GEORGE MASON UNIVERSITY
COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

Education Leadership Program
Course Syllabus

Course Number and Title
EDLE 616.601 Curriculum Development & Evaluation (3 credits)
Summer, 2016.

Instructor
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Fax #: 703-993-3643

Website: Blackboard [http://mymsonportal.gmu.edu]
Class BLOG:

Mailing Address: Thompson Hall, Suite 1300,
Fairfax, VA 22030

Office Hours: Mondays, 3 to 5pm, or by appointment.

Office Location: EDLE Office, Thompson Hall, Suite 1300.

Program Vision: The Education Leadership Program is devoted to improving the quality
of pre-K through 12 education through teaching, research and service. Candidates and
practicing administrators engage in course work devoted to experiential learning,
professional growth opportunities, and doctoral research that informs practice. We
educate exceptional leaders who act with integrity as they work to improve schools.

Schedule Information

Class Location: Wakefield HS [Room B-321]

Class Days/Times: Mondays, Wednesdays 4:30 to 7:30pm
**Course Description:** Examines relationship of written, taught, and tested curriculum; and identifies critical leadership decisions that can positively impact student achievement. Identifies components of effective curriculum guides, and constructs a Curriculum Design model for emerging leaders. Mini document for personal use is constructed.

**Prerequisites:** EDLE 620, EDLE 690, and EDLE 791

**Textbooks** [required]:


Reference texts (optional…. purchase not required)


Virginia Standards of Learning

**Relationships to Program Goals and Professional Organizations:** The importance of strengthening and guiding instruction in educational settings is a leadership theme of academic and professional organizations alike. The purpose of the course is to strengthen the knowledge, skills and dispositions of EDLE candidates as instructional leaders and managers. The course provides models for (1) designing and managing curriculum; (2) relating to school board policy, professional development, and budget to effective instructional leadership; (3) constructing effective teacher-friendly curriculum guides; and (4) collecting and using demographic data to create a plan for improved student performance.

This course meets applicable competencies, standards, and guidelines set forth by the Virginia Department of Education (VA DOE), Interstate School Leaders Licensure Consortium (ISSLC), National Council for Accreditation of Teacher Education (NCATE), and Educational Leadership Constituent Council (ELCC), as shown below.

- **VA DOE Competencies** (a 1,3,4,5 and 6; c1; e1; f 4,5)
- **NCATE Guidelines** (Strategic Leadership: 1.3, 1.6, 2.4; Instructional Leadership: 3.3, 3.4, 3.5, 3.6, 3.9; Organizational Leadership: 9.1)
ELCC Standards [2011]: (1.1), (1.2), (1.3), (1.4), (2.2), (2.3), (2.4), (3.4), (3.5), (4.1), (6.2) and (6.3).

**Learner Outcomes:** Students who successfully complete the requirements for EDLE 616 will be able to:

[i] demonstrate an in-depth knowledge of curriculum design, development and evaluation and connect all parts to ELCC standards in the design [and presentation] of a mini curriculum framework

[ii] demonstrate the ability to analyze school demographic and assessment data and use the same to create a professional development plan [PDP] to improve student performance in two critical areas

[iii] identify an emerging/controversial issue in curriculum development/evaluation and create a plan to serve as a guide for educators to fully understand it [the plan should connect best thinking/practices on the issue to 2 or 3 essential questions]

[iv] investigate the components of a well-formed BOE policy on curriculum development/evaluation and apply that knowledge to solve a problem either at a specific grade level or content area.

**Internship [EDLE 791]:** For questions relating to the connections between the Internship and coursework, please talk with either [i] the Instructor, or [ii] your Internship Advisor.

