

## Professional Development Course Syllabus

Course Number: EDEI5771 (Sec.        )

Sponsor ID: 291735

Course Title: **EI: The Administrator's Primer**

**Sponsor/Instructor is required to submit all class registrations within one week of the start date.**

Instructor: [redacted] Continuing Education Credit(s): 1 Total Cost for Credit: \$60.00

*NOTE: Continuing Education courses are designed for professional development and do not normally count toward an academic degree.*

### 1. Educational Goals for the Course:

- This program begins with an intensive eight-hour discussion on critical school law issues such as special education, family law, student discipline, student records, dress codes, uniforms, religious issues, drug searches, and documentation. The later sections of the program help the new administrator deal with new challenges like interviewing teacher candidates, campus and activity fund accounting, and many others.

### 2. Instructional Learning Objectives – Participants will:

*(What will participants learn and put into practice as a result of completing this process?)*

- Gain knowledge on critical school law issues such as special education, family law, student discipline, student records, dress codes, uniforms, religious issues, drug searches and documentation.
- Learn about human resource management.
- Learn the effective use of time and scheduling.

### 3. Course Requirements – Participants will:

- Register with and purchase the course from Educational Impact ([www.educationalimpact.com](http://www.educationalimpact.com))
- Complete all course assignments, activities, and the final course assessment at [www.educationalimpact.com](http://www.educationalimpact.com).
- Collaborate with class colleagues on how the information gained can be implemented into their instruction in accordance with state standards and individual school goals. Identify specific goals and desired outcomes.
- Plan and implement the appropriate components into individual classroom environments.
- Maintain provided *Collaboration Study Log* documenting the required number of hours of collaboration and individual study beyond the video training.
- Submit their collaboration log complete with summary of reading, research, lesson planning, implementation, collaboration and results of implementation to the approved NNU adjunct course instructor.

### 4. Dates, Times and Location of Proposed Course:

*(1 Semester Credit Equals 15 Professor Contact Hours plus an additional 30 Hours Outside Work)*

TBD between (dates) online assignments, readings, assessments, and written work to equal the 45 hours of necessary course work for one graduate level professional development credit.

### 5. Due Date for Completion of Course Requirements: [redacted]

### 6. Learning Resources and Required Text: Educational Impact's online program, **Web of Support - The Administrator's Primer**

### 7. Evaluation Procedure: Pass/Fail

