



*Southeastern Louisiana University*  
*Department of Educational Leadership & Technology*

**EDL 811 - INTRODUCTION TO EDUCATIONAL MANAGEMENT**

***COURSE SYLLABUS***

Instructor: DR. FRED DEMBOWSKI  
Address: COLLEGE OF EDUCATION & HUMAN DEVELOPMENT  
SOUTHEASTERN LOUISIANA UNIVERSITY  
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Office Hours: daily 9:00am – 3:30pm

**COURSE DESCRIPTION:**

This course is designed both for central office personnel and aspiring executive level administrators. It is designed to examine the role of chief executives and central office staff members in emerging social, economic, and political contexts that are changing the nature of education, altering how educational organizations are viewed, and are transforming how they lead. A broad range of issues will be explored that are critical to the success of new administrators and issues that can affect relationships and impact educational organizations. Particular attention will be paid to issues of leadership & management in diverse organizations.

**COURSE OBJECTIVES:** (Note – see also the course handout entitled:  
"Educational Leadership Constituents Council (ELCC) Standards for Advanced  
Programs in Educational Leadership")

As a result of this course, the students will attain the following objectives, as evaluated by means of written assignments/projects and exams:

1. To be able to understand the multiple roles of educational administrators,
2. To be able to understand and appropriately use administration/management theories and practices,
3. To be able to conduct some of the tasks required of educational administrators, and
4. To be able to further self study of administration/ management.

**LEARNING STRATEGIES:**

The class will be conducted as a graduate seminar blending individual, small group and large group activities using multiple avenues of information gathering and communication. The development of the course is based on the notion that learning is something people do and knowledge is gained by doing; not something passively received. As such, you are expected to be able and willing to devote considerable attention to assignments and activities and share information and ideas. The learning strategies may include:

1. Seminar, lectures and discussions.
2. Reading articles and the text.
3. Group presentations.
4. Use of the Internet and discussions.
5. Guest speakers.
6. Case studies.
7. Completion of course requirements

The Course Organization, content, assignments and materials are subject to revision at any time.

**CLASS ATTENDANCE POLICY:**

Students are expected to attend class as scheduled, be on time and remain for the entire class session. Failing to show for class, being late and leaving early are unacceptable educational and administrator practices. Additionally, it is highly important that you network with other students and being in class facilitates this communication. If you are going to be late or cannot attend class, you are expected to notify the instructor in advance either by email or phone. Failure to do so will result in an unexcused absence. The importance of the class sessions is demonstrated by the use of the following criteria:

1 absence	Professional and/or family courtesy
2 unexcused absences	One letter drop in final course grade.
2 tardies/leave early	Count as one absence
3 unexcused absences	Failure in the course

"In accordance with University policy, each instructor shall keep a permanent attendance record for each class. When any student receives excessive unexcused absences (e.g., ten percent of the total classes) in any class prior to the established withdrawal date, the instructor may withdraw the student with a grade of W.

When a student drops a class or resigns from the University on or before the designated drop date deadline, the appropriate grade shall be "W." Students who remain in the course after the deadline will receive the appropriate grade as assigned by the instructor based on work done in the course.

**COURSE FINAL GRADE:**

The final course grade will be determined by the successful completion of a combination of projects and exams evaluated by the instructor. Each project/examination must be performed in a satisfactory manner to be accepted for course credit. Projects will be given one opportunity to be redone & resubmitted for acceptance.

The actual grade for the course will be calculated as an aggregate of the weighted scores of the various components of the course to be determined as follows:

Attendance and participation in class session discussions will count for 10 percent of the final grade for the course. All students must complete the “Take Home” Final Exam (see the assignments for week 7) worth 10 points towards the final course grade.

Each course project will also be given a numerical grade as follows:

MANAGEMENT SKILLS ASSESSMENT	5%
PROBLEM SOLVING PROJECT	20%
MISSION STATEMENT	10%
SWOT ANALYSIS	10%
PEST ANALYSIS	10%
POLICY ANALYSIS	10%
SMART GOAL	10%
ORGANIZATIONAL ASSESSMENT	20%
FINAL EXAM	5%
TOTAL	100%

The grades for all assignments will be aggregated and will count for 100 percent of the course grade. Grades will be calculated as follows:

90-100 points = A

80 – 89 = B

70 – 79 = C

< = 69 – F

I will provide each student with an evaluation of progress in a course no later than:

- a. One week after the midpoint of the spring semester

**GRADUATE PERFORMANCE EXPECTATIONS:**

Students will actively demonstrate that they are meeting the course objectives through regular attendance at class sessions and weekly progress on their assigned homework, produced in a timely fashion.

**COURSE ASSIGNMENTS:**

There will be a number of written assignments (projects) to be completed during the time period of the course. All assignments & examination will be graded and will count towards the final course grade.

All projects, reports and exams must be word-processed (no hand-written papers will be accepted!). MSWORD is preferred. Citations of all references & sources are required in

the bibliography. APA style is required. Power point presentations may be used to present projects where appropriate.

***EDF 811 REQUIRED ASSIGNMENTS:*** *all students will be expected to conduct and submit a written report on a number of course assignments (see Assignments document)*

Evaluation of all Projects will be based on the following:

1. The degree to which the model presented in this course is followed. Evaluation will be based on the use of the checklists provided. Following and documenting the model used on a step-by-step basis is crucial to obtaining a higher than average grade.
2. Clarity of logic, coherence & structure of presentation/report
3. Correct spelling, syntax & grammar of report
4. Word-processed (no hand written papers will be accepted!).
5. An Assessment Rubric will be used to grade all projects.

**Required Texts & Course Materials:**

1. Hoy-Miskel, *Educational Administration: Theory, Research, and Practice, 8th Edition*, ISBN: 0390904139, McGraw-Hill.
2. Dembowski, F.L., And Eckstrom, C. (1999). Effective School District Management: A Self-Review Instrument And Guide. Arlington, Va.: The American Association Of School Administrators. Now Marketed By Scarecrow Education, ISBN 0-87652-237-1
3. NCPEA Connexions Website:  
<http://www.Connexions.Soe.Vt.Edu/>
4. Dembowski Management Book:  
<http://www.Connexions.Soe.Vt.Edu/Management%20book.html>

**Recommended Texts:**

- Kowalski, T.J. (1999). *The school superintendent: Theory, practice, and cases*. Upper saddle River, NJ: Prentice-Hall Inc (ISBN# 0-13-462953-1)
- Sharp, W. L. & Walter, J. K. (2004). *The School Superintendent: The Profession and the Person*; 2<sup>nd</sup> Edition. Scarecrow Education; (ISBN: 1578861578)
- Hoyle, John R., English, Fenwick W., and Steffy, Betty E. (1998). Skills for Successful 21st Century School Leaders. Arlington, VA.: The Association of School Administrators, ISBN: 0-87652-234-7

## **EDL 811, INTRO. TO EDUCATIONAL MANAGEMENT**

**Instructor: Dr. Fred Dembowski**  
**Room: Hammond Campus TEC 2021**  
**Time: Wednesday, 5-7:50PM**  
**Summer 2007**

### **CLASS SCHEDULE**

<i>Date:</i>	<i>Meeting Location:</i>	<i>Topic:</i>
6/10	Baton Rouge	Introduction to Educational Management The Multiple Roles of Instructional Leaders Development of Management Thought

***THE REST OF THE CLASS SESSION DATES TO TRO BE DETERMINED AT THE FIRST CLASS MEETING.***

### **Additional Information:**

1. Students needing assistance with registration may visit the Office of Records and Registration in Room 107 of the North Campus Main Building from 7:45 a.m. to 4:30 p.m. or call 1-800-222-SELU or 985-549-2066.
2. Southeastern's course registration system is accessible from any computer with Internet capability. Computers are available during regular business hours at Fayard Hall, Rooms 122 and 129; North Campus Main Building, Room 160; North Campus Main Building, Room 158 (through Regular Registration only); Nursing Lab in Mims Hall, 1<sup>st</sup> floor; the St. Tammany Center in Mandeville; and the Livingston Literacy and Technology Center in Walker. Computer lab assistants will be available to assist students with registration during regular business hours.

## **UNIVERSITY POLICIES**

### **ACADEMIC INTEGRITY**

Students are expected to maintain the highest standards of academic integrity. Behavior that violates these standards is not acceptable. Examples are the use of unauthorized material, communication with fellow students during an examination, attempting to benefit from the work of another student and similar behavior that defeats the intent of an examination or other class work. Cheating on examinations, plagiarism, improper acknowledgment of sources in essays and the use of a single essay or paper in more than one course without permission are considered very serious offenses and shall be grounds for disciplinary action as outlined in the current General Catalogue.

### **CHILDREN IN CLASS**

Students are not to bring children or other family members to class for daycare or babysitting.

### **DETECTION OF PLAGIARISM THROUGH USE OF TURNITIN**

Students agree by taking this course that all required papers may be subject to submission for textual similarity to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com website.

### **DISABILITIES STATEMENT**

If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Office of Disability Services, Room 203, Student Union. No accommodations will be granted without documentation from the Office of Disability Services.

### **EMAIL COMMUNICATION**

***Only the students' university email address will be used for communication in this course!  
Check your email often!***

Uses of non-Southeastern e-mail addresses for communication with students regarding University business or educational matters are not acceptable as security and confidentiality for off-campus accounts are unknown. Faculty may unintentionally be in violation of the Family Educational Rights and Privacy Act (FERPA) by using such accounts. Faculty may expect that students will read messages sent to their official e-mail addresses, and faculty should use the official e-mail addresses accordingly.

### **GRADE AND ATTENDANCE REPORT POLICIES**

Faculty attendance records and final grades should be kept for five years. They should be kept in such a manner so as to be accessible by the department head at all times. The exact requirements for how/where to keep grade and attendance records should be determined at the department level. Faculty and departments should keep in mind that grade and attendance

records are often important evidence used in grade appeal procedures or in legal cases. As such, they should be recorded in a clear manner. Faculty who are leaving the University should submit their grade and attendance records to the department head prior to leaving. Examinations, student papers, etc. upon which final grades are based should be kept by the instructor for one year.

### **USE OF TECHNOLOGY**

This course requires an understanding of computer applications, including but not limited to the use of research tools, multiple search engines, research services and indices. These important tools are required for scholarly work and effective professional practice. Therefore, your work must reflect use of both electronic and print media.

### **CLASSROOM BEHAVIOR EXPECTATIONS**

Free discussion, inquiry and expression are encouraged in this class. Classroom behavior that interferes with either (a) the instructor's ability to conduct the class or (b) the ability of students to benefit from the instruction is not acceptable. Examples may include:

1. Routinely entering class late or departing early – **come on time & leave when class is finished!**
2. Use of beepers, cellular phones or other electronic devices – **turn them off before entering the classroom!**

**If your job requires the use of electronic devices, obtain prior permission from instructor.**

3. Talking while others are speaking – **Wait your turn!**
4. Arguing in a way that is perceived as “crossing the civility line” – **Be nice!**

Classroom behavior which is deemed inappropriate and cannot be resolved by the student and the faculty member may be referred to the Office of Judicial Affairs for administrative or disciplinary review as per the Code of Student Conduct which may be found at:

<http://www.selu.edu/studentaffairs/handbook>

**An example of expected behavior is available at**

**<http://www2.selu.edu/Academics/Provost/samplesyllabistatements.pdf>.**