

# COURSE SYLLABUS TEMPLATE

## INTRODUCTION TO COURSE AND INSTRUCTOR

If the course is online, hybrid, or blended, clearly specify as such.

<b>Semester FALL 2020</b>	<b>Program/Department California State University, Fresno</b>
<b>Course Name EAD 288/Internship II</b>	<b>Instructor Name</b>
<b>Units: 3</b>	<b>Office Location</b>
<b>Time: as determined by Instructor/Candidate</b>	<b>E-Mail</b>
<b>Location: Virtual</b>	<b>Telephone</b>
<b>Website: Canvas</b>	<b>Office Hours</b>

**Health Screening:** Students who come to campus for face-to-face classes will be required to complete a daily health screening which will include temperature checks. If you have experienced COVID-19 symptoms and/or have tested positive within the past 10 days; or if you have had close contact (less than 6 feet for longer than 15 minutes while unmasked) with a suspected or confirmed COVID-19 patient within the past 14 days; you are not allowed to come to campus. Please complete the campus [online reporting form](#). A campus official will reply to provide guidance and information.

**Safety Measures:** Consistent with the Governor's order and updated state public-health guidelines, face masks or cloth face coverings are required to be worn in public spaces on-campus and during in-person classes to reduce possible exposure to COVID-19 and prevent the spread of the virus. Physical distancing must be practiced by maintaining 6 feet of distance between individuals. Good hygiene of hand washing for a minimum of 20 seconds or using hand sanitizer is required. Please avoid touching your face with unclean hands. Disposable face masks will be provided to anyone who arrives to campus without one.

Please see university website for the most updated information:  
[www.fresnostate.edu/coronavirus](http://www.fresnostate.edu/coronavirus)

As part of your participation in virtual/online instruction, please remember that the same student conduct rules that are used for in-person classroom instruction also apply for virtual/online classrooms. Students are prohibited from any unauthorized recording, dissemination, or publication of any academic presentation, including any online classroom instruction, for any commercial purpose. In addition, students may not record or use virtual/online instruction in any manner that would violate copyright law. Students are to use all online/virtual instruction exclusively for the educational purpose of the

online class in which the instruction is being provided. Students may not re-record any online recordings or post any online recordings on any other format (e.g. , electronic, video, social media, audio recording, web page, internet, hard paper copy, etc.) for any purpose without the explicit written permission of the faculty member providing the instruction. Exceptions for disability-related accommodations will be addressed by Student Disability Services working in conjunction with the student and faculty member.

**Course description:** Employment in a position requiring an administrative services credential, concurrent enrollment in EAD 261, and permission of adviser. Supervised administrative practice with emphasis on leadership, school management, classroom supervision, and community relations, while employed in a full-time position requiring an administrative services credential. Includes seminar discussion of internship experiences, professional development plan, and required research. CR/NC only. (CSU liability insurance fee, \$8)

**Prerequisites for the course:** The student must be enrolled in the preliminary administrative services credential (PASC) program.

## **REQUIRED COURSE MATERIALS**

Forms provided by instructor to be completed by the candidate and signed by the district level supervisor.

## **COURSE SPECIFICS**

**Course goals:** Provide the PASC candidate a university faculty member to serve as supervisor to support the administrative intern in the district setting. The university supervisor will: observe, diagnose difficulties, prescribe remedial measures as required, and provide any other support necessary as related to the administrative internship.

**Student Learning Outcomes:** 6.1. Assess and appropriately and effectively respond to, influence and leverage the political, legal, economic, and cultural contexts.

**Course requirements/assignments:** Participate in ongoing meetings with the district and university supervisors to discuss the outlined agreements committed to at the beginning of the semester.

### **Instructions for significant assignments:**

Each candidate will participate in conference calls weekly with the university supervisor to review leadership actions during the week and reflect on lessons learned.

Candidates will create a professional development plan with input from the district and university supervisors to focus on the two areas of growth and develop to create the greatest impact at the site placement.

The candidate will identify what evidence the university/district supervisor could use to evaluate their performance at the end of the school year.

Lastly, at the end of the semester the candidate will provide the university supervisor a end-of-the course reflection.

**Grading policy:** CR/NC only

## Assignment and Examination Schedule

Due Date	Assignment
Beginning of the semester	Professional Development Plan & Evaluation Criteria for Administrator Intern Success
Throughout the Semester	Weekly conference phone calls
End of the Semester	End-of-Course Reflection

You should also provide assignment completion due dates in a table as shown above, or you can ask students to refer to your course calendar if you give due days there.