**Nature of Course Delivery:** A variety of instructional methods are used to cover the subject matter and create a dynamic, interactive learning environment. These methods may include large and small group discussions, case studies, media, Internet assignments, lecture, guest practitioners, group presentations, interviews, collaborative learning and reflection. There is some out-of-class work expected. **THE CHALLENGE IS TO BECOME A COMMUNITY OF LEARNERS.**

**Course Requirements:** You are expected to attend each class because discussion, presentations and hands-on activities are critical parts of the course. The completion of and reflection on assigned readings, constructive participation in discussions and group work as well as on-line communication with group members are routine expectations. Access to a computer and a GMU email account are essential because you will receive important information from the university only on your GMU account and only GMU email accounts may be used to communicate with the instructor.

If missing a class is unavoidable, you are responsible for notifying the instructor (preferably in advance). **It is your responsibility to check with class colleagues for notes and assignments and complete any missed assignments and readings, etc.**
before the start of the next class. All absences may affect your final grade because of
the heavy emphasis on class participation. All written assignments must be completed on
a word processor (unless otherwise indicated) and turned in on or before the due date.

Late assignments will lower your grade on the project, and will not be accepted or given
credit if received 48 hours late. Specific course requirements and assigned due dates may
be altered as the instructor receives input from you and your classmates about your
school calendars. To plan and complete group projects, you may need to meet with other
group members at times other than during scheduled class sessions.

1. TK20 Performance-Based Assessment submission Requirement

Every student registered for any EDLE Course with a required performance-based
assessment is required to submit these assessments, [a] Demographic Analysis of Data,
and [b] Curriculum Design Framework] to TK20 through Blackboard (regardless of
whether the student is taking the course as an elective, a onetime course or as part of an
undergraduate minor). Evaluation of the performance-based assessment by the course
instructor will also be completed in Tk20 through Blackboard. Failure to submit the
assessment to Tk20 (through Blackboard) will result in the course instructor reporting the
course grade as Incomplete (IN). Unless the IN grade is changed upon completion of the
required Tk20 submission, the IN will convert to an F nine weeks into the following
semester

Evaluation and Grading:
Because EDLE 616 is a graduate level course, high quality work is expected in class and
on all assignments. Assignments 1, 2, 3 are graded by a rubric. In this way, the rubric can
both inform the completion of the assignments and serve as an instrument to assess your
grade for the activity.

This course is designed to further develop and expand your managerial and ethical skills
in the area of instructional leadership and management. You will be assessed on your
ability to analyze situations from the broad perspective of an emerging school
administrator, and be expected to view the impact of the decisions from a systematic
perspective and from the benefit to student learning.

The grading assessment scales and assigned percentages shown below are guidelines
only. Your final grade for the semester will reflect the instructor’s judgment of your
classroom performance as you attempt to demonstrate leadership behaviors, perspectives
and attitudes.

Students may rewrite an assignment [other than the final project] for re-grading within
one week of receipt. The original assignment should be clipped/stapled to the re-write.
Grading Scale:

| Participation in class [attendance, class blog, class discourse] | 20 points |
| Assignment #1 | 15 points |
| Assignment #2 | 25 points |
| Assignment #3 | 40 points |

TOTAL: 100 points

A+=100+ points  A=95-100 points  A-=90-94 points
B+=87-89 points  B=83-86 points  B-=80-82 points
C=75-79 points  F=74 points or below

GMU POLICIES AND RESOURCES FOR STUDENTS

a. Students must adhere to the guidelines of the George Mason University Honor Code [See http://oai.gmu.edu/the-mason-honor-code/].
b. Students must follow the university policy for Responsible Use of Computing [See http://universitypolicy.gmu.edu/policies/responsible-use-of-computing/]
c. Students are responsible for the content of university communications sent to their George Mason University email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason email account.
d. The George Mason University Counseling and Psychological Services (CAPS) staff consists of professional counseling and clinical psychologists, social workers, and counselors who offer a wide range of services (e.g., individual and group counseling, workshops and outreach programs) to enhance students' personal experience and academic performance [See http://caps.gmu.edu/].
e. Students with disabilities who seek accommodations in a course must be registered with the George Mason University Office of Disability Services (ODS) and inform their instructor, in writing, at the beginning of the semester [See http://ods.gmu.edu/].
f. Students must follow the university policy stating that all sound emitting devices shall be turned off during class unless otherwise authorized by the instructor.
The George Mason University Writing Center staff provides a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing [See http://writingcenter.gmu.edu/].

