

January 12, 2009

Dear Leadership Academy Applicants:

In an effort to comply with New York State regulations, we are continuing a new procedure for part of the prepracticum requirement. Please read the following explanation carefully, read **each** prepracticum form and then, if you have questions, please feel free to contact us.

As you know, there are three prepracticums required to accompany the three courses offered this summer. Part of the expectation for **each** prepracticum is that you complete 35 hours of administration work, document that work, and have your principal/vice principal/director or some other licensed administrator sign the form. For each prepracticum you must attach a one page summary of work completed as described under "Activities". *Bring all three forms, signed, with summaries attached with you to the Leadership Academy.* While you are here, your instructors will complete the process with you.

Please email Annette (aallen@mcla.edu) a brief description of your intended work. **Be sure to include descriptions for all three prepracticums in one email.** You may complete the required hours before the Academy, during summer school, or after the Academy. Your grade will not be posted until a signed record of hours is on file at MCLA.

If you have already completed administrative work that fits the description for any of the prepracticums, you may submit those hours as long as an on-site administrator will sign off for that work.

Please continue to check our web site (www.mcla.edu/leadership) for updates and the writing assignment which will be posted in April. If you have not read the books listed on the web site, you should put that task at the top of your list as this is required reading for Summer 2009. The web site also provides information regarding application procedures for New York State and Massachusetts.

Applications for Summer 2009 will be accepted until Thursday, March 12. If you know anyone who is interested in applying, please let them know so they won't be disappointed.

I look forward to welcoming each of you to MCLA for Summer Session 2009.

Yours truly,

Ellen Barber, Ed.D.
Director, Leadership Academy and
Chair, Education Department

Enclosures

**Massachusetts College of Liberal Arts
Pre-Practicum Record Form**

To be completed by student and building supervisor (Principal/Assistant Principal/Director) and submitted as attachment to final grade roster at conclusion of course.

Name of student: _____ SS#: _____

Pre-Practicum No.: ADMN 608 Title: Leading Schools in Context

Part I. Pre-Approval

Site: _____ Grade/Level: _____

Start Date: _____ Ending Date: _____ 35 Hours Required

Objectives:

1. To critique a field-based managerial scenario with legal ramifications
2. To provide multiple organizational frames from which their own institution can be examined
3. To analyze organizational case studies and apply new frames
4. To integrate organizational frames into practica

Activities:

1. Implement an organizational analysis through case studies
2. Develop an organizational scenario and possible solutions
3. Integrate four organizational frames into an analysis of school settings
4. Determine and analyze school functions using four organizational frames

Signature of Student: _____ Date: _____

On-site Supervisor Approval: _____ Date: _____

Instructor Approval: _____

Part II. Review and Evaluation

Documentation: Date of submission _____

____ log of experience

____ description of actual activities

____ artifacts -- specify:

Date of Final Instructor/Student Conference: _____

Grade Assigned: _____

Instructor Signature: _____ Date: _____

Comments of Instructor:

**Massachusetts College of Liberal Arts
Pre-Practicum Record Form**

To be completed by student and building supervisor (Principal/Assistant Principal/Director) and submitted as attachment to final grade roster at conclusion of course.

Name of student: _____ SS#: _____

Pre-Practicum No.: ADMN 703 Title: Ethics for Administrators

Part I. Pre-Approval

Site: _____ Grade/Level: _____

Start Date: _____ Ending Date: _____ 35 Hours Required

Objectives:

1. To examine how school leaders are influenced by social and cultural forces
2. To examine how school leaders are influenced by political authorities
3. To describe how leadership has moral dimensions

Activities:

1. Describe at least three instances in which there was an ethical dilemma and, for each, describe the resolution or possible resolutions
2. Review at least three legal cases and identify ethical and moral dimensions of each

Signature of Student: _____ Date: _____

On-site Supervisor Approval: _____ Date: _____

Instructor Approval: _____

Part II. Review and Evaluation

Documentation: Date of submission _____

_____ log of experience

_____ description of actual activities

_____ artifacts -- specify:

Date of Final Instructor/Student Conference: _____

Grade Assigned: _____

Instructor Signature: _____ Date: _____

Comments of Instructor:

**Massachusetts College of Liberal Arts
Pre-Practicum Record Form**

To be completed by student and building supervisor (Principal/Assistant Principal/Director) and submitted as attachment to final grade roster at conclusion of course.

Name of student: _____ SS#: _____

Pre-Practicum No.: ADMN 604 Title: Human Relations & Staff Development

Part I. Pre-Approval

Site: _____ Grade/Level: _____

Start Date: _____ Ending Date: _____ 35 Hours Required

Objectives:

1. To critique a field-based case study involving communication with multiple constituencies
2. To provide multiple perspectives to human relationships with a focus on motivation, counseling, individual analysis and conflict resolution
3. To apply problem solving skills approaches to identified issues in your school's context
4. To develop, implement and assess staff development inservice programs
5. To identify skills and abilities necessary to manage situations effectively

Activities:

1. Identify and analyze a communication issue through multiple perspectives
2. Develop a problem solving approach to addressing the issue
3. Propose an inservice program to improve professional skills in a specific area
4. Determine the effectiveness of multiple frameworks that address conflict resolution

Signature of Student: _____ Date: _____

On-site Supervisor Approval: _____ Date: _____

Instructor Approval: _____

Part II. Review and Evaluation

Documentation: Date of submission _____

____ log of experience

____ description of actual activities

____ artifacts -- specify:

Date of Final Instructor/Student Conference: _____

Grade Assigned: _____

Instructor Signature: _____ Date: _____

Comments of Instructor: