

**MURRAY STATE UNIVERSITY
COURSE SYLLABUS**

DEPARTMENT: EDUCATIONAL STUDIES, LEADERSHIP & COUNSELING

COURSE NUMBER: ADM 657

CREDIT HOURS: 3

I. TITLE: Educational Policy and Ethics

II. COURSE DESCRIPTION: Educational Policy and Ethics explores policy development at the local, state and federal levels as related to school improvement, social justice and the ethical dimensions of leadership. Contemporary issues of educational policy and ethics at the local, state, and national levels will be highlighted in the course.

III. COURSE OBJECTIVES: This course prepares all educators, and therefore is aligned to the Kentucky Teacher Standards (KTS), the Interstate School Leader Licensure Standards (ISLLC) and the Technology Standards for School Administrators (TSSA). Students will acquire:

- A. An understanding of the policy and procedures of all SBDM councils, and school districts. (KTS 10; ISLLC Standards I, III, V and VI TSSA III, IV)
- B. An understanding of the policies and procedures related to student learning and well-being inherent to their district specifically. (KTS 10; ISLLC Standards I, II, III, IV, V, and VI; TSSA II, III, IV)
- C. Skills necessary to communicate policy and policy changes related to student learning and well-being as they occur. (KTS 8, 10; ISLLC Standards I, II, III, IV, V, and VI; TSSA I, III.)
- D. Leadership qualities dealing with confidentiality as it pertains to personnel, special needs children, and working with community agencies. (KTS 8, 10; ISLLC Standards I, II, III, IV, and V; TSSA IV.)
- E. An infusion of technology as related to roles, ethical responsibilities, and expectations of the educational leader. (KTS 6,10; ISLLC Standards I, II, III, V and VI; TSSA I, VI.)
- F. Understanding and implementation of ethical behaviors as they relate to all areas of the school program. (KTS 7; ISLLC Standards I, II, III, IV, V, and VI; TSSA IV.)
- G. An understanding of the process by which policies related to student learning and well-being are written, evaluated, and revised. (KTS 10; ISLLC Standards I, III, IV, and VI.)
- H. An understanding of the Code of Ethics of the Professional Standards Board. (KTS 7,10; ISLLC Standards V and VI.)

Teacher Leader strands of Advocacy and Organization Change are supported.

The College of Education Conceptual Framework and theme of educator as *reflective decision-maker* are addressed in this course by urging graduate students to consider his/her role as an ethical educational leader.

SBDM processes and SBDM policies are examined as part of the policy study. Diversity is explored through scholarly sources, text, scenarios in the area of ethics and required field experiences.

Technology is explored from an ethical perspective.

Portfolio submission: School-based Decision-making Council Policy Review

IV. CONTENT OUTLINE:

- A. Process for development and implementation of federal, state and local education policy.
- B. Federal Policy and Accountability: No Child Left Behind
- C. State and Local Policy: Requirements for Local Districts and Schools
- D. Ethics and Contemporary Issues

V. INSTRUCTIONAL ACTIVITIES:

- A. Lecture and Discussion
- B. Small Group Activities
- C. Scenarios and Role Play
- D. Individual and Group Projects and Presentation
- E. Scholarly Readings
- F. Article Summaries
- G. Exams and Quizzes

VI. FIELD AND/OR CLINICAL EXPERIENCES:

None

VII. RESOURCES:

Guest Speakers
University Library
Blackboard
Internet
Self-selected books

VIII. GRADING PROCEDURES:

*Please Note: Although activities and grading procedures may vary by instructor, the * items are common course requirements and all sections must use the same scoring rubric.*

A. Course Requirements	Points
Assignment	
*School-based Decision-making Council Policy Review	100
*Ethics Professional Development	100
*Ethics Case Studies	50
Reading and Article Summaries	Determined by Instructor
Policy Reviews	Determined by Instructor

Presentations
Quizzes and exams

Determined by Instructor
Determined by Instructor

Specific Assignment Requirements:

SBDM Policy and Procedure Review (100pts): Students will review the SBDM policy manual for a school and relate policies and procedures with the ones required by statute (ISLLC VI)

Ethics Professional Development (100pts): Students will complete a needs assessment or otherwise select an ethical issue to address to faculty through a professional development (ISLLC V, VI)

Ethics and Policy Case Study (50pts): Students will identify ethically questionable situations through newspaper and press accountings and analyze the ethical and policy dimensions of the situation.

Reading and Article Summaries: Instructor Discretion

Presentations: Instructor Discretion

Quizzes and Exams: Instructor Discretion

B. Evaluation

Grades will be awarded for performance in accordance with the scale below. Students' attendance and participation will be considered when calculating the final grade.

Letter Grade	PCT Grade
A	92-100%
B	80%-91%
C	70-79%

Note: A final course grade of "C" or below does not meet MSU Graduate Program Requirements.

IX. ATTENDANCE POLICY:

This course adheres to the attendance policy as published in the *MSU Bulletin*.

X. ACADEMIC HONESTY POLICY:

Murray State University takes seriously its moral and educational obligation to maintain high standards of academic honesty and ethical behavior. Instructors are expected to evaluate students' academic achievements accurately, as well as ascertain that work submitted by students is authentic and the result of their own efforts, and consistent with established academic standards. Students are obligated to respect and abide by the basic standards of personal and professional integrity.

Violations of Academic Honesty include:

Cheating - Intentionally using or attempting to use unauthorized information such as books, notes, study aids, or other electronic, online, or digital devices in any academic exercise; as well as unauthorized communication of information by any means to or from others during any academic exercise.

Fabrication and Falsification - Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.

Multiple Submission - The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.

Plagiarism - Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one's own in any academic exercise, without due and proper acknowledgement.

Instructors should outline their expectations that may go beyond the scope of this policy at the beginning of each course and identify such expectations and restrictions in the course syllabus. When an instructor receives evidence, either directly or indirectly, of academic dishonesty, he or she should investigate the instance. The faculty member should then take appropriate disciplinary action.

Disciplinary action may include, but is not limited to the following:

- 1) Requiring the student(s) to repeat the exercise or do additional related exercise(s).
- 2) Lowering the grade or failing the student(s) on the particular exercise(s) involved.
- 3) Lowering the grade or failing the student(s) in the course.

If the disciplinary action results in the awarding of a grade of E in the course, the student(s) may not drop the course.

Faculty reserve the right to invalidate any exercise or other evaluative measures if substantial evidence exists that the integrity of the exercise has been compromised. Faculty also reserve the right to document in the course syllabi further academic honesty policy elements related to the individual disciplines.

A student may appeal the decision of the faculty member with the department chair in writing within five working days. Note: If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Non-Discrimination Statement, this process must be suspended and the matter be directed to the Office of Institutional Diversity, Equity and Access. Any appeal will be forwarded to the appropriate university committee as determined by the Provost.

XI. NON-DISCRIMINATION POLICY AND STUDENTS WITH DISABILITIES:

Policy Statement

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities. For more information, contact the Executive Director of Institutional Diversity, Equity and Access, 103 Wells Hall, (270) 809-3155 (voice), (270) 809-3361 (TDD).

Students with Disabilities

Students requiring special assistance due to a disability should visit the Office of Student Disability Services immediately for assistance with accommodations. For more information, students should contact the Office of Student Disability Services, 423 Wells Hall, Murray, KY 42071. 270-809-2018 (voice) 270-809-5889(TDD).