Instructor: Dr. Mike Rockers
                michael.rockers@adjunct.chaminade.edu
Work Phone: 203-6764 (message left will also be emailed)
Cell: 843-415-1820 (text message also)

Office Hours   Before or after class as requested via email

Time and Location: Henry Hall   -   5:30-9:40pm

Catalog Description: This course is designed to expand administrators' knowledge and skills in such areas as communication, personnel management, and community leadership for Catholic schools.

The following topics will be reviewed:
- o   Roles and Responsibilities of those Affiliated with the Catholic School
- o   Principal as Spiritual Leader
- o   Principal as Educational Leader
- o   Catholic School Management
- o   Budgets, Money and Catholic Schools
- o   How to Work With your Advisory School Board
- o   Transformational Leadership and its Effects on Culture
- o   Developing a Philosophy of Leadership
- o   Current Topics Effecting the Principal's Role

Student Learning Outcomes: Students will develop an understanding of the many facets of the principal role and general leadership in the Catholic School; and be able to apply that understanding to successfully deal with real-life situations. Students will be able to answer the essential question "What does it mean to be a quality principal in a Catholic school?"

Text: <u>What Great Principals Do Differently – 18 Things that Matter Most</u>.   Todd Whitaker, ISBN: 9781-5966-7200-0, Eye on Education, 2nd edition, 2012.

Academic Requirements: Assigned readings from the text must be completed. Participation in class discussion based on the readings is required. Writing assignments must be completed and submitted at the time they are due. Final paper is worth 20% of grade.

Attendance: Education department attendance policy- Absences totaling more than 10% of the number of classes will result in a lowering of the overall grade by one letter grade. A student who misses 20% or more will be dropped from the class. There are 10 classes scheduled therefore this allows for only 1 absence. A student is responsible for making up missed assignments due to absences. Tardiness over more than 10 minutes into a class period is equivalent to ½ class absence.

Grading Scale: A= 4; A-= 3.7; B+ = 3.3; B = 3; B- = 2.7; C+ = 2.3; C= 2; C- = 1.7; D+ = 1.3; D = 1; D- = .7;   F= 0

University Policies:
Writing standards: All written work must meet the following standards:
1. Correct grammar, spelling, punctuation and sentence structure must be used.
2. Main ideas, themes and main points must be developed clearly, coherently and concisely in   paragraph form.
3. Analysis and synthesis of ideas must be exhibited.

Plagiarism - "Plagiarism is the offering of work of another as one's own."
Plagiarism is a serious offense and may include, but is not limited to, the following:
1. Complete or partial copying directly from a published or unpublished source without proper acknowledgment to the author. Minor changes in wording or syntax are not sufficient to avoid charges of plagiarism. Proper acknowledgment of the source of a text is always mandatory.
2.   Paraphrasing the work of another without proper author acknowledgement.
3.   Submitting as one's own original work (however freely given or purchased) the original exam, research paper, manuscript, report, computer file, or other assignment that has been prepared by another individual.

Incomplete: An incomplete (I) may be given to a student who did not complete a portion of the work or final examination due to circumstances beyond the student's control. The incomplete contract must be signed by the student and the instructor. The work must be completed within 90 days or the incomplete will revert to the grade the student would have earned. This grade and the date the work is due will be specified on the incomplete contract.

Please refer to the Student Handbook, General Catalog, and the Education Division Policy Manual for other important institutional and academic policies including more detail information regarding plagiarism, Freedom of Expression, Add/Drop, disabilities and others.