**Professional Dispositions**
Students are expected to exhibit professional behaviors and dispositions at all times.

**Core Values Commitment**
The College of Education & Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles. http://cehd.gmu.edu/values/

For additional information on the College of Education and Human Development, Graduate School of Education, please visit our website [See  http://gse.gmu.edu/]

### Assignment #1 [15 points]

**Identify critical school board policy for curriculum development and evaluation**
[Individual Assignment]

**Purpose:**
As educators, it is important that we have a clear understanding of the educational policies developed by our school boards, and our responsibility as educational leaders to implement them. This assignment will challenge your ability to investigate a particular policy adopted by a chosen school board and examine its impact on student learning and achievement.

**Assignment:**
Prepare at minimum a 6 to 8 page, double spaced document that investigates one chosen school board policy and analyze its components in relation to the needs of a [i] specific grade level or [ii] content area. Candidates will conduct interviews with administrators and/or stakeholders in order to gain detailed knowledge of the policy and its impact at the local school level.

**School Board Policy Assessment Rubric [Assignment #1]**

[Candidates understand and can anticipate and assess emerging trends and initiatives in order to adapt school-based leadership strategies. [ELCC: 6.3]
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Exceeds Expectations 90 to 100%</th>
<th>Meets Expectations 80 to 89%</th>
<th>Approaching Expectations 70 to 79%</th>
<th>Falls Below Expectations 0 to 69%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Includes a statement that relates to area of study [weighting 15%]</td>
<td>The statement is clear with adequate reference to the needs of student learners.</td>
<td>The statement is clear with adequate reference to learners.</td>
<td>The statement is vague or rambling with some reference to student learning.</td>
<td>No statement is included.</td>
</tr>
<tr>
<td>Connections made from School Board Policy to grade level and/or content area [weighting 45%]</td>
<td>Connections from School Board Policy to grade level and/or content area are clearly and concisely explained.</td>
<td>Connections from School Board Policy to grade level and/or content area listed.</td>
<td>Connections from School Board Policy to grade level and/or content area vaguely suggested</td>
<td>No connections are made.</td>
</tr>
<tr>
<td>Candidates conducts interviews with an Administration or [b] Stakeholders regarding selected policy [weighting 35%]</td>
<td>The impact of the School Board Policy is clearly and concisely presented from multiple interviews [a and b].</td>
<td>The impact of the School Board Policy is presented from either interview [a] or interview [b].</td>
<td>The impact of the School Board Policy is discussed in general terms.</td>
<td>The impact of the School Board Policy is not discussed.</td>
</tr>
<tr>
<td>Spelling, grammar, mechanics [weighting 5%]</td>
<td>The project is error free and clearly and professionally presented</td>
<td>The project has no spelling errors and no more than two mechanical errors.</td>
<td>The project has some spelling grammar, and/or mechanical errors.</td>
<td>The project has multiple errors in spelling, and/or mechanics</td>
</tr>
</tbody>
</table>

**EDLE 616: Curriculum Development and Evaluation**
Study of Demographic Information and Assessment Data for Improved Student Performance [25 points]

**Purpose**
The purpose of this assignment is to demonstrate students’ ability to analyze demographic and test data (Standards of Learning or other test results) as it relates to curriculum and/or instructional improvement. Each student will obtain the above-mentioned information from their schools, and analyze strengths/weaknesses of existing Action Plans with a view to helping teachers improve student performance in two curriculum areas. Candidates should also include recommendations for involving school staff in the change process, including relevant (recent) research-based strategies as a part of the effort to lead school improvement.

