This course supports the assessments for the Practicum in Secondary Educational Leadership Part 1. The course covers two competencies and represents two competency units.

**Introduction**

**Overview**
The Practicum in Secondary Educational Leadership consists of two courses, Part 1 and Part 2. These courses include a series of performance tasks to take place under the leadership of a practicing secondary school principal or assistant principal in an approved secondary practicum school site. The assessment includes completion of assigned administrative duties to take place in the secondary setting under the leadership and supervision of the cooperating administrator in your case study school site.

**Getting Started**

The Practicum in Secondary Educational Leadership requires a minimum number of hours of documented practice. Locate your required minimum hours [here](#). The number of hours are to be spread over the practicum Part 1 and Part 2.

**State Licensure Examinations**

During the Secondary Educational Leadership Practicum, you are also expected to take and pass your state’s licensure examination(s) required for certification as a school principal. [ELCC Standards](#) provide you with a good framework of experiences needed in education today. Be sure to relate your practicum experiences to the ELCC standards and record the standard in your practicum log.

**Important Notice: Field Placement Process**

Prior to beginning any in-school assignments and assessments, you are required to complete a placement application and be approved by the WGU Field Placement Team to begin your placement process. It is strongly recommended that you apply three to four months prior to your practicum expected start date, per your Degree Plan. Your mentor can provide you with more information on how to access the placement application and how to begin the process.

For more information and to complete your application, click on the Field Experience Button in your Degree Plan.

**Competencies**

This course, Practicum in Secondary Educational Leadership Part 1, provides guidance to help you demonstrate the following two competencies:
• **Competency 610.9.1: Observing Performance**
  The graduate observes and evaluates faculty and staff performance.

• **Competency 610.9.2: Professional Development Planning**
  The graduate plans for and implements meaningful and relevant professional development for instructional staff.

**Important Notice: Field Experience Requirements**

In order to complete your field work (practicum), you must complete all requirements as noted in your Field Experience Portal and receive formal approval from Field Placement. To access the Field Experience Portal, go to the Field Experience button in your Degree Plan. Before you can begin any of your practicum work, you must have

- completed all requirements in your Field Experience Portal, and
- received formal approval from Field Placement to begin your practicum hours.

During this part of the educational leadership field experience, WGU expects you to take and pass your state’s licensure examination(s) required for certification as a school principal. Refer to the [WGUPraxis Program/Graduation Requirements in the Student Handbook](#), which contains information about the exams required by your state. Certain exams are required by your program before you can graduate and be recommended for licensure/endorsement.

All practicum hours must be conducted at the assigned school or during school-related activities in the community.

**Performance Assessments**

The performance assessment for Practicum in Elementary Educational Leadership Part 1 (C869) contains three tasks, an observation and the midterm evaluation.

The performance assessment for Practicum in Elementary Educational Leadership Part 2 (C699) contains six tasks, an observation and the final evaluation.

When you have completed the minimum required number of practicum hours, you will submit your [Elementary Educational Leadership Practicum Log](#) for evaluation. The Teacher and Principal Success Team will "pass" the log after receiving the two observations, the midterm and the final evaluation from your clinical supervisor. Your clinical supervisor will submit the observations and evaluations directly to WGU. You will be emailed a copy of these forms. If you do not receive copies of your observations or evaluations, please contact your clinical supervisor to ensure the forms were submitted. You may also contact teachersuccess@wgu.edu for additional questions or concerns.

**Advanced Programs Field Handbook**

The [Advanced Programs field handbook](#) provides additional details about your practicum, observations, and evaluation.
Teaching Dispositions Statement
Please review the Statement of Teaching Dispositions.

Course Instructor Assistance
As you prepare to demonstrate competency in this subject, remember that course instructors stand ready to help you reach your educational goals. Successful students report that working with a course instructor is the key to their success. You should expect to work with course instructors for the duration of your coursework, you are welcome to contact them as soon as you begin. Course instructors are fully committed to your success!

Preparing for Success
The information in this section is provided to detail the resources available for you to use as you complete this course.

Learning Resources
The learning resources listed in this section are required to complete the activities in this course.

You will be automatically enrolled at the activity level for the following learning resources. Simply click on the links provided in the activities to access the learning materials.

VitalSource E-Texts
The following textbooks are available to you as e-texts within this course. You will be directly linked to the specific readings required within the activities that follow.

Other Learning Resources

Education Criteria for