Course Number:   EAL 7746  
Course Title:   Personnel Relations and Processes in Educational Leadership  
Semester Hours:   3 Semester Hours

Pre-requisite(s): EAL 7746 is restricted to students who are admitted to an NCATE approved EAL Certification program and already hold Class A Certification in Educational Leadership.

Approved Delivery Models:  
Course delivery is restricted to approved models. Additional models may be submitted for review through the College of Education process.  
- Full Semester  
- Compressed Semester  
- Face-to-face

Catalog Course Description:  
This course deals with personnel processes and personnel management from the perspective of the central office. Topics include: human resource planning, forecasting, selection, staff development, training and evaluation. Also included are motivational principles, group dynamics, climate and culture, as well as problems typically associated with personnel. Class A Certification in Educational Administration is required.

Goals and Objectives of Course:  
The Teacher Education Program is designed to provide a quality, academic program that emphasizes meaningful and practical learning experiences in preparing students to be innovative, informed, reflective decision-makers. In addition, this course provides opportunities to demonstrate knowledge of:

- Develop a knowledge of human resource planning and management
- Examine the roles and responsibilities of school personnel
- Become familiar with personnel management functions
- Become aware of the legal concerns regarding personnel functions with schools and school systems
- Analyze human resource functions within a school system
- Become familiar with effective supervision principles and guidelines
- Examine human resource planning initiatives
- Understand the problems of workers related to on-the-job as well as off-the-job influences
- Understand human behavior, personality characteristics of workers, how behaviors relate to job success and satisfaction.
- Understand how workers are motivated and why they lack motivation (internal and external forces)
- Be able to apply policies, procedures, and laws applicable to screening, selecting, placing, transferring, promoting, and terminating employees.
- Identify current trends in personnel relations and management in the educational arena.
Approved Text(s):


Evaluation:
Candidates must satisfactorily meet all goals or objectives used to assess AL SDE rules.

Additional Services:

AMERICANS WITH DISABILITIES ACT: Students with disabilities, or those who suspect they have a disability, must register with the Disability Services Coordinator in order to receive accommodations. Students currently registered with the Disability Services Office are required to present their Disability Services Accommodation Letter to each faculty member at the beginning of each term. If you have any questions, contact the Disability Services Coordinator.

Absence Policy:
In registering for classes at the university students accept responsibility for attending scheduled class meetings, completing assignments on time, and contributing to class discussion and exploration of ideas.

In severe cases of inclement weather or other emergency conditions, the Office of Executive Vice Chancellor and Provost will announce cancellation of classes through the local and regional media as well as through the University’s web site.

Academic Misconduct:
Students should refer to the Standards of Conduct section of the Oracle, the student handbook, for policies regarding misconduct.