**Assignment**
Prepare, at minimum, a Mini-Case Study (12 to 15 pages, including graphics) utilizing the analysis of actual demographic and test data from your school, and, after examining existing site-based Action Plans at your school, analyze the strengths and weaknesses in the Action Plans with a view to helping teachers/staff members improve student performance in the two targeted curriculum areas.

**Plan of Action**
1. Locate the most recent AYP data for your school.
2. Identify demographic information for your school as it relates to AYP data for NCLB sub-groups.
3. Analyze the data in two academic areas. Include a brief description of your findings and conclusions regarding curriculum/instruction deficit areas.
4. Examine and critique existing site-based “action plans” (focusing on strengths and weaknesses) that target the two curriculum areas you selected for improving student achievement. Discuss with colleagues in your school why this problem exists and probable causes for action plan strengths/weaknesses.
5. Locate current research-based strategies (recent) that would help [i] target the identified deficit areas, and [ii] strengthen (and improve) the delivery of curriculum/instruction to improve future student performance in those areas.
6. Finally, make recommendations to site-based leadership on ways to involve school staff in the change process.

<table>
<thead>
<tr>
<th>Levels of Achievement</th>
<th>ELCC 4.1: Candidates understand and can collaborate with faculty and community members by</th>
</tr>
</thead>
<tbody>
<tr>
<td>exceeds expectations</td>
<td>90 to 100 % Cultural diversity in the school and its community is described and analyzed (race, ethnicity, gender, age, socio-)</td>
</tr>
<tr>
<td>meets expectations</td>
<td>80 to 89 % Cultural diversity in the school is described and analyzed (race, ethnicity, gender, age, socio-)</td>
</tr>
<tr>
<td>approaching expectations</td>
<td>70 to 79 % Cultural diversity is described and analyzed, but lacks information on all 7 categories.</td>
</tr>
<tr>
<td>falls below expectations</td>
<td>0 to 69 % Cultural diversity of either the school or community is analyzed, but not both.</td>
</tr>
<tr>
<td>ELCC 1.2: Candidates demonstrate that they understand and can use data to plan, identify and achieve school goals</td>
<td>90 to 100 % Candidate provides evidence of a superior ability to collect and use data to identify school goals, assess organizational effectiveness, and create and implement plans to achieve school goals.</td>
</tr>
<tr>
<td>ELCC 1.3: Candidates demonstrate the ability to promote continual and sustainable school improvement</td>
<td>90 to 100 % Candidate provides evidence of a superior ability to promote continual and sustainable school improvement.</td>
</tr>
<tr>
<td>ELCC 1.4 Candidates understand and can evaluate school progress and revise school plans supported by school stakeholders</td>
<td>90 to 100 % Candidate provides evidence of a superior ability to evaluate school progress and revise school plans supported by school stakeholders.</td>
</tr>
<tr>
<td>ELCC 2.2 Candidates understand and can create and evaluate a</td>
<td>90 to 100 % Current school action plan(s) are analyzed in relation to identified</td>
</tr>
<tr>
<td>comprehensive, rigorous, and coherent curricular and instructional school program. Weight 15.00%</td>
<td>achievement gap areas. Instructional practices, instructional programs, and assessments that support student learning in two curriculum areas are described and evaluated.</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------------------------------------------</td>
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<tr>
<td>ELCC 3.4 Candidates understand and can develop school capacity for distributed leadership. Weight 20.00%</td>
<td>90 to 100 % Recommendations highlight appropriate research strategies to promote improved student achievement in two curriculum areas and involve school staff in the change process. Strategies reflect students’ learning needs analyzed from the school’s demographic and assessment data.</td>
</tr>
<tr>
<td>Spelling, grammar, mechanics. Weight 5.00%</td>
<td>90 to 100 % The project is error free and is clearly and professionally presented.</td>
</tr>
</tbody>
</table>
Design of Curriculum Framework [40 points]

**Purpose:**

The purpose of this assignment is to demonstrate—on a smaller scale—knowledge of program design in curriculum as evidenced in the creation of a model for emerging leaders in the field. The rationale for developing a program for emerging leaders instead of a grade level or subject area framework is because instructional/administrative leadership focuses on broad implementation, as opposed to teacher leadership that is more grade/subject specific (these curricula are often mandated by the state/district anyway).