### COURSE POLICIES & SAFETY ISSUES

If there are questions or concerns that you have about this course that you and I are not able to resolve, please feel free to contact the Chair of the department to discuss the matter

Chair's name: Dr. Susana Hernandez  
Department name: Educational Leadership  
Chair's email: [suherandez@mail.fresnostate.edu](mailto:suherandez@mail.fresnostate.edu)  
Department phone number: (559) 278-0320

### UNIVERSITY POLICIES

**Students with Disabilities:** Upon identifying themselves to the instructor and the university, students with disabilities will receive reasonable accommodation for learning and evaluation. For more information, contact Services to Students with Disabilities in the Henry Madden Library, Room 1202 (278-2811).

The following University polices can be found at:

- [Adding and Dropping Classes](#)
- [Cheating and Plagiarism](#)
- [Computers](#)
- [Copyright Policy](#)
- [Disruptive Classroom Behavior](#)
- [Honor Code](#)
- [Students with Disabilities](#)
- [Title IX](#)

## UNIVERSITY SERVICES

The following University services can be found at:

- [Associated Students, Inc.](#)
- [Dream Success Center](#)
- [Learning Center Information](#)
- [Student Health and Counseling Center](#)
- [Writing Center](#)

## SUBJECT TO CHANGE STATEMENT

**THIS SYLLABUS AND SCHEDULE ARE SUBJECT TO CHANGE IN THE EVENT OF EXTENUATING CIRCUMSTANCES.**

### ***INTERN SPECIFIC DOCUMENTS AND ASSIGNMENTS:***

#### ***#1 SAMPLE ADMINISTRATIVE INTERN LETTER FOR DISTRICTS***

#### ***PLEASE USE DISTRICT LETTERHEAD***

The *Employing* School District agrees to:

1. Submit the name of the administrative internship candidate along with this formal agreement to the Kremen School of Education and Human Development, California State University Fresno.
2. Ensure that the candidate submits a formal university admission application immediately and otherwise be qualified and acceptable as a graduate student in the university.
3. Provide assurance that the candidate holds a current teaching certificate in California and has a minimum of five years successful teaching experience.
4. Ensure that the candidate has passed the CBEST and possess a CTC identity clearance certificate.
5. Provide experience in a position that does not displace certified employees in the district.
6. Assign the administrative intern to administrative duties, a majority of which will be comparable to those of certified personnel in similar positions.
7. Designate a certified administrator at the school site as a mentor to provide support and counseling to the administrative intern and to evaluate that person's performance in collaborative efforts with the university supervisor.
8. Terminate the internship agreement at any time, if it is found that it's continuation would be detrimental to the children at the site involved; consider terminating the agreement at the end of one semester if the school site supervisor and the

university supervisor report that the administrative intern apparently does not have the ability to become an excellent administrator.

The Candidate (Administrative Intern) Agrees to:

1. Perform all faculty duties assigned, including those preparatory to the beginning of school, to the same degree as do fully certified administrators in the same school and/or district.
2. Enroll for six or more units of instruction in the Educational Leadership and Administration Program during each the regular semesters enrolled in the administrative internship preparation period and enroll in additional courses, if necessary, to complete all credential requirements during this period.
3. Not hold other employment during the preparation period.
4. Meet the ethical, legal, and other professional standards expected of regularly credentialed administrators.

The Kremen School of Education and Human Development at California State University, Fresno, through the Educational Leadership and Administration Program agrees to:

1. Assure that the administrative intern continuously attends courses designated as appropriate to the program.
2. Provide a university faculty member as a supervisor that will periodically visit the site, administrative intern, and district representatives; observe diagnose difficulties, prescribe remedial measures as required, and provide any other support necessary as related to the administrative internship.
3. Recommend the intern for the Preliminary Administrative Services Credential at the completion of the program.

\_\_\_\_\_  
(District Designated Signature and Date)  
Date)

\_\_\_\_\_  
(Student Signature and

\_\_\_\_\_  
(University Designee)

***#2 SEE INTERN STRUCTURES & PROCESSES PDF (TO BE COMPLETED AT THE BEGINNING OF THE SEMESTER)***

***#3 SEE INTERNSHIP PROFESSIONAL GROWTH PLAN (TO BE COMPLETED AT THE BEGINNING OF THE SEMESTER)***

***#4INTERNSHIP SUMMARY/REFLECTION (TO BE COMPLETED AT THE END OF THE SEMESTER)***