

# PVAMU Course Syllabi Template

## Course Title

Department of Educational Leadership & Counseling College of Education

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Virtual Office Hours: See above

Course Location: ADMN 5023-0G9 located at Northwest Center Room 3, ADMN 5023-002-Internet  
Class Meeting Days & Times: Monday 5-9:30 and Tue 9  
Course Abbreviation and Number: ADMN 5043-0G1 and ADMN 5043-002  
Catalog Description: An explanation and study of legal principles as they apply to public education.

Prerequisites: None  
Co-requisites: None

Required Text: Walch, Jim, Frank Kemerer, and Laurie Maniotis, *The Educator's Guide to Texas School Law*. 6<sup>th</sup> ed. Austin, Texas, University of "Texas Press.

Recommended Text: Above

Access to Learning Resources: PVAMU Library:  
phone: (936) 261-1500;  
web: <http://www.tamu.edu/pvamu/library/>  
University Bookstore:  
phone: (936) 261-1990;  
web: <https://www.bkstr.com/Home/10001-10734-1?demoKey=d>

### Course Goals or Overview:

1. Student understanding of the historical development of supervision
2. *To prepare beginning professional with a legal overview of Texas school system.*
3. *To understand the implications of the law to effective schools.*
4. *To assist public school administrators in understanding the benefits of taking effective administrative preventive actions to avoid time consuming and expensive law suits.*
5. *To encourage beginning administrators to facilitate legal relationships in the workplace*
6. *To assist the public in understanding the impact of court cases on effective schools.*

**Course Objectives/Accrediting Body (NCATE, ABET, NAAB, etc...) Standards Met:** *(standards will depend on the course)*

At the end of this course, the student will

1. Be able to demonstrate an understanding of legal principles
2. Be able to explain the impact of legal principles to real generic school situations
3. Be able to apply legal principles to school situations.
4. Demonstrate the ability to apply NCATE Standards.....
5. Identify legal situations which support NCATE Standard...

## Course Evaluation Methods

This course will utilize the following instruments to determine student grades: Grades will be determined by student research and participation in subsequent discussion, chapter presentation, group discussions, Article Critiques and mid-term and final Examinations.

**Exams** – written tests designed to measure knowledge of presented course material

**Exercises** – written assignments designed to supplement and reinforce course material

**Projects** – web development assignments designed to measure ability to apply presented course material

**Class Participation** – daily attendance and participation in class discussions

## Grading Matrix

Instrument	Value (points or percentages)	Total
Assignments		
Papers-	2 papers, 5 points each	10
Class Participation/ Discussion	10	10
Project	1group projects at 10 points	10
Mid Term Exam	35	35
Final Exam	35	35
<b>Total:</b>		<b>100</b>

### Grade Determination:

A = 95-100

B = 85-94

C = 75-84

D = 65-74

F = Below 64

## TRUE OUTCOMES

True Outcomes is a tool that Prairie View A&M University uses for assessment purposes. At least one of your assignments (coursework that serves as evidence that course objectives are met) and will be loaded into both Web-CT and True Outcomes. The assignment(s) to be used as True Outcomes artifacts will be identified by your instructor.

Students are required to complete an electronic portfolio (e-portfolio) in order to complete their program. This document can be used for future employment and/or educational endeavors. More information will be provided during the semester, but for general information, you can visit the True Outcomes web site at: [www.trueoutcome.com](http://www.trueoutcome.com)

## Course Procedures

### Submission of Assignments:

*Assignments are to be turned into the instructor on time. Some assignments will be turned in on WEBct and other assignments are to be turned into the instructor. The student must keep a copy of the assignment for future references*

### Formatting Documents:

Microsoft Word is the standard word processing tool used at PVAMU. If you're using other word processors, be sure to use the "save as" tool and save the document in either the Microsoft Word, Rich-Text, or plain text format.

### Exam Policy

Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook).

## Professional Organizations and Journals

*None*

## References

**None**

# University Rules and Procedures

## **Disability statement (See Student Handbook):**

Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

## **Academic misconduct (See Student Handbook):**

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

## **Forms of academic dishonesty:**

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

## **Nonacademic misconduct (See Student Handbook)**

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

## **Sexual misconduct (See Student Handbook):**

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

## **Attendance Policy:**

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class.

## **Student Academic Appeals Process**

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

# Technical Considerations for Online and Web-Assist Courses

## Minimum Hardware and Software Requirements:

- Pentium with Windows XP or PowerMac with OS 9
- 56K modem or network access
- Internet provider with SLIP or PPP
- 8X or greater CD-ROM
- 64MB RAM
- Hard drive with 40MB available space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Netscape Communicator ver. 4.61 or Microsoft Internet Explorer ver. 5.0 /plug-ins
- Participants should have a basic proficiency of the following computer skills:
  - Sending and receiving email
  - A working knowledge of the Internet
  - Proficiency in Microsoft Word
  - Proficiency in the Acrobat PDF Reader
  - Basic knowledge of Windows or Mac O.S.

**Netiquette (online etiquette):** students are expected to participate in all discussions and virtual classroom chats when directed to do so. Students are to be respectful and courteous to others in the discussions. Foul or abusive language will not be tolerated. When referring to information from books, websites or articles, please use APA standards to reference sources.

**Technical Support:** Students should call the Prairie View A&M University Helpdesk at 936-261-2525 for technical issues with accessing your online course. The helpdesk is available 24 hours a day/7 days a week. For other technical questions regarding your online course, call the Office of Distance Learning at 936-261-3290 or 936-261-3282

## Communication Expectations and Standards:

All emails or discussion postings will receive a response from the instructor within 48 hours.

You can send email anytime that is convenient to you, but I check my email messages continuously during the day throughout the work-week (Monday through Friday). I will respond to email messages during the work-week by the close of business (5:00 pm) on the day following **my receipt** of them. Emails that I receive on Friday will be responded to by the close of business on the following Monday.

## Submission of Assignments:

Assignments, Papers, Exercises, and Projects will distributed and submitted through your online course. Directions for accessing your online course will be provided. Additional assistance can be obtained from the Office of Distance Learning.

## Discussion Requirement:

Because this is an online course, there will be no required face to face meetings on campus. However, we will participate in conversations about the readings, lectures, materials, and other aspects of the course in a true seminar fashion. We will accomplish this by use of the discussion board.

Students are required to log-on to the course website often to participate in discussion. It is strongly advised that you check the discussion area daily to keep abreast of discussions. When a topic is posted, everyone is required to participate. The exact use of discussion will be determined by the instructor.

**It is strongly suggested** that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it should be copied and pasted to the discussion board.