As one of the middle courses in the licensure program, creating a leadership framework allows students [i] an opportunity to reflect on what they've learned about site-based leadership to date and [ii] what they would still like to explore. Finally, creating the framework ties all [if not most] of the major elements of EDLE 616 together, allowing students to apply what they’ve learned in a concrete way [theory to practice], such as aligning the program [written, taught, tested curriculum] with standards and assessments, as well as implementing the ideas of Backwards Design [UBD]. These concepts can then be applied to any curricular area as a site-based leader. Some examples of smaller-scale program designs in Curriculum might be: Special Education, Contemporary Issues, Global Education, Urban Settings, Technology Integration [sample program design included], Leadership for ELL Students, etc.

**Instructions:**

Students should first explore and research existing several [at least 3] leadership programs, then individually design and construct a Curriculum Framework [in PowerPoint] for aspiring educational leaders. The PowerPoint should not exceed 25 to 30 slides, including references that are written in APA style. Components to be included in the Curriculum Framework are listed below [see Rubric]:

Your curriculum framework –conceptual design, 5 to 6 course offerings & brief descriptions, program assessment[s], and a UBD designed Professional Development Session [on ONE of the courses] should include the following components:

1. a philosophy and/or vision for the aspiring leaders’ program [conceptual design]
2. a validation matrix connected to ELCC Standard elements [listed on Syllabus, page 2]—[also conceptual design]
3. a list of the critical knowledge, skills, and dispositions needed by aspiring leaders [also conceptual design]
4. a list of essential questions to guide the content of your curriculum framework [also conceptual design]
5. evidence of thoughtful inclusion of UBD as part of the 5 to 6 Program [course] design [coursework]

6. an assessment plan for your curriculum coursework [coursework]

7. a brief Professional Development proposal [on the UBD template [attachment included in ‘exemplar’, Lesson 7] describing how you would roll out ONE of your ‘cutting edge’ courses to your faculty [coursework].

*it is recommended that you submit the Conceptual Design [see items 1, 2, 3 and 4] as a Draft for feedback, somewhere before or on Lesson 10*

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Levels of Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ELCC 6.3</strong> Candidates demonstrate skills in adapting leadership strategies and practice to address emerging school issues. Weight 20.00%</td>
<td>exceeds expectations</td>
</tr>
<tr>
<td>90 to 100 % Proposed curriculum design model reflects [i] current best practices; [ii] emerging trends; [iii] validation by at least 4 Standards’ authorities; and [iv] current research on Leadership Programs.</td>
<td>80 to 89 % Proposed curriculum design model includes [a] emerging trends, and [b] 2 other elements listed.</td>
</tr>
<tr>
<td><strong>ELCC 6.2</strong> Candidates understand and can act to influence decisions affecting student learning in the school environment. Weight 10.00%</td>
<td>90 to 100 % Proposed curriculum design model demonstrates candidate’s superior ability to advocate for policies and programs that promote equitable learning opportunities for all students</td>
</tr>
<tr>
<td><strong>ELCC 1.1</strong> Candidates demonstrate skills in the design and support of a</td>
<td>90 to 100 % Proposed curriculum design model includes [i] a strong mission &amp;</td>
</tr>
<tr>
<td>ELCC 1.4</td>
<td>Candidates understand and can evaluate school progress and revise school plans supported by school stakeholders</td>
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<tr>
<td>ELCC 2.2</td>
<td>Candidates understand and can create and evaluate a comprehensive, rigorous, and coherent curricular and instructional school program.</td>
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<tr>
<td>ELCC 2.3</td>
<td>Candidates demonstrate skills in designing the use of differentiated instructional strategies, curriculum materials, and evidence of UBD in design and the provision of high-quality instruction.</td>
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<tr>
<td>Weight 15.00%</td>
<td>ELCC 2.4</td>
</tr>
<tr>
<td>ELCC 2.4 Candidates demonstrate skills in using technologies for improved classroom instruction, student achievement and continuous school improvement. Weight 10.00%</td>
<td>90 to 100 % Proposed curriculum design model incorporates the application of technologies in classroom instruction, student achievement, and school improvement.</td>
</tr>
<tr>
<td>ELCC 3.5 Candidates demonstrate that they can understand and ensure that teacher time focuses on supporting high quality instruction and student learning Weight 5.00%</td>
<td>90 to 100 % The proposed curriculum model demonstrates a superior understanding and ability to protect and account for use of time to focus on quality instruction and learning for all students</td>
</tr>
<tr>
<td>Unblemished Prose Weight 5.00%</td>
<td>90 to 100 % Proposed curriculum design model is error free.</td>
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### Tentative Class Schedule

