion check-off in the last column. Be as specific as you can as this will serve as your internship contract. All must sign below; changes must be approved by the mentor and university supervisor.

ASSIGNMENT	BRIEF DESCRIPTION OF PROJECT	SUPPORT STRUCTURE/ RESOURCES	ACCEPTABLE EVIDENCE/ARTIFACT	BEGINNING DATE	COMPLETION DATE	✓
MAJOR PROJECT #1						
MAJOR PROJECT #2						
ACTIVITY #1						
ACTIVITY #2						
ACTIVITY #3						
ACTIVITY #4 (IF NEEDED)						
ACTIVITY #5 (IF NEEDED)						
INIT MTG RECORD/ ONGOING TIME AND PLANNING MGT						
PORTFOLIO ARTIFACTS/ REFLECTIONS						
WEEKLY JOURNAL/LOG						
OBSERVATION #1 BY UNIVERSITY SUPERVISOR						
OBSERVATION #2 BY UNIVERSITY SUPERVISOR						
OBSERVATION #3 BY UNIVERSITY SUPERVISOR						
TEXES PREP DIALOGUES/ PRACTICE TEST						
MULTIPLE SCHOOL LEVELS VISITS/REFLECTION						
UPDATED STANDARDS/SKILLS SELF-ANALYSIS						
CAMPUS IMPROVEMENT REFLECTION						

Principal Intern Signature/Date

Principal Mentor/Date

University Supervisor/Date

ACTION PLAN - MAJOR PROJECT # _____

PROJECT DESCRIPTION:

PROJECT FACILITATOR:

PROJECT SPONSOR:

PROJECT STAKEHOLDERS:

PROJECT TEAM MEMBERS:

PROJECT SMART GOAL(S):

PROJECT INITIAL ORGANIZING STEPS:

PROJECT ACTION PLAN (COMPLETED WITH TEAM):

ACTION STEP	PERSON RESPONSIBLE	MEASUREMENT	RESOURCES	BEGINNING DATE	COMPLETION DATE

PRACTICUM ACTIVITY LOG BOOK BY (CANDIDATE NAME HERE)

The Activity Log Book will be kept for twelve weeks during the practicum (see syllabus calendar for dates). The Activity Log Book will be updated weekly and submitted by 6 pm Saturday as an attachment to the week’s journal entry on Bb. A hard copy of the final log book including the six required mentor signatures will be submitted to the university supervisor by April 30th. **Note: the template for the Activity Log Book will be shared with candidates by the university supervisor.**

Week 1 Practicum Activity Log			
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Cumulative Hours for Semester			Total Hours for Week

Week 2 Practicum Activity Log			
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Cumulative Hours for Semester			Total Hours for Week

Week 1 & 2 Activities Hours Verified by Principal Signature

PRACTICUM ACTIVITY LOG BOOK BY (CANDIDATE NAME HERE)

The Activity Log Book will be kept for twelve weeks during the practicum (see syllabus calendar for dates). The Activity Log Book will be updated weekly and submitted by 6 pm Saturday as an attachment to the week’s journal entry on Bb. A hard copy of the final log book including the six required mentor signatures will be submitted to the university supervisor by April 30th. **Note: the template for the Activity Log Book will be shared with candidates by the university supervisor.**

Week 3 Practicum Activity Log			
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Cumulative Hours for Semester			Total Hours for Week

Week 4 Practicum Activity Log			
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Cumulative Hours for Semester			Total Hours for Week

Week 3 & 4 Activities Hours Verified by Principal Signature

PRACTICUM ACTIVITY LOG BOOK BY (CANDIDATE NAME HERE)

The Activity Log Book will be kept for twelve weeks during the practicum (see syllabus calendar for dates). The Activity Log Book will be updated weekly and submitted by 6 pm Saturday as an attachment to the week’s journal entry on Bb. A hard copy of the final log book including the six required mentor signatures will be submitted to the university supervisor by April 30th. **Note: the template for the Activity Log Book will be shared with candidates by the university supervisor.**

Week 5 Practicum Activity Log			
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Cumulative Hours for Semester			Total Hours for Week

Week 6 Practicum Activity Log			
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Cumulative Hours for Semester			Total Hours for Week

Week 5 & 6 Activities Hours Verified by Principal Signature

PRACTICUM ACTIVITY LOG BOOK BY (CANDIDATE NAME HERE)

The Activity Log Book will be kept for twelve weeks during the practicum (see syllabus calendar for dates). The Activity Log Book will be updated weekly and submitted by 6 pm Saturday as an attachment to the week’s journal entry on Bb. A hard copy of the final log book including the six required mentor signatures will be submitted to the university supervisor by April 30th. **Note: the template for the Activity Log Book will be shared with candidates by the university supervisor.**

Week 7 Practicum Activity Log			
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Cumulative Hours for Semester			Total Hours for Week

Week 8 Practicum Activity Log			
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Cumulative Hours for Semester			Total Hours for Week

Week 7 & 8 Activities Hours Verified by Principal Signature

PRACTICUM ACTIVITY LOG BOOK BY (CANDIDATE NAME HERE)

The Activity Log Book will be kept for twelve weeks during the practicum (see syllabus calendar for dates). The Activity Log Book will be updated weekly and submitted by 6 pm Saturday as an attachment to the week’s journal entry on Bb. A hard copy of the final log book including the six required mentor signatures will be submitted to the university supervisor by April 30th. **Note: the template for the Activity Log Book will be shared with candidates by the university supervisor.**

