



Syllabus

School of Education and Leadership EEA 641: Leadership Internship I in Student Services

2 Credits
Effective: Winter 2021

*Access to the Internet is required.
All written assignments must be in Microsoft-Word-compatible formats.
See the library's APA 7 Style Guide tutorial for a list of resources that can help you use APA 7 style.*

FACULTY

Faculty Name: FACULTY NAME

Contact Information: CONTACT INFORMATION

[INSTRUCTOR MAY INSERT PERSONAL MESSAGE IF DESIRED]

COURSE DESCRIPTION

Candidates develop an internship proposal in collaboration with their university instructor and school/district based mentor. Candidates spend a minimum of 40 hours engaged in supervised practice within student services departments or in undertaking school needs analyses and demographics, interviewing teachers and staff to assess needs. The internship requires a log of the candidate's experiences with reflections of the candidate's experience.

COURSE RESOURCES

- Standard, competencies, and/or dimensions of leadership as outlined by the applicable Canadian provincial/territory government regulations for K-12 education
- Fullan, M. (2015). Leadership from the Middle. *Education Canada*, 55(4) 22-26
- See instructor suggested supplementary resource list for this course

Required and recommended resources to complete coursework and assignments are also found on the course [Reading List](#). The reading list can be found under Course Information in Blackboard as well as from the library homepage.

Note: Required resources that must be purchased by the student are tagged "Purchase from a vendor of your choosing." Required resources with a direct link, "Available through CityU Library", are available at no cost to students.

Students in Canada will see required resources they need to purchase tagged "Purchase from the Canadian Bookstore." Students outside the U.S. and Canada should contact their advisor or textbook coordinator for additional information.

CITYU LEARNING GOALS

This course supports the following City University learning goals:

- Critical thinking and information literacy

COURSE OUTCOMES

In this course, learners:

- Reflect on internship experiences in the school.
- Apply leadership principles.
- Demonstrate leadership vision and goals.

CORE CONCEPTS, KNOWLEDGE, AND SKILLS

- Collaboration
- Communication
- Data informed decision-making and goal setting
- Leadership dimensions, standards, and/or competencies
- Team and community building

OVERVIEW OF COURSE GRADING

The grades earned for the course will be PASS or FAIL.

<i>Overview of Required Assignments</i>	<i>% of Final Grade</i>
Preparedness and Participation	15%
Internship Proposal	15%
Professional Portfolio Development	35%
Field Experience Reflections	35%
TOTAL	100%

SPECIFICS OF COURSE ASSIGNMENTS

The instructor will provide grading rubrics that will provide more detail as to how this assignment will be graded.

Preparedness and Participation

Preparedness and participation is essential because the information, knowledge, skills and expertise candidates exchange with peers and instructors contributes toward a strong learning community. It is highly important that candidates be prepared and actively participate in the school community.

<i>Components</i>	<i>% of Grade</i>
Required activities/readings/coursework completed	35%
Preparation	30%
Participation in discussions	35%
TOTAL	100%

Internship proposal

Candidates develop an internship proposal that demonstrates leadership vision and outlines goals for how they apply the standard, competencies, and/or dimensions of leadership as outlined by the applicable Canadian provincial/territory government regulations for K-12 education.

<i>Components</i>	<i>% of Grade</i>
Synthesis of vision	30%
Clear, attainable goals	30%
Evaluation of progress	30%
Grammar, spelling, punctuation, and APA style	10%
TOTAL	100%

Professional Portfolio Development

Candidates begin to collect documents and resources in a shared folder. The shared folder provides evidence of application of the internship proposal and reflections. The contents of the shared folder will eventually be used to contribute to a professional portfolio that will be developed later in the program.

Components	% of Grade
Portfolio Organization	50%
Reflective practice	40%

Grammar, spelling, punctuation, and APA style	10%
TOTAL	100%

Field Experience Reflections

Candidate's reflections are a continuous record of field experiences and activities that occur throughout the internship.

Components	% of Grade
Log of experiences and actions	40%
Reflective Quality	40%
Grammar, spelling, punctuation, and APA style	20
TOTAL	100%

COURSE POLICIES

Late Assignments

[INSTRUCTOR TO COMPLETE]

Participation

Students taking courses in any format at City University of Seattle are expected to be diligent in their studies and attend class regularly. Regular class attendance/academic engagement is important in achieving learning outcomes in the course and correlates with participation. As such, attendance and participation are a consideration in determining the final grade.

