

## EDAD 7040 - Clinical Practice for the Administrative Specialist

Fall 2026 Syllabus, Section A02, CRN 42819,

Credit hours: 3

### Instructor

Kathleen Poe

Email: [km Poe@ysu.edu](mailto:km Poe@ysu.edu)

### Public Instructor Information

Instructor Title:

Instructor Professional Qualifications:

Instructor Office Location:

Instructor Office Phone:

### Course Description

7040. Clinical Practice for the Administrative Specialist. Candidates for administrative specialist licenses in areas of curriculum, instruction, and professional development or pupil services administration develop an individualized clinical plan and complete a set of tasks and an integrated project aligned with professional standards under the guidance of an appropriately licensed cooperating administrator. 3 s.h.

### Course Readings

| Group    | Title                              | Author       | ISBN          |
|----------|------------------------------------|--------------|---------------|
| Required | School Law and the public schools. | Essex, N. L. | 9780135377079 |

Optional readings will be provided within modules.

The course readings are subject to change in the event of extenuating circumstances, research developments, current events, and/or to ensure better learning.

### 7025: Module Tasks

| Week of | Reading(s)                                                                                              | Proposed Topic                                                                                                          | Due/To Prepare for Class                                                                                                               |
|---------|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| 8/24    | School law and the public schools: A practical guide for educational leaders (7th ed.): Chapter 1 & 3.  | Task #1: Administrator Legal Dilemmas. (Paper)<br>Task #2: Student Rights & Legal Authority (paper)<br>Task #3: Quiz #1 | Task #1: Last day of Module 1. (150 Points)<br>Task #2: Last day of Module 1. (150 Points)<br>Task 3: Last day of Module 1 (10 points) |
| 8/31    | School law and the public schools: A practical guide for educational leaders (7th ed.): Chapter 2.      | Task #1: Church & State. (Paper)<br>Task #2: Unraveling Ethics (Infographic)<br>Task #3: Quiz #2                        | Task #1: Last day of Module 1. (100 Points)<br>Task #2: Last day of Module 1. (100 Points)<br>Task 3: Last day of Module 1 (10 points) |
| 9/7     | School law and the public schools: A practical guide for educational leaders (7th ed.): Chapter 4 & 11. | Task #1: School Attendance. (Discussion)<br>Task #2: The Law, Policy And Practice (Paper)<br>Task #3: Quiz #3           | Task #1: Last day of Module 1. (150 Points)<br>Task #2: Last day of Module 1. (150 Points)<br>Task 3: Last day of Module 1 (10 points) |
| 9/14    | School law and the public schools: A practical guide for educational leaders (7th ed.): Chapter 5.      | Task #1: Student Discipline. (Paper)<br>Task #2: Discipline, Academics & You (Discussion)<br>Task #3: Quiz #4           | Task #1: Last day of Module 1. (150 Points)<br>Task #2: Last day of Module 1. (150 Points)<br>Task 3: Last day of Module 1 (10 points) |
| 9/21    | School law and the public schools: A practical guide for educational leaders (7th ed.): Chapter 6 & 8.  | Task #1: Liability & You. (Paper)<br>Task #2: Social Media (Discussion)<br>Task #3: Quiz #5                             | Task #1: Last day of Module 1. (150 Points)<br>Task #2: Last day of Module 1. (150 Points)<br>Task 3: Last day of Module 1 (10 points) |



|      |                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                               |
|------|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| 9/28 | School law and the public schools: A practical guide for educational leaders (7th ed.): Chapter 1- 11.  | Critical Task #1: The Advanced Law and Policy Seminar (EDAD 7025), a required course in the Superintendent Licensure Program, employs a District Audit as a presentation assessment device. The audit aims to assess the candidate's knowledge of ethics and professional norms, as well as their capacity to identify, evaluate, make decisions, and communicate and advocate for legally and ethically sound arguments that promote the success and well-being of students and adults.                                         | Critical Task: Last day of Module. (500 points)                                                               |
| 10/5 | School law and the public schools: A practical guide for educational leaders (7th ed.): (Chapters 1-11) | Critical Task #2: The Advanced Law and Policy Seminar (EDAD 7025), a required course in the Superintendent Licensure Program, employs a District Audit as a presentation assessment device. The audit aims to assess the candidate's knowledge of ethics and professional norms, as well as their capacity to identify, evaluate, make decisions, and communicate and advocate for legally and ethically sound arguments that promote the success and well-being of students and adults.<br>Task #1: Comprehensive Practice Exam | Critical Task #2: Due last day of module (500 points).<br>Task 2: Complete by last day of module. (25 points) |

The course schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better learning.