Week 9 Practicum Activity Log			
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Cumulative Hours for Semester			Total Hours for Week

Week 10 Practicum Activity Log			
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Date	Timeframe	Action (Standard)	Total Hours
Cumulative Hours for Semester			Total Hours for Week

Week 9 & 10 Activities Hours Verified by Principal Signature

EDLD 5392 PRACTICUM FOR THE PRINCIPALSHIP GRADE SHEET

Student: _____ ID# _____

Course Weekly Journaling/Dialogues

	<u>Journal/Log</u> <small>(10 pts ea)</small>	<u>TEExES Dialogue</u> <small>(10 pts ea)</small>
Wk One	_____	Ch 1/2 _____
Wk Two	_____	Ch 13 _____
Wk Three	_____	Ch 12 _____
Wk Four	_____	Ch 3 _____
Wk Five	_____	Ch 4 _____
Wk Six	_____	Ch 5 _____
Wk Seven	_____	Ch 6 _____
Wk Eight	_____	Ch 7 _____
Wk Nine	_____	Ch 8 _____
Wk Ten	_____	Ch 9 _____
Wk Eleven	_____	Ch 10 _____
Wk Twelve	_____	Ch 11 _____
		TEExES Practice Session ____ of 20

Updated Standards/Skills Analysis (20 pts)	_____
Weekly Learning Journal/Log (120 pts)	_____
Leadership Practice Observations (60 pts)	_____
Principal TEExES Preparation (140 pts)	_____
Multiple Levels Reflection Paper (40 pts)	_____
Major Project Action Plans (40 pts)	_____
Campus Improvement Reflection Paper (40 pts)	_____
Integrity Actions/Artifacts/Reflections (40 pts)	_____
Vision Actions/Artifacts/Reflections (60 pts)	_____
Prof Dev Actions/Artifacts/Reflections (60 pts)	_____
Collaboration Actions/Artifacts/Reflections (40 pts)	_____
Stewardship Actions/Artifacts/Reflections (40 pts)	_____
Teach/Learn Actions/Artifacts/Reflections (40 pts)	_____
Initial Mtg Record/ Time and Planning Mgt (80 pts)	_____

Assignments Total: _____

Course Grade: _____

Observations:

Date _____ Time _____ Pts _____

Date _____ Time _____ Pts _____

Date _____ Time _____ Pts _____

Student/Mentor/Supervisor Initial Meeting:

Date _____ Time _____ Pts = _____ of 20

Time and Planning Management:

Wk 1-5 _____ of 20 Pts (Apx C submitted)

Wk 6-10 _____ of 20 Pts (Apx C submitted)

Wk 11-15 _____ of 20 Pts (Apx C submitted)

Course Activities/Assignments (820 pts):

University Supervisor Final Comments:

Course Outline and Calendar

EDLD 5392

Week 1

Texas #1: The Big Picture (Discussion)	Due September 2
Journal One	Due September 2

Week 2

Initial Meeting Record	Due September 7
Major Project Action Plan #1	Due September 7
Major Project Action Plan #2	Due September 7
Planning Matrix (Appendix B)	Due September 7
Tracking Sheet	Due September 7
Texas #2: Getting Used to the Test Format (Discussion)	Due September 9
Journal Two	Due September 9
Activity Logs Weeks 1-2	Due September 9

Week 3

Texas #3: Reading the Data (Discussion)	Due September 16
Journal Three	Due September 16

Week 4

Activity Logs Weeks 3-4	Due September 23
Texas #4: Domain/Competency 1 Culture (Discussion)	Due September 23
Journal Four	Due September 23

Week 5

Observation of Practice #1	Due September 30
Texas #5: D1/Comp 2 Communication/Community Relations (Discussion)	Due September 30
Journal Five	Due September 30
Practicum Seminar #1	September 29 10:00 a.m. to 11:30 a.m.

Week 6

Activity Logs Weeks 5-6	Due October 7
Texas #6: D1/Comp 3 Ethics (Discussion)	Due October 7
Journal Six	Due October 7

Week 7

Texas #7: D2/Comp 4 Curriculum (Discussion)	Due October 14
Journal Seven	Due October 14

Week 8

Activity Logs Weeks 7-8	Due October 21
Texas #8: D2/Comp 5 Instructional Leadership (Discussion)	Due October 21
Journal Eight	Due October 21

Week 9

Observation of Practice #2	Due October 28
Texas #9: D2/Comp 6 Human Resources	Due October 28
Journal Nine	Due October 28

Week 10

Activity Logs Weeks 9-10	Due November 4
Texas #10: D2/Comp 7 Instructional Management (Discussion)	Due November 4
Journal Ten	Due November 4
Practicum Seminar #2	November 3 10:00 a.m. to 11:30 a.m.

Week 11

Texas # 11: D3/Comp 10 School Management (Discussion)	Due November 11
Journal Eleven	Due November 11
Multiple School Level Experiences	Due November 11

Week 12

Activity Logs Weeks 11-12	Due November 18
Texas # 12: D3/Comp 9 Physical Plant	Due November 18
Journal Twelve	Due November 18

Week 13

Updated FIT2LEAD	Due November 25
Professional Portfolio Essays and Artifacts	Due November 25

Week 14

Campus Improvement Planning and Implementation	Due December 2
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Week 15

Observation of Practice # 3	Due December 7
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Week 16

Final Wrap Up	Everything In by December 9
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