

# EDUCATION ADMINISTRATION (ADMN)

## **ADMN 616 School Finance & Business Administration 3 cr**

Deals with financial aspects of public schools focusing on local, state, and federal issues. Fiscal planning, investments, insurance, accounting, data processing (spreadsheet analysis) vendors, budgeting, purchasing, distribution of supplies and services. Food service and transportation are areas that will be dealt with. Economic theories involved in not-for-profit organizations will be discussed.

## **ADMN 621 Sheltered English Instruction for Administration 1 cr**

The purpose of this course is to prepare K-12 administrators to develop effective curriculum and instruction for English Language Learners (ELLs) in mainstream classrooms and to support classroom teachers in their efforts to help ELL students achieve high levels of academic success.

## **ADMN 626 Leading Schools in Context 3 cr**

Explores the impact of larger social and political forces on American education policy and major educational "reform" movements. Students will develop mission statements that reflect core values, ethical frameworks, and the visions they hope to enact in their schools. Reviews of school/district/state/federal policy will be explored as a means for understanding the context and potential of current "reform" agendas, and to inform the creation of an equity audit/action plan.

## **ADMN 627 Education Policy and Standards 1 cr**

Students will collect and review policy guidebooks, contracts, mission statements, and handbooks to better understand the policy environment in which educational leaders work. The school administrator and university professor will work collaboratively to insure a holistic integration of policy standard theory and practice. The review of site-based policy documents and standards will be referenced, studied, and reconditioned in the Leading Schools in Context and School Law courses.

## **ADMN 634 Educational Administration Topics 1-4 cr**

Examines topics relevant to Educational Administration. Emphasis is on Educational Administration content appropriate and relevant for Elementary, Middle and

**Prerequisite:** Instructor Approval

**Repeatable:** Unlimited Credits

## **ADMN 636 Data Analysis and Action Planning 3 cr**

Prepares students to lead data and action planning teams in their schools. Students will review methodologies, specifically Data Wise, to inform improvement planning. The course will include an intense review of proficiency gaps/equity in schools, accountability and the inquiry-action cycle. Students will also focus on assessments as an element of the data review and planning cycle. Pre-practicum equity audits will be used to inform course content.

## **ADMN 637 Data and Equity Audit 1 cr**

Instructs students in the methods of collecting accountability and equity data and expose them to the research literature on the methods of analyzing this data. Under the supervision of a local school administrator, students will locate and collect a range of relevant equity data at the school site. Students will analyze and interpret the data online with the classroom professor and prepare a journal that connects the equity to continuous school improvement literature.

## **ADMN 646 Supervising Teaching and Learning 3 cr**

Applies evaluation instruments collected in the pre-practicum course including the Massachusetts Model Evaluation System. Emphasis will be placed on understanding the qualities of effective instruction, models for classroom observation, effective documentation, professional feedback, assessment practices, and curriculum development, including an overview of the new Massachusetts Frameworks. Tiered instruction research will serve as a theoretical foundation for the course.

## **ADMN 647 Educator Evaluation 1 cr**

Students will review and analyze the supervision and evaluation instruments and practices used in schools in order to understand the local model of supervision and evaluation process. The professor will introduce students to various case studies related to the evaluation and supervision process in a web-based online platform. This course will advance the goals of school-based mentoring and networking and serve as a transition to Supervision for High Impact Learning course.

## **ADMN 656 Building School and Community Partnerships 3 cr**

Focuses on the theories, research, models, and best practices for involving families and other community partners in the improvement of student outcomes. A major emphasis will be placed upon (1) the development of equitable, sensitive, and responsible relationships with all members of the community, and (2) new paradigms that shift from traditional models of parental involvement to active family partnering in coordinating learning between home, school, and community.

## **ADMN 657 Organizing Schools for Teaching and Learning 3 cr**

Focuses on school operations and organizational best practices that will build capacity for school and district improvement. Candidates will research and discuss theories, research, models, and practices as they relate to creation of effective professional learning communities and professional development. Candidates will also assess policies and research related to creation of safe and caring work environments, technology, campus operational systems, and data management systems.

