

**Note:**

**Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.**

## ***COURSE SYLLABUS***

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### **EDUC 642**

#### **LEADERSHIP AND SUPERVISION IN EDUCATION**

#### **COURSE DESCRIPTION**

Methods, theories and research applying to supervision and leadership analyses made concerning the work of curriculum directors, general supervisors, special supervisors, and department heads; study of supervisory methods current plans for staff utilization and use of instructional materials; and stress on evaluation of educational programs and the effects of supervision.

#### **RATIONALE**

One of the primary responsibilities of an administrator is leadership and supervision of instruction and the development of quality instructional personnel for the improvement of student achievement. This requires specific skills, dispositions, techniques, and processes, as well as a knowledge base in instructional practices and curricular materials. This course provides students the opportunity to develop their personal philosophy of leadership and supervision and to practice the task of evaluating and providing feedback to teachers.

#### **I. PREREQUISITE**

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](#).

#### **II. REQUIRED RESOURCE PURCHASE**

Click on the following link to view the required resource(s) for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

#### **III. ADDITIONAL MATERIALS FOR LEARNING**

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Blackboard [recommended browsers](#)
- D. Microsoft Office

#### **IV. MEASURABLE LEARNING OUTCOMES**

Upon successful completion of this course, the student will be able to:

- A. Apply principles of effective instruction to improve instructional leadership and supervision practices and curricular materials.
- B. Evaluate how technology and information systems can be used to enrich curriculum and instruction to monitor instructional practices and provide staff the assistance needed for improvement.

- C. Demonstrate how to assist school personnel in understanding and applying best practices for instructional leadership, supervision and personnel management.
- D. Apply appropriate research strategies to promote an environment for improved school leadership, staff supervision and student achievement.
- E. Create well-planned, context-appropriate professional development programs based on reflective practice and research on student learning consistent with the school vision and goals.
- F. Utilize tools such as observation protocols with teachers and other school personnel to improve student achievement.
- G. Design an appropriate plan of action by completing an evaluation cycle utilizing classroom observations and conference forms.

**V. COURSE REQUIREMENTS AND ASSIGNMENTS**

- A. Textbook readings and presentations to demonstrate how to assist school personnel in understanding and applying best practices for instructional leadership, supervision and personnel management
- B. Course Requirements Checklist  
After reading the Syllabus and [Student Expectations](#), the student will complete the related checklist found in Module/Week 1.
- C. Discussion Board Forums (7)  
The candidate will complete 7 Discussion Board Forums throughout this course. The thread must be at least 350 words. The candidate must also post 2 replies of at least 200 words each. This component is a requirement and demonstrates course-related knowledge, skills and abilities. Meets Learning Outcomes A-G
- D. Article Reviews (2)  
The candidate will review 2 professional journal articles in the field of educational leadership. Each review must be no more than 3 pages, not including the reference page and title page, and must be written in current APA format. (MLO:A, B, C, D, E, F, G)
- E. Presentations (2)  
The candidate will complete 2 PowerPoint presentations, each with a 15-slide maximum. A reference page is required as well as a minimum of 5 references in current APA format. The presentation should be applicable to supervision and leadership and be reflective on best practices in staff professional development. (MLO: C, D, E, F)
- F. Case Studies (2)  
The candidate will prepare 2 Case Studies based on provided scenarios throughout this course. Each Case Study must be 2–3 pages, double-spaced, and submitted as a Word document in APA format. The Case Study should include a title page and reference page in APA format. (MLO: A, B, C, D, E, F, G)

G. Observation Protocols

The candidate will research at least 10 different observation protocols and create an electronic portfolio explaining the details of each protocol. The portfolio must include a reference page including the URL link(s) for each protocol researched. The Observation Protocol should include a title page and reference page in APA format. (MLO: A, B, C, D, E, F, G)

H. Observation Cycle

The candidate will design a virtual observation cycle. The candidate will demonstrate how he/she would handle a pre-conference, observe a practicing teacher, and then develop a post-conference script based on research based best-practices. This assignment will be submitted and assessed in Livetext. (MLO: A, B, C, D, E, F, G)

VI. COURSE GRADING AND POLICIES

A. Points

Course Requirements Checklist	10
Discussion Board Forums (7 at 50 pts ea)	350
Article Reviews (2 at 50 pts ea)	100
Presentations (2 at 50 pts ea)	100
Case Studies (2 at 75 pts ea)	150
Observation Protocols	100
Observation Cycle	200
<b>Total</b>	<b>1010</b>

B. Scale

A = 940–1010 A- = 920–939 B+ = 900–919 B = 860–899 B- = 840–859  
C+ = 820–839 C = 780–819 C- = 760–779 D+ = 740–759 D = 700–739  
D- = 680–699 F = 0–679

C. LiveText Submission Policy

All LiveText assignments must be submitted to Blackboard and LiveText in order for the candidate to receive credit. **LiveText Submission Exception:** Candidates pursuing the following programs: M.Ed. in Higher Education, Ed.S. in Higher Education Administration, the Ph.D. in Education, and the Ph.D. in Higher Education Administration, are not required to submit this assignment in LiveText, but must submit this assignment in Blackboard.

D. Disability Assistance

Candidates with a documented disability may contact Liberty University Online's Office of Disability Accommodation Support (ODAS) at [LUOODAS@liberty.edu](mailto:LUOODAS@liberty.edu) to make arrangements for academic accommodations. Further information can be found at [www.liberty.edu/disabilitysupport](http://www.liberty.edu/disabilitysupport).

If you have a complaint related to disability discrimination or an accommodation that was not provided, you may contact ODAS or the Office of Equity and Compliance by phone at (434) 592-4999 or by email at [equityandcompliance@liberty.edu](mailto:equityandcompliance@liberty.edu). Click to see a full copy of Liberty's [Discrimination, Harassment, and Sexual Misconduct Policy](#) or the [Student Disability Grievance Policy and Procedures](#).

## ***COURSE SCHEDULE***

### **EDUC 642**

Textbook: Glickman et al., *SuperVision and Instructional Leadership* (2018).

<b>MODULE/ WEEK</b>	<b>READING &amp; STUDY</b>	<b>ASSIGNMENTS</b>	<b>POINTS</b>
<b>1</b>	Glickman et al.: ch. 1 1 presentation	Course Requirements Checklist	10
		Advising Guide Acknowledgement	0
		Class Introductions	0
		DB Forum 1	50
		Article Review 1	50
<b>2</b>	Glickman et al.: chs. 2–5 1 presentation	DB Forum 2	50
		Article Review 2	50
<b>3</b>	Glickman et al.: chs. 6–10 1 video	DB Forum 3	50
		Presentation 1	50
<b>4</b>	Glickman et al.: ch. 19 1 presentation	DB Forum 4	50
		Case Study 1	75
<b>5</b>	Glickman et al.: chs. 11–14, 16 1 presentation	DB Forum 5	50
		Case Study 2	75
<b>6</b>	Glickman et al.: chs. 15, 17 1 website	DB Forum 6	50
		Presentation 2	50
<b>7</b>	Glickman et al.: chs. 18, 20 1 website	DB Forum 7	50
		Observation Protocols	100
<b>8</b>	Glickman et al.: chs. 21–23 1 presentation 3 videos	Observation Cycle	200
		<b>TOTAL</b>	
		<b>1010</b>	

DB = Discussion Board

**NOTE:** Each course week begins on Monday morning at 12:00 a.m. (ET) and ends on Sunday night at 11:59 p.m. (ET). The final week ends at 11:59 p.m. (ET) on Friday.