HR Leadership Clinic I

EdLd 608 – 1 Credit
Salem – Keizer School District CRN x
University of Oregon – College of Education - Department of Educational Methodology, Policy, and Leadership

2015 Fall Term Syllabus

Location: Salem – Keizer School District

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<thead>
<tr>
<th></th>
<th>Keith Hollenbeck, PhD</th>
<th>Rachael Harms</th>
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<tr>
<td></td>
<td>Instructor of Record</td>
<td>District PD Instructor</td>
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<td></td>
<td>Director of Administrative Licensure</td>
<td>Professional Development Coordinator</td>
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<td>Educational Methodology, Policy, and Leadership</td>
<td>Salem – Keizer Public Schools</td>
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<tr>
<td>Office Hours:</td>
<td>Call to make an appointment</td>
<td>Call to make an appointment</td>
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Course Description

HR Leadership Clinic I moves beginning and continuing principals from the theory to action. Each meeting, a different component of HR Leadership is emphasized with moving learning to practice.

Course Objectives

In this course, you will:
1. Introduce / Review the critical components of management and leadership specific to legal and policy updates.
2. Clearly understand important factors or variables that can affect each job component of a principal.
3. Become experienced in implementing the covered topics across multiple classrooms and teachers/staff within the Salem – Keizer School District.
4. Meet Salem – Keizer administrative competencies (as per the Administrator Evaluation).

Textbooks & Reading Materials

Human Resources NoteBook

Course Structure

This course is a combination of readings, lectures, presentations by experts, and embedded practice within school building.

Monthly Assignments

Beginning / Continuing school administrators are expected to read assigned chapters prior to class time. Chapter notes and questions will be sent to the Professional Development office prior to the class meeting. Leadership reflections will be written one week after class.
SCHEDULE OF TOPICS AND READINGS

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<thead>
<tr>
<th>DAY</th>
<th>Time</th>
<th>TOPIC / ASSIGNMENT</th>
<th>READ BEFORE CLASS</th>
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<tbody>
<tr>
<td>10/02</td>
<td>8-4</td>
<td>Basics of Supervision</td>
<td>HR NoteBook 1 - 4</td>
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<td>Conducting an Investigatory Meeting</td>
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<td>Recruiting &amp; Hiring for Quality</td>
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<td>HQ Professional Learning</td>
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<td>10/09</td>
<td>4-8</td>
<td>Child Abuse Reporting</td>
<td>HR NoteBook 5-7</td>
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<td>SpEd Law for GenEd</td>
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<td>Staffing &amp; Budget</td>
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<td>10/23</td>
<td>4-8</td>
<td>Employee Evaluations</td>
<td>HR NoteBook 8-10</td>
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<td>Learning Goals</td>
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<td>Directed Goals</td>
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<td>10/30</td>
<td>4-8</td>
<td>Mentoring &amp; Coaching</td>
<td>HR NoteBook 11-13</td>
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<td>School Building Plans</td>
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<td>Ethics &amp; Misconduct</td>
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<td>11/13</td>
<td>4-8</td>
<td>Hiring Notes</td>
<td>HR NoteBook 14-16</td>
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<td>Investigation Notes</td>
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<td>Goal Writing</td>
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<td>11/20</td>
<td>4-8</td>
<td>Reflective Practice</td>
<td>HR NoteBook 17-19</td>
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<td>Video Evidence</td>
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<td>12/07</td>
<td>4-8</td>
<td>Finals Week</td>
<td>No Final Exam – Admin Debrief</td>
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COURSE POLICIES

Grading
This course is graded Pass / No Pass. Your final grade for this course will be determined based on the following course activities and assignments: attendance/participation in discussion sections, in class assignments, reflection papers, and school implementation observations.

Course Incompletes
Students are expected to be familiar with university policy and procedures, which result in failing to complete the course by the end of the term in which it is offered. Please see http://interact.uoregon.edu/pdf/sas/AIncGrdCon.pdf.

Attendance
Attendance is required to succeed in this course and master the course material. If a student does miss class, it is the student’s responsibility to get class notes, and handouts or other distributed materials. Contact the instructor in case of illness or emergencies that preclude completing assignments as scheduled or attending class sessions. Messages can be left on the instructor’s voice mail or e-mail at any time of the day or night, prior to class. If no prior arrangements have been made before class time, the absence will be unexcused.

Course Absences
Students must contact the instructor in case of illness or emergencies that preclude attending class sessions or taking quizzes as scheduled. Messages can be left on the instructor's voice mail or e-mail at any time prior to class. If no prior arrangements have been made before class time, the absence will be unexcused.