Professional Writing

Assignments require error-free writing that uses standard English conventions and logical flow of organization to address topics clearly, completely, and concisely. CityU requires the use of APA style (APA 7th edition).

University Policies

You are responsible for understanding and adhering to all of City University of Seattle's academic policies. The most current versions of these policies can be found in the [University Catalog](#) that is linked from the CityU Web site.

Antidiscrimination

City University of Seattle and its staff and faculty are committed to supporting our students. We value equity, diversity, and inclusion as a way of life as well as the educational opportunities it provides. City U will not tolerate any form of discrimination based on race, color, ethnicity, sexual orientation, gender identification, socioeconomic status, or religious values. If you have experienced any discrimination based on any of the above, we encourage you to report this to the University. Please report this to your instructor. If you do not feel safe reporting this to your instructor, please report to Dr. Scott Carnz, Provost or to the Vice President of Student Affairs, Melissa Mecham.

Non-Discrimination & Prohibition of Sexual Misconduct

City University of Seattle adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. The University is committed to ensuring that the education environment is bounded by standards of mutual respect and safety and is free from discriminatory practices.

In the U.S., the University is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex include sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by City University of Seattle policy. City University of Seattle also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, visit <https://my.cityu.edu/titleix> or contact the Title IX Coordinator.

In Canada, in compliance with the British Columbia Human Rights Code, the Alberta Human Rights Act, WorksafeBC, and the Workers' Compensation Board of Alberta, the University believes that its environment should at all times be supportive and respectful of the dignity and self-esteem of individuals. Discrimination, harassment and bullying conduct, whether through person to person behaviour or via electronic communications such as email or social media is not acceptable and will not be tolerated. As an educational institution, it is our responsibility to cultivate an environment of excellence, equity, mutual respect and to recognize the value and potential of every individual. The University will take all necessary steps to meet or exceed the requirements of the law to prevent discrimination, harassment and bullying. The Respectful Workplace Policy for the prevention of discrimination, harassment and bullying policy and procedure can be found

at <https://www.cityu.edu/discover-cityu/about-cityu/> under the Policies section or at <https://www.cityuniversity.ca/about/>.

Religious Accommodations

City University of Seattle has a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The University's policy, including more information about how to request an accommodation, is available in the University Catalog and on the my.cityu.edu student portal. Accommodations must be requested by the 20% mark of this course (e.g. day 14 of a ten-week course, day 7 of a 5-week course) using the Religious Accommodations Request Form found on the student dashboard in the my.cityu.edu student portal.

Academic Integrity

Academic integrity in students requires the pursuit of scholarly activity that is free from fraud, deception and unauthorized collaboration with other individuals. Students are responsible for understanding CityU's policy on academic integrity and adhering to its standards in meeting all course requirements. A complete copy of this policy can be found in the University Catalog in the section titled [Academic Integrity Policy](#) under Student Rights & Responsibilities.

Attendance

Students taking courses in any format at the University are expected to be diligent in their studies and to attend class regularly. Regular class attendance is important in achieving learning outcomes in the course and may be a valid consideration in determining the final grade. For classes where a physical presence is required, a student has attended if they are present at any time during the class session. For online classes, a student has attended if they have posted or submitted an assignment. A complete copy of this policy can be found in the [University Catalog](#) in the section titled Attendance under Student Rights & Responsibilities.

Final Assignments Due Date

Final assignments for each class at CityU must be due on or before the final date of the course as indicated in the university's course information system. Due dates that extend beyond the final date of the course may negatively impact tuition funding for students.

Support Services

Disability Services Accommodations Statement

Students with documented disability who wish to request academic accommodations are encouraged to contact Disability Support Services to discuss accommodation requests and eligibility requirements. Please contact Disability Support Services at disability@cityu.edu or 206.2369.4752 or visit the [Disability Support Services](#) page in the my.cityu.edu portal. Confidentiality will be observed in all inquiries. Once approved, information about academic accommodations will be shared with your course instructors.

Library Services

CityU librarians are available to help students find the resources and information they need to succeed in this course. Contact a CityU librarian through the [Ask a Librarian](#) service, or access [library resources and services](#) online, 24 hours a day, seven days a week.

Smarthinking Tutoring

CityU students have 24/7 access to free online tutoring offered through Smarthinking, including writing support, from certified tutors. Contact CityU's Student Support Center at mycityusupport@cityu.edu to request a username and password.