

**TENNESSEE STATE UNIVERSITY**  
DEPARTMENT OF EDUCATIONAL ADMINISTRATION

**Prefix and Number:** EDAD 551 B

**Title:** The Principal and Supervisor Practicum

**Instructor:** Roger W. Wiemers, Ed.D., Assistant Professor

**Office and Hours:** Room 216, Clay Education Building  
Monday 1:00pm – 3:00pm  
Tuesday 9:00am – 12:00pm  
Wednesday 1:00pm – 4:30pm  
Thursday 1:00pm – 3:30pm  
Friday By appointment only

**Office telephone:** (615) 963-5479  
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**Professional Education Theme:** Competent and Caring Professionals: Facilitators of Learning with Multicultural Perspectives.

**Catalog Description:** “This course is a systematic study and analysis of the work of a principal or supervisor in a given school situation through seminar and field experiences.”

**Relationship to Knowledge-Base Model/State Guidelines:**

To prepare and assure that students will be competent and caring facilitators of learning, adept to teach and model the desired behaviors in a multicultural setting. Students are made aware of the practical duties of a school administrator through an experiential process.

**Relationship to Program:**

EDAD 551B is the second section of the three-part practicum. A prerequisite is EDAD 551A. EDAD 551C is the final section. For students seeking to gain administrative licensure, this three-part practicum is required. It provides the opportunity for the student to gain the practical knowledge to add to the theory learned in other courses.

**Course Objectives:**

- a. To provide the opportunity for prospective school administrators and/or supervisors to spend time observing and participating in administrative activities and tasks.

- b. To provide knowledge and understanding of moral and ethical factors in schooling.
- c. To provide the student in the Educational Administration program time for translating theory into practice.
- d. To provide the student in Educational Administration the opportunity to study and evaluate the administrative process as it is conducted in the school setting.
- e. To provide feedback from the student in Educational Administration to the instructor and class on his/her practicum experience.

**Modes of Learning Utilized:**

- a. As a field-based course, the content will be activities and tasks the student has arranged to participate in with the permission of Dr. Wiemers and the student's field mentor.
- b. Students will spend a minimum of 45 documented hours engaged in observing and participating in administrative-related experiences (however, no bus or cafeteria duty).
- c. Students will develop and maintain a portfolio to record all of their practicum experiences, according to the format in the attachment of this syllabus. Portfolios should also include relevant additional materials that will enhance the candidate's future in administration.
- d. Students will meet for two seminars on campus and one meeting in the field. The dates will be determined at the first orientation session. More information will be given at the orientation session.

**Student Requirements:**

- a. A proposal of planned administrative experiences will be mailed to Dr. Wiemers by September 15. The proposal must be typed on the letterhead of the school where the student is doing the practicum. The proposal should include the following:
  - 1) A presentation of the activities and tasks that the student and his/her administrator have agreed upon and
  - 2) The supervisor's approval, with his/her signature to act as the field supervisor and mentor.
 The proposal should be mailed to:
 

Dr. Roger Wiemers, TSU  
Box 9574, 3500 John A. Merritt Blvd.  
Nashville, TN 37209-1561
- b. A portfolio should be developed and maintained and submitted to Dr. Wiemers on an agreed due date (Nov. 21). The student should give the original copy and it will be returned by Dr. Wiemers at his second visit to the school.
- c. This portfolio is considered the second part of the three-step process. It will be the continuation of EDAD 551A. This is a one-hour course and will serve as the middle portion of the practicum.

- d. Students are required to keep a log of their administrative activities during the semester and to keep a journal of the activities with personal reflections on what the student learned/experienced.
- e. The instructor will schedule a time to visit the student and the supervisor in the field. An evaluation will take place at that time.
- f. The field supervisor will complete a feedback form on the student's performance during the course of the practicum.

**Field Experiences:** Observations, visitations, interviews, administrative activities

**Relationship of Course Content with Issues of Equity, Cultural Diversity, and Global Applications and Technology:**

Cultural diversity and equity will be of major interest in this course. Global applications will be made by the instructor and encouraged by the students' group activities. Application of technology may include, but not be limited to, the use of audio-visual aids and equipment, and interaction on a class website. Students will be requested to use computers and the Internet as part of the EDAD 551B experience.

**Policies on Attendance and Make-Up:**

- a. Attendance is required at all class meetings.
- b. Due dates are final. Late work will result in grade reduction.
- c. Since there is not a final exam in this course, a make-up schedule is not required.

**Course / Instruction Evaluation:**

An end-of-the-semester evaluation will be conducted in accordance with institutional guidelines.

**Need for Accommodations**

The Educational Administration Department, in conjunction with the Office of Disabled Student Services, makes reasonable accommodations for qualified students with medically documented disabilities. If you need an accommodation, please contact Dan Steeley of TSU's Disabled Student Services Office at 963-7400 (phone) or 963-5051 (fax), preferably before September 1, 2002.

## EDAD 551 B JOURNAL ENTRY

DATE:

NAME OF ACTIVITY:

TIME SPENT:

MY ROLE WAS AN OBERVER \_\_\_\_\_

MY ROLE WAS A PARTICIPANT \_\_\_\_\_

DISCUSSION OF ACTIVITY:

REFLECTION ON EXPERIENCE:

Student Signature: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_