[Note: Other than chapters from the Mooney/Mausbach text, all readings and videos [to be viewed] can be found on Blackboard[BB]].

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Essential Questions</th>
<th>Readings, etc.</th>
<th>Assignment Due Dates</th>
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</thead>
<tbody>
<tr>
<td>June 15</td>
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<tr>
<td>June 20</td>
<td></td>
<td></td>
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<tr>
<td>Session 3</td>
<td>[1] Philosophical Foundations of Curriculum</td>
<td>What is/should be the purpose of Curriculum?</td>
<td>[a] Ornstein [BB] [b] Mr. Keating [YouTube-BB] [c] Ethics Podcast [BB]</td>
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<tr>
<td>June 22</td>
<td></td>
<td></td>
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<tr>
<td>Session 4</td>
<td>[1] Sociology of Curriculum</td>
<td>What is/should be the purpose of Curriculum?</td>
<td>[a] Berliner [BB] [b] Sociology [YouTube-BB] [c] Intelligent Design on Trial-PBS-BB</td>
<td>Assignment #1 due</td>
</tr>
<tr>
<td>June 27</td>
<td>[2] Assignment #2 – Q/A</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Session 5</td>
<td>[1] Politics of Curriculum</td>
<td>What is/should be the purpose of</td>
<td>[a] ‘Politics &amp; Education Don’t</td>
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</tbody>
</table>
Mooney & Mausbach, Chapter 3


Session 6  
[b] Julie Healy essay on Pacing Guides [BB]  
[c] Mooney & Mausbach, Chapter 7

Session 7  
July 11  | The Written Curriculum | Who should write the Curriculum [and why]? | [a] Generic versus Specific Curriculum, & FCPS Written Curriculum [BB]  
[b] Case Study: ‘Who Needs Lesson Plans?’ [BB]  
[c] Mooney & Mausbach, Chapter 4  

Assignment #2 due

Session 8  
| Session 9 | [1] Understanding by Design [continued] | [c] Mooney & Mausbach, Chapter 5 |
| | [3] Curriculum Alignment | |
| | What conceptual frameworks best join the dots [taught, written & tested Curricula]? What are the purposes/effects of Alignment? | |
| Session 10 | Curriculum Evaluation | [a] ‘City Drive’ Case Study [BB] |
| July 20 | | [b] Mooney & Mausbach, Chapter 8 |
| | Who should evaluate the Curriculum? | |
| Session 11 | Curriculum Development & Professional Development | [a] Dennis Sparks: [i] 5 Models and [ii] Leadership Forum [BB] |
| July 25 | | [b] Mooney & Mausbach, Chapter 6 |
| | In what ways does Professional Development support Curriculum Development? | Assignment #3 due |
| Session 12 | Standards-Based Practices | [a] How to Read Common Core [BB] |
| | Course Themes/Wrap-Up | |

**Syllabi created in a learner vacuum are by nature, imperfect**

A make-up session [or ‘E’ Learning Class] will be scheduled, if needed, to replace any session that is cancelled due to weather conditions.