

## **Course Descriptions**

### **EDAS 551. PRE-SCHOOL LEARNING ENVIRONMENT AND FACILITIES - 3 semester hours**

This course is designed to focus on factors which impinge on the total environment as it affects the learning, teaching and administration of a program for early education in the private and public setting. The physical, social, play, health, eating, learning, safety, sleeping, and sanitary conditions necessary to accommodate effective and efficient programs for young children will be given studied.

### **EDAS 552. EVALUATION AND ASSESSMENT OF PRE-SCHOOL PROGRAMS - 3 semester hours**

This course is designed to provide the student with the skills and knowledge to assess and evaluate programs designed for the young child in a care-giving facility. Attention will be placed on assessment of the needs of a quality pre-school program and at various stages of the implementation of the program, which will allow the student to make a final evaluation of the quality of the existing program.

### **EDAS 580. EDUCATIONAL ADMINISTRATION AND SUPERVISION - 3 semester hours**

A beginning course for students in the field of educational administration and supervision. The course is designed as an orientation to students through the study of types of leadership positions and the conflicting concepts and practices that support these positions in both elementary and secondary schools. Emphasis is placed on assisting the student in developing a personal philosophy of administration and supervision.

### **EDAS 581. SUPERVISION OF INSTRUCTION - 3 semester hours**

A course dealing with the principles, methods and techniques in improving educational programs of all schools. Consideration is given to classroom supervision and to various methods for the education of teachers in service.

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### **DAS 582. ORGANIZATION AND ADMINISTRATION - 3 semester hours**

A course focusing upon a description of modern practices in organizing and administering schools and other educational agencies; types of agencies and schools, selection and assignment of personnel, programs of study, records, management of physical facilities, pupil personnel guidance, retention and improvement of staff communication within the school and the public.

### **EDAS 583. PUBLIC SCHOOL LAW - 3 semester hours**

An introduction to school law that deals primarily with laws relating to elementary and secondary public schools in the United States and concerns non-public schools only inasmuch as they are affected by general status. The course is flexible and may meet the needs of students of educational administration, public school administrators, teachers or laymen who are concerned with current readings and implications of school law.

### **EDAS 584. CURRICULUM DEVELOPMENT - 3 semester hours**

A study of the fundamental aspects of school curriculum development and the basic issues underlying curriculum planning. Four significant aspects are educational directions; ordering potential experiences; patterns of curriculum organization; and the determination of principles and procedures by which change in the curriculum can be made, evaluated and sustained.

### **EDAS 585. PERSONNEL ADMINISTRATION - 3 semester hours**

Designed to equip leaders in education with a background knowledge in the organization and administration of personnel programs and services for educational institutions. Special attention is given to basic philosophy, principles, responsibilities and functions of personnel administration. Exploration and analysis of rules, regulations, staff organization and utilization, and professional assessments and negotiations.

### **EDAS 586. EVALUATION OF INSTRUCTION - 3 semester hours**

A course organized to promote an understanding of evaluation as it is related to the instructional process, and to greater facilitate the use of recognized evaluative procedures. Students will take a critical look at current

instructional practices, performance based teacher education, performance contracting, contracts for learning, interaction analysis, and the roles of the various participants who provide an effective teaching-learning situation.

**EDAS 587. SCHOOL PLANT MANAGEMENT - 3 semester hours**

Study of educational facility sites and the design of buildings to assure maximum accommodation of modern education programs. The course will focus on educational specifications, building, planning, constructing, school plant management and maintenance. Current regulations pertaining to the ingress and egress of the handicapped will be considered.

**EDAS 588. SCHOOL FINANCE - 3 semester hours**

Theoretical and contemporary bases for the acquisition and distribution of local, state and federal funds for the support of education are studied. Problems and issues of financial support for schools will be analyzed in terms of developing alternatives for obtaining resources.

**EDAS 589. SCHOOL COMMUNITY - 3 semester hours**

This course provides for the study of the place and function of the school in American social life and investigation of community agencies and institutions, including those concerned with drugs and behavior, which may be utilized in the interpretation of the school to the community.

**EDAS 590. INTRODUCTION TO COMMUNITY EDUCATION - 3 semester hours**

This course emphasizes an analysis of the philosophy and elements of community education including an examination of models for community needs assessment, program planning and program delivery systems. Consideration is given to the examination of the interaction of local, traditional and/or non-traditional educational programs with existing community service efforts, and with local, state, and national political and social concerns.

**EDAS 591. PRACTICUM: NON-TRADITIONAL EDUCATIONAL AGENCY - 3 semester hours**

Supervised practicum experience in a non-traditional educational agency is given. The course is designed to provide practical experience for students to relate educational principles to goals or emerging educational careers in government and industry.

**EDAS 592. ADMINISTRATION OF THE MIDDLE SCHOOL - 3 semester hours**

Organizing and administering programs at middle school levels based on the unique nature of the pre-adolescent are focused upon in this course. The principal's leadership responsibility for curriculum development, school-community relations and personnel management is emphasized.