## **ADMN 658 Public School Law 2 cr**

This online course includes an analysis of the most commonly referenced school laws, including Constitutional context, tort liability, and freedom of expression. Selected Massachusetts' laws such as anti-hazing will be reviewed. Students will prepare law lessons as part of a national project aimed at equipping educational leaders to act as legal resources in their schools. Students will build upon this knowledge so that they, and those they supervise, act within legal guidelines.

## **ADMN 702 Ethics & the Foundations of Schooling 3 cr**

Examines how teaching is shaped by social and cultural forces that extend well beyond the walls of the classroom; how teaching is influenced by the decisions of political authorities and shapes the quality of political life in society; and ultimately how teaching has moral dimensions that involve the responsible treatment of students, colleagues, parents and other community members.

## **ADMN 703 Ethics & the Foundations of Schooling PrePracticum 1 cr**

This pre-practicum focuses on creating an ethical school and moral and ethical behavior of educational leaders. In no less than 25 hours of field based collaboration with a school leader, students will describe instances in which there was an ethical dilemma in their respective schools and describe the resolution and/or possible resolutions.

**ADMN 710 Administration Practicum Internship****6 cr**

This is a full year experience. In cooperation with school districts, MCLA offers internships/practica for certification candidates. The placement should be designed around five standards for licensure. Interns must be released from regular duties for at least 2/5th time, as defined in the Internship Program Packet.

**ADMN 711 Administrative Practicum****6 cr**

This is a semester long experience. In cooperation with school districts, MCLA offers internship/practica for certification candidates. The placement should be designed around the five standards for certification. Interns must either be full time administrators or be released from regular non-administrative duties for half-time or more.

**ADMN 712 School District Internship****3 cr**

This 300-hour internship allows students the opportunity to fully contextualize the responsibilities associated with district leadership. It builds upon the 500 field hours completed during ADMN 770, 771, and 772. Students will work with district on-site supervisor as they shadow, observe, assist, and act in the role of district leader. Students will develop a proposal, maintain a log of experiences, document evidence of standards/indicators, and write a critical reflection of the practicum. This course will be graded on a Pass/Fail basis.

**Prerequisite:** ADMN 770, ADMN 771, ADMN 772

**Repeatable:** Maximum of 6 credits

**ADMN 770 Introductory Internship****3 cr**

This 150 hour field experience will allow students opportunities to fully contextualize the range of responsibilities associated with school and district leadership. This will occur through work with their school site supervisors as they shadow, observe, and assist. Students will record a log of experiences, with the culminating assignment to include completing a functional and operational inventory and applying the site audit ESE self-assessment tools. This course will be graded on a pass/fail basis.

**Corequisite:** ADMN 771

**ADMN 771 Administrative Project****1 cr**

This 50 hour field experience affords students the opportunity to probe a particular aspect of educational leadership and dive into a topic of particular interest. Thus, students will gain a more thorough understanding of this administrative topic, develop a strategy for engaging in site based research, problem solving and inquiry that is essential in order to lead and promote a cycle of continuous school and organizational improvement.

**Corequisite:** ADMN 770

**ADMN 772 Capstone Experience****3 cr**

The capstone experience marks the last phase, leading systems, including 250 of the 500-hour fieldwork requirements. During this phase, students will have opportunities for full responsibility in leading school systems, personnel and initiatives. This capstone experience is intended to maximize the intern's opportunities to practice and refine knowledge and skills, within a range of tasks and responsibilities that are required to successfully assume the role of school leader.

**Prerequisite:** ADMN 770, 771

**Corequisite:** ADMN 658

**ADMN 780 Leadership Academy Conference****3 cr**

Held in the summer 2 residency over three days. This residency will be organized as a symposium, affording students opportunity to meet with advisors, organize and submit portfolios, deliver final presentations, participate in peer review, reflect on the leadership development experience, compare and refine entry level plans, and foster a system of support for ongoing leadership development.

**Prerequisite:** ADMN 772