***SCHOOL OF EDUCATION***

 ***Location Address Mailing Address***

 *University Hall North 1200 East Colton Avenue*

 *On Brockton Avenue P.O. Box 3080*

 *Between University Street & Grove Street Redlands, CA 92373*

 ***Phone Fax***

 *(909) 335-4010 (909) 335-5204*

***COURSE SYLLABUS***

**Course:** EDUC 776

**Course Title:** Clear Administrative Services Credential – CPSEL #5

**Faculty:**

**Office:**

**Phone:**

**Office Fax:**

**E-mail:**

**Office Hours:**

**CATALOG COURSE DESCRIPTION**

Required of all Clear Administrative Services Credential (CASC) candidates. Working with a mentor, students must demonstrate mastery of the California Professional Standard for Educational Leaders **STANDARD 5: ETHICS AND INTEGRITY**

**Course Objectives/Competencies**

1. Candidates will successfully complete 4 hours of mentoring with their University Mentor
2. Candidates will successfully complete 4 hours of mentoring with their Worksite Mentor
3. Candidates will demonstrate mastery of the following, evidenced by a narrative and artifact:

**STANDARD 5: ETHICS AND INTEGRITY**

5A-O Education leaders make decisions, model, and behave in ways that demonstrate professionalism, ethics, integrity, justice, and equity and hold staff to the same standard.

Element 5A: Reflective Practice

 Leaders act upon a personal code of ethics that requires continuous reflection and learning.

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Indicators:

 5A-1 Examine personal assumptions, values, and beliefs to address students’ various academic, linguistic, cultural, social-emotional, physical, and economic assets and needs to promote equitable practices and access appropriate resources.

 5A-2 Reflect on areas for improvement and take responsibility for change and growth..

 5A-3 Engage in professional learning to be up-to-date with education research, literature, best practices and trends to strengthen their ability to lead.

 5A-4 Sustain personal motivation, commitment, energy, and health by balancing professional and personal responsibilities.

 5A-5 sustain personal motivation, commitment, energy and health by balancing professional and personal responsibilities.

Element 5B: Ethical Decision-Making

 5B-0 Leaders guide and support personal and collective actions that use relevant evidence and available research to make fair and ethical decisions.

Indicators:

5B-1 Consider and evaluate the potential moral and legal consequences of decisions.

5B-2 Review multiple measures of data and research on effective teaching and learning, leadership, management practices, equity and other pertinent areas to inform decision-making.

 5B-3 Identify personal and institutional biases and remove barriers that derive from economic, social-emotional, racial, linguistic, cultural, physical, gender, other sources of educational disadvantage or discrimination.

5B-4 Commit to making difficult decisions in service of equitable outcomes for students, staff and the school community

Element 5C: Ethical Action

5C-0 Leaders recognize and use their professional influence with staff and the community to develop a climate of trust, mutual respect, and honest communication necessary to consistently make fair and equitable decisions on behalf of all students.

Example Indicators:

5C-1 Communicate expectations and support for professional behavior that reflects ethics, integrity, justice, and equity.

5C-2 Use a variety of strategies to lead others in safely examining personal assumptions and respectfully challenge beliefs that negatively affect improving teaching and learning for all students.

5C-3 Encourage and inspire others to higher levels of performance, commitment, and motivation by modeling transparent and accountable behavior.

5C-4 Protect the rights and appropriate confidentiality of students, staff and families.

5C-5 Promote understanding and follow the legal, social, and ethical use of technology among all members of the school community.

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**Required Reading:**

*The California Professional Standards for Educational Leaders* (CPSEL) #5

Membership to ASCD (STUDENT OR SELECT)

Selected readings from current *Educational Leadership Magazine* assigned by instructor.

**Assessment:**

|  |  |
| --- | --- |
| **Activity** | **Points** |
| University supervisor mentor confirmation | 20 |
| Worksite supervisor mentor confirmation | 20 |
| CPSEL #5 assignment completion | 60 |
| **TOTAL** | **100** |

**Grading Scale**

**Grading: 90-100 = Credit 89-0 = No Credit**

**Schedule:**

|  |  |  |
| --- | --- | --- |
| Session | Activity | Assignment |
| 1Group | OrientationMentoring | Read CPSEL #5 |
| 2Online | CSPEL # 5 reviewMentoringParticipate in *Educational Leadership* article discussion | CPSEL element #5A&BRead assigned articles in current edition of *Educational Leadership Magazine* |
| 31:1 | Mentoring | Read *Educational Leadership Magazine* |
| 4Online | Article ReviewMentoring | CPSEL element #5C |
| 5Group | Learning Plan ReviewMentoring | Reflection Paper Due with CPSEL #5 artifact |

University of Redlands

Name:

# Education 776

***CPSEL #5 Rubric***

***An “A” (60) CPSEL #5***

* **Is presented on the CPSEL #5 Form**
* **Specifies how the candidate will master the CPSEL standard**
* **Specifies an appropriate artifact for the CPSEL standard**
* **Specifies how the candidate will master the CPSEL elements**
* **Specifies an appropriate artifact for each CPSEL element**
* **The standard mastery form and artifacts are posted on Moodle**

**Or downloaded to a flash drive or CD**

***a “B” (50) CPSEL #5***

Is missing one of the rubric elements

***a “C” (40) CPSEL #5***

Is missing two or more of the rubric elements

##### Based on this rubric, the CPSEL #5 is evaluated as

 ***of 60 possible points.***

# If this assignment was turned in “on time”, it may be re-written without penalty.

#### The instructor will collaborate on “re-writes”

***Mentoring Confirmation Form***

**Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(printed)**

**I certify that I performed mentoring for the undersigned candidate on the date indicated.**

 **Mentor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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