Troy University College of Education  
Master Syllabus 2005-07

Course Number: EAL 7791  
Course Title: Organizational and Administrative Behavior  
Semester Hours: 3 Semester Hours

Pre-requisite(s): EAL 7791 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:  
A study of the nature, culture, and structure of organizations. Leadership, managerial and administrative behaviors will also be investigated, with a focus on educational organizations and change. 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:

- Be familiar with theories relating to the study of organizations.  
- Identify their personal leadership styles.  
- Become aware of the importance of effective communication and motivation within schools.  
- Develop an analysis of a current innovative educational program.  
- Recognize the existence and nature of change in organizations.  
- Be able to integrate course knowledge into daily school activities.  
- Develop a strategic plan for a school system.  
- Develop a school policy on a specific issue.  
- Become familiar with various approaches to school reform.

Approved Text(s):


Content:
This class is conducted as a highly interactive seminar utilizing case studies, lecture, discussion, class presentations, tests, research projects, classroom presentations and group investigations. Topics include:

1. Organizations
   A. theoretical models and approaches
   B. structure and nature
   C. culture within
   D. roles to be performed
   E. processes and procedures
   F. climate

2. Leadership
   A. bureaucratic vs. professional approaches
   B. styles
   C. assumptions about leaders and followers
   D. behaviors of leaders and followers
   E. visionary leadership
   F. change agent or maintainer of status quo
   G. skills, including communication, motivation, power
   H. effectiveness

3. School Reform and Restructuring
4. School Policies
5. Other Topics May Include
   A. professional ethics
   B. organizational effectiveness
   C. business applications which relate to education
   D. management vs. leadership
   E. total quality management
   F. strategic planning
   G. current research

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

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.
A student will be excused for class absence for circumstances beyond the student’s control or to attend a required university activity.

INCLEMENT WEATHER AND EMERGENCY SITUATIONS: Both faculty and students are responsible for meeting all assigned classes. In the event of inclement weather, faculty and students will be expected to attend classes as usual as long as they may do so without risking peril to themselves or to others. During periods of inclement weather, faculty and students will not be penalized for absences dictated by perilous conditions.

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.

INCOMPLETE WORK POLICY: University policy states that an incomplete may be reported for students whose progress in a course has been satisfactory (e.g. the student is passing the course), but who are unable to receive a final grade because of circumstances beyond their control. An incomplete must be cleared by the next term of enrollment, or one calendar year, whichever comes first. An incomplete which is not removed during the specified time limit of one calendar year or by the end of the next term of enrollment, automatically becomes F.

CHEATING POLICY: A student may be disciplined, up to and including suspension and expulsion from the University if they are found in violation of the “Standards of Conduct.” See Standards of Conduct in the Graduate Bulletin.