If you are unable to complete an assignment due to a personal and/or family emergency, you should contact your instructor or discussion leader as soon as possible. On a case-by-case basis, the instructor will determine whether the emergency qualifies as an excused absence.
Expected Class Behavior
Classroom expectations include:
1. Participating in class activities
2. Respecting the diversity of cultures, opinions, viewpoints in the classroom
3. Listening to fellow students, professors, and lecturers with respect
4. Arriving on time, prepared for class
5. Attending for the duration of class
6. Not reading other materials, books, newspapers, or using laptops for other activities
7. Turn off cell phones and other electronic devices
8. Racist, homophobic, sexist, and other disrespectful comments will not be tolerated

Diversity
It is the policy of the University of Oregon to support and value diversity. To do so requires that we:
1. respect the dignity and essential worth of all individuals.
2. promote a culture of respect throughout the University community.
3. respect the privacy, property, and freedom of others.
4. reject bigotry, discrimination, violence, or intimidation of any kind.
5. practice personal and academic integrity and expect it from others.
6. promote the diversity of opinions, ideas and backgrounds which is the lifeblood of the university.

Documented Disability
Appropriate accommodations will be provided for students with documented disabilities. If you have a documented disability and require accommodation, arrange to meet with the course instructor within the first two weeks of the term. The documentation of your disability must come in writing from the Accessible Education Center in the Office of Academic Advising and Student Services. Disabilities may include (but are not limited to) neurological impairment, orthopedic impairment, traumatic brain injury, visual impairment, chronic medical conditions, emotional/psychological disabilities, hearing impairment, and learning disabilities. For more information on Accessible Education Center, please see http://aec.uoregon.edu

Mandatory Reporting [note to faculty: You can opt to use the longer or shorter version]
UO employees, including faculty, staff, and GTFs, are mandatory reporters of child abuse and prohibited discrimination. This statement is to advise you that that your disclosure of information about child abuse or prohibited discrimination to a UO employee may trigger the UO employee’s duty to report that information to the designated authorities. Please refer to the following links for detailed information about mandatory reporting:
https://hr.uoregon.edu/policies-leaves/general-information/mandatory-reporting-child-abuse-and-neglect/presidents-message
http://around.uoregon.edu/mandatoryreporting

Academic Misconduct Policy
All students are subject to the regulations stipulated in the UO Student Conduct Code http://conduct.uoregon.edu). This code represents a compilation of important regulations, policies, and procedures pertaining to student life. It is intended to inform students of their rights and responsibilities during their association with this institution, and to provide general guidance for enforcing those regulations and policies essential to the educational and research missions of the University.

Conflict Resolution
Several options, both informal and formal, are available to resolve conflicts for students who believe they have been subjected to or have witnessed bias, unfairness, or other improper treatment.
It is important to exhaust the administrative remedies available to you including discussing the conflict with the specific individual, contacting the Department Head, or within the College of Education, you can contact Angie Whalen, Assistant Dean for Academic Programs and Student Services, at 346-2898 or awhalen@uoregon.edu; Lauren Lindstrom, Associate Dean for Research and Academic, at 346-1399 or lindstrm@uoregon.edu; or Surendra Subramani, Diversity Coordinator, at 346-1472 or surendra@uoregon.edu.

- Outside the College, you can contact:
  - UO Bias Response Team: 346-1139 or http://bias.uoregon.edu/whatbrt.htm
  - **Conflict Resolution Services 346 -0617 or**
    http://studentlife.uoregon.edu/SupportandEducation/ConflictResolutionServices/tabid/134/Default.aspx
  - **Affirmative action and Equal Opportunity: 346-3123 or** http://aaeo.uoregon.edu/

**Grievance Policy**
A student or group of students of the College of Education may appeal decisions or actions pertaining to admissions, programs, evaluation of performance and program retention and completion. Students who decide to file a grievance should follow the student grievance procedure, or alternative ways to file a grievance outlined in the Student Grievance Policy (https://education.uoregon.edu/academics/student-grievance) or enter search: student grievance.

**In Case of Inclement Weather**
In the event the University operates on a curtailed schedule or closes, UO media relations will notify the Eugene-Springfield area radio and television stations as quickly as possible. In addition, a notice regarding the university’s schedule will be posted on the UO main home page (in the News section) at http://www.uoregon.edu. Additional information is available at http://hr.uoregon.edu/policy/weather.html.

If an individual class must be canceled due to inclement weather, illness, or other reason, a notice will be posted on Blackboard or via email. During periods of inclement weather, please check Blackboard and your email rather than contact department personnel. Due to unsafe travel conditions, departmental staff may be limited and unable to handle the volume of calls from you and others.

**Course Incomplete Policy**
Students are expected to be familiar with university policy regarding grades of “Incomplete” and the time line for completion. For details on the policy and procedures regarding incompletes, Please see:
https://education.uoregon.edu/academics/incompletes-courses