**EDAS 593. CLASSROOM MANAGEMENT AND CONTROL - 1 to 3 semester hours**

This course is designed to examine the basic cause of discipline problems through positive approaches to understanding the teacher and the students as they interact with societal changes. Emphasis is placed on modifying behavior through classroom management based on a philosophy of prevention, control, understanding and respect for the individual.

**EDAS 594. HUMAN RELATIONS TECHNIQUES FOR INTERPERSONAL GROWTH - 1 to 3 hrs.**

The course is designed to provide structured experiences, interactions and discussion aimed at improving relations and interpersonal growth. Structured experiences utilized may be classified as (1) unadapted "classic" experiences; (2) highly adapted experiences; and (3) clinical personal interactive experiences.

**EDAS 595. SCHOOL EVALUATION PLANNING - 3 semester hours**

The course is designed to assist school divisions undergoing a self-study evaluation. Particularly, it will concentrate on the assessment of existing instructional, curricular, and organizational practices as well as alternative newer approaches.

**EDAS 596. PRACTICUM IN ADMINISTRATION AND SUPERVISION - 3 semester hours**

This course consists of laboratory experiences designed to acquaint educational leaders with the mechanics of leadership as well as their role in helping other personnel under their leadership to function effectively in today's educational climate.

**EDAS 597. ORAL AND WRITTEN COMPREHENSIVE EXAMINATION - 0 semester hours**

**EDAS 598. MASTER'S PROJECT - 3 to 6 semester hours**

The course is designed for those graduate students who are seeking the Master of Education degree. It is structured to increase one's creative application of knowledge. It provides the student with an opportunity to research, plan and produce a practical project that will contribute to the field of education in general and to the student's personal growth in applied techniques. It is expected that the degree candidate will pursue this project near the end of his program. The completed professional work will be submitted in original and duplicate, accompanied by a written analysis or documentary in the same number of copies as required of thesis.

**EDAS 599. RESEARCH AND THESIS - 3 semester hours**

This course is designed for formal research study in the student's major field. Approval of major professor required.

**EDAS 602. SCHOOL BASED MANAGEMENT - 3 semester hours**

This course is designed to facilitate the student's insight into school based management using theory and educational practice to provide actual experience assisting a school site administrator to implement a curricular, human relations or other administrative design. Through guided practice from an on site administrator and college faculty advisor the student will group dynamic techniques to develop cooperative improvements in an educational setting. (Practicum)

**EDAS 670. PROGRAM PLANNING AND EVALUATION - 3 semester hours**

An advanced level course designed to assist the educational leader in developing and assessing program and site needs, setting obtainable program objectives, and devising effective measures to implement and report the progress of the program to the public. (Practicum)

**EDAS 671. BUDGETING AND FINANCING**

This is an advanced level course on the theory and practice of funding of education in the United States. It analyzes the distribution and allocation of economic resources at the local, state and federal level. Current trends, legal implications and budgeting practices at the local level will be discussed. School business functions and site based funding will be dealt with, as well as problems and issues in the total school funding area.

**EDAS 672. LEGAL AND CIVIL RIGHTS ASPECTS OF PUBLIC EDUCATION - 3 semester hours**

The historical sweep of the development of legal foundations and issues as they relate to the school setting will be analyzed. Students will become familiar with Constitutional guarantees and their impact on the rights of students and faculty, as well as engage in an in-depth study of current problems and issues as they pertain to the administration of schools.

**EDAS 675. THE PERSONNEL FUNCTION - 3 semester hours**

The course is designed to analyze approaches to the management, development and utilization of human resources in educational institutions. Specifically, it deals with organizational and behavioral science concepts, legal rights, and employment transfers and separation processes. Safety, incentive and benefits for personnel are also considered. It also provides information on the negotiation, collective bargaining, grievance and arbitration processes.

**EDAS 677. MANAGING THE SCHOOL SITE - 3 semester hours**

The course provides for the study of practices, principles and procedures to effectively utilize the talents of faculty, parents and staff to facilitate optimum use of all resources available at the building level to promote

the educational objectives. Problems to be examined include site based management, team participation, group dynamics, supervisory techniques and procedures and other problems an administrator faces on a day to day basis. Techniques for scheduling, curriculum development, textbook selection, policy development and practice and encouraging instructional faculty involvement and input will be covered.

**EDAS 678. COMPREHENSIVE SEMINAR - 3 semester hours**

The comprehensive seminar is designed as a culmination of the required course work for the M.Ed. in Educational Administration and Supervision. The student will select, research, plan, organize and present an oral and written project under the direct supervision of an advisor. The action research problem to be investigated must be related to the current educational setting.

**EDAS 679. INTERNSHIP/SEMINAR - 3 semester hours**

The Internship/Seminar is designed as a full time administrative experience--not less than 90 days--providing supervised on-the-job exposure and training at school sites. The student will be expected to demonstrate leadership skills in day-to-day operations while experiencing assigned field leadership responsibilities, tasks and duties. A mentor relationship will be developed to assist the potential leader in analyzing effective practices and procedures as administrators in current school environments. Bi-weekly seminar sessions will be conducted at the school site or university to examine strategies and to engage in problem analysis sessions associated with the operation of a school. This course is limited to students who have completed the M.Ed. or Ed.S. in Administration and Supervision, have been assessed in an approved principal assessment program and are seeking certification by the State of Virginia as a school administrator.

**EDAS 681. DEVELOPING HUMAN RESOURCES - 3 semester hours**

This course assists educational administrators and professional educators in designing and implementing plans for faculty development and faculty evaluation. Consideration is given to the systematic analysis of various faculty development approaches on how to develop and implement faculty development programs.

**EDAS 682. ADMINISTRATION OF HIGHER EDUCATION - 3 semester hours**

The course provides for the study of administration, governance structure, and organizational patterns in institutions of higher education in the United States. Problems, trends, and major societal-political forces which have influenced institutional organization, direction, and development with special emphasis on 1960 to the present time will be examined. Some attention is also given to finance problems, trends, and perspectives in higher education.

**EDAS 683. GENERAL SUPERVISION - 1 to 3 semester hours**

Supervising procedures utilized throughout education will be studied. Especially the roles, duties, and functions of supervisory personnel will be developed and applied. The course also analyzes the effects of governance principles as related to supervisory practices.

**EDAS 684. SCHOOL SELF-STUDY AND SYSTEM-WIDE PLANNING - 2 to 3 semester hours**

The course is designed to assist school divisions undergoing a self-study evaluation. Particularly, it concentrates on the assessment of existing instructional, curricular, and organizational practices as well as alternative newer approaches.

**EDAS 685. SEMINAR IN EDUCATIONAL ADMINISTRATION AND SUPERVISION - 3 semester hours**

Problems and issues related to educational administration and supervision at the local, state, and national levels are analyzed. The role of the administrator and supervisor is examined to determine functional strategies in the solution of derived problems.

**EDAS 688. SEMINAR IN PUBLIC RELATIONS IN SCHOOL ADMINISTRATION -**

**1 to 3 semester hours**

**This seminar provides for a determination of the needs of an effective public relations program. It emphasizes human and physical resources; logistics involved in gathering pertinent data; identification of agencies involved in the dissemination process; the use of media; and the role of the public in policy-making.**

**EDAS 689. ADMINISTRATIVE THEORY - 3 semester hours**

**Various administrative theories pertaining to education, such as role analysis, behavior modification, social process, system analysis, management by objectives, etc. are studied. The theories presented are discussed in the light of practical conceptual problems facing school administrators.**

**EDAS 690. INTERNSHIP IN UNIVERSITY RESEARCH PROJECTS - 3 semester hours**

**Supervised experiences in performing evaluative functions and operations within an established research endeavor at the University are provided. Prerequisites: Permission of the instructor and a minimum of twelve hours beyond master's degree.**

**EDAS 691. INTERNSHIP IN TEACHING IN HIGHER EDUCATION - 3 semester hours**

**Supervised experience in teaching at the college/university level is provided. Prerequisites: Permission of the instructor and a minimum of twelve hours beyond master's degree.**

**EDAS 692. INTERNSHIP IN HIGHER EDUCATION ADMINISTRATION - 3 semester hours**

**Supervised experience in higher education administration is provided. Prerequisites: Permission of the instructor and a minimum of twelve hours beyond master's degree.**

**ECED 554. PLANNING AND ADMINISTERING EARLY CHILDHOOD PROGRAMS - 3 semester hours**

**This course is designed to inform new and experienced administrators about factors that influence the planning and administering of quality programs for young children. It focuses on theories that relate to philosophical viewpoints in administrative decision making.**

**ECED 556. CONTEMPORARY PRE-SCHOOL MODELS AND SERVICES - 3 semester hours**

**The purpose of this course is to assist early childhood personnel in keeping up with important changes that have occurred in approaches to early childhood education.**

**ECED 557. FOUNDATIONS OF EARLY CHILDHOOD EDUCATION - 3 semester hours**

**The purpose of this course is to provide basic knowledge about the field of early childhood education, about the work of practitioners and about the ideas that underlie that work.**

**ECED 559. COMPUTERS AND THE PRE-SCHOOL CHILD - 3 semester hours**

**The purpose of this course is to prepare teachers in the use of computers with young children. Attention will be placed on computer use to facilitate the cognitive, social, emotional and creative growth of young children.**

**ECED 562. PRACTICUM IN ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN  
3 semester hours**

**The course will provide opportunities for students to serve as administrators (directors) of pre-school child care services under the supervision of qualified personnel. At least forty-five (45) hours of actual administration must be completed.**

