Murray State University  
COURSE SYLLABUS  

DEPARTMENT: EDUCATIONAL STUDIES, LEADERSHIP, AND COUNSELING  

COURSE NUMBER: ADM 632  
CREDIT HOURS: 3  

I. TITLE: Practicum in Organization and Operation of Schools  

II. COURSE DESCRIPTION:  
This course will develop competencies and skills in the allocation of resources and structuring of the organization to improve student learning within the context of best practices and related Kentucky statute and regulation. Field experience required.  
Prerequisite: Admission to Program  

III. PURPOSE:  
The purpose of this class is develop competencies in the organization and operation of schools in a field-based setting. Candidates are assigned to schools during the summer months to assist in shutdown and start-up procedures and planning. This course is taken concurrent with ADM 631.  

IV. COURSE OBJECTIVES:  
A. Lead the development of required and recommended policies and practices for the organization and implementation of site-based decision-making. (ISLLC I, III, IV, V & VI; KDF 3.1d; 3.3b; 4.1a; 4.2a,b,d; 4.3c,d; 5.1a,b,c,d; 5.2a,b,c; 5.3a,b; 5.4a; 6.1c;6.2a,b,c; TSSA I, III, IV & VI)  
B. Lead the site-based budgeting process with state and district guidelines (ISLLC III, V & VI; KDF 3.3a; 5.3a,b; 5.4a; 6.1c; 6.2a,b,c,d; TSSA III, IV)  
C. Lead the development of a school improvement plan (ISLLC I, II, III, V & VI; KDF 2.1c; 2.2a,d,e,f; 3.3a; 5.1a,b,c,d; 5.2a,b,c; 5.3a,b; 5.4a; 6.1c; 6.2a,b,c,d; TSSA I, III, IV, V)  
D. Use the Redbook to determine the appropriate procedures for the management of the school activity fund. (ISLLC III & V; KDF 4.3c,d; 5.3a; 5.4a; TSSA III, IV)  
E. Evaluate facilities based upon key standards and common “look fors” that impact instructional programs and the safety of students. (ISLLC III; KDF 5.3a,b; 5.4a; TSSA III, IV)  
F. Evaluate the school/district technology plan (ISLLC I, II & III; KDF 1.2d; 5.1a,b,c,d; 5.2a,b,c; 5.3a,b; 5.4a; TSSA I, II, III, IV, V, VI)  
G. Evaluate response plans to crisis in the school community (ISLLC III; KDF 5.3a,b; 5.4a; TSSA III, IV, V )  
H. Articulate strategies for the use of community resources to assist students (ISLLC III, IV & VI; KDF 5.1c; 5.3a,b; 5.4a; 6.1c,i; 6.2a; 6.3a,b; TSSA III).  
I. Collaborate with site-councils to hire personnel within the context of the law (ISLLC III & V; KDF 3.1c,d; 4.1a; 4.2a,b; 4.3c; 5.2b; 5.3a; 5.4a; TSSA III)  
J. Evaluate school master schedules for each grade-level (ISLLC II & III; KDF 3.3a,b; 5.1c; 5.3a,b; TSSA III & IV)
K. Evaluate resources allocated to address counseling and mental health needs of students (ISLLC III, V & VI; KDF 2.2f; 5.3a; 5.4a; 6.2b; TSSA III)
L. Create a school-year management plan in accordance with the laws in Kentucky and best practice. (ISLLC I, III, V & VI; KDF 4.3c; 5.1a,b,c,d; 5.2a,b,c; 5.3a,b; 5.4a; 6.1a,b,c; 6.2a,b,c,d; 6.3a,b; TSSA I, II, III, IV, V & VI)

PT- This course provides students with professional training.

V. CONTENT OUTLINE:
A. School master scheduling
B. Student records: Enrolment and transfer
C. Basic attendance procedures
D. Purchasing processes and procedures
E. Directing facility usage and maintenance
F. Evaluation and revision of faculty/staff and student handbooks
G. Directing the purchase and inventory of technology
H. Oversight of summer programs
I. Funding, design and maintenance of education facilities
J. Technology planning in Kentucky
K. Crisis planning and organization
L. Consolidated school health planning
M. Personnel recruitment, selection and induction
N. Leading collaborative planning
O. Best practices in the allocation of time for student learning
P. Coordination of management functions across the school year

VI. INSTRUCTIONAL ACTIVITIES:
Field experiences and structured seminar discussions. Students will be assigned to a school site(s) where they will assist administration in organizational and operational tasks during the summer months. Field activities will include, but not be restricted to, the following:
A. Master schedule development: Candidates will assist a school principal in the development of a master schedule and will document the decision-making process.

B. Personnel Process: Candidates will follow the progress of filling a position from the point of vacancy through the interview and then to induction.

C. Faculty Handbook: Candidates will assist in the construction of the faculty handbook and the development of the agenda to orient faculty at the beginning of the year.

D. Purchasing: Candidates will collaborate with the book-keeper to manage the flow of purchase orders and invoices.

E. Technology Assessment: Candidates will assist in the inventory of technology and the development of plans to renew existing and purchased additional technology.
VII. FIELD, CLINICAL, AND/OR LABORATORY EXPERIENCES:
This course is taken with ADM 632, Practicum in Organization and Operation of Schools. Students will complete 50 hours of instructor-approved field experiences that address Critical Success Factors 10 and 11. Students will submit to the instructor for approval a plan for field-experiences within the first week of the semester.

VIII. RESOURCES:
Assignment to a school and access to decision-making process and related resources.

IX. GRADING PROCEDURES:
A: 92% to 100%
B: 80% to 91%
C: 70% to 79%
D: 60% to 69%
E: Less than 60%
Note: Grades of C or lower do not meet program requirements and must be retaken.

X. ATTENDANCE POLICY:
This course adheres to the attendance policy published in the current MSU Graduate Bulletin.

XI. ACADEMIC HONESTY POLICY:
This course adheres to the academic honesty policy stated in the current MSU Graduate Bulletin.

XII. TEXT AND REFERENCES:
District policies, Kentucky Uniform Accounting Procedures, School Facilities Standards, source documents from Kentucky Department of Education.

XIII. PREREQUISITE:
Admission to Program.

XIV. NON-DISCRIMINATION 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 Director of Equal Opportunity, Murray State University, 103 Wells Hall, Murray, KY 42071-3318. Telephone: 270-809-3155 (voice), 270-809-3361 (TDD).