

**ASE 671 Syllabus  
Summer I 2008**

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Major Topics Include:

1) Organizational Leadership

- Classroom Assignment: June 4, 2008
- Reflection Paper: Leadership—Due June 8, 2008 at 11:00 PM.

2) School Culture and Climate

- Classroom Assignment: June 4, 2008
- Power Point Presentation
- Blackboard Discussion Board Topic
  - Based on the work we do on June 4, I will post a topic. Your responsibility will be to post one original strand related to the topic and respond to at least two other strands started by your classmates.

3) Instructional Leadership: June 4, 2008

- Data Sources Assignment

4) Campus Leadership for Special Programs

5) Human Resources Leadership

- Reflection Paper: Hire for skill or attitude?

6) School Budgeting/Finance

- Budget Assignment

7) Public Relations/Communication

- Reflection Paper: Innovative communication Tools

**Leadership Principles:**

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**The following assignment will be used for this semester. You will need to “think through” what you are being asked to do so that the information you collect and analyze will be useful to you as you continue the class.**

**Assignment is due on June 25, 2008 at 11:00 PM**

**Semester Assignment**

Assume you are the principal of the campus where you are currently working. You have the task of developing an action plan related to your schools greatest instructional/academic needs. One of your major responsibilities as the principal is to be one of the key instructional leaders for your campus.

As the principal, here’s an overview of your assignment:

- Using data, determine your schools greatest instructional/academic need(s). Data may include TAKS scores, benchmark tests, survey data from teachers, parents and/or students, six weeks grade results, semester grade results, departmental grade data, etc. As you develop this assignment, you must use only two sets of data to determine your greatest academic/instructional need(s), and you cannot develop any new data. You must use the existing data you have. For some of you, there will be a plethora of data, and for others you will struggle finding much meaningful data. Regardless, you must use existing data. Just as when you get your first principals job, some of you will go into a school with much accessible data and some will go in with next to nothing.
- Using the data sources you have, analyze the data to determine your schools most pressing academic/instructional need(s). There is no right or wrong answer for this. It’s your decision based on the available data. You will need to decide, is our greatest need to: 1) Close the achievement gap, 2) Raise TAKS Writing scores, 3) Improve the instructional delivery of our teachers, 4) Raise TAKS science scores, 5) Initiate a meaningful tutoring program, or 6) any other of hundreds of issues.

- Report your findings to me in a format that you might share with your superintendent or immediate supervisor so that the findings are clearly communicated in a written format. This may be a memo or may be a fancy graphic that come up with or it may be a combination of things. Whatever you develop, it must be able to be shared in an electronic format.
- Develop a plan to implement your findings in order to fulfill the vision. The plan may include staff development for your entire campus faculty or it may include more focused training for certain people on your campus. Your plan may include getting your assistant principals involved in small group training with certain grade levels or subject area teachers. Your plan may include a campus wide initiative of some sort on Writing Across the Curriculum or Science in Every Classroom, etc. The plan may require three years to implement or may require only one semester. Part of the plan will be to determine how you will monitor the plans implementation on a regular basis. Again, there is no right or wrong answer here.
- Finally, put the whole plan together:
  - Analyzed data
  - Communication to the superintendent or your immediate supervisor
  - Vision
  - Plan of Implementation that includes how the plan will be monitored
- When completed, I hope that you have a plan that is:
  - Results oriented
  - States a clear vision
  - Is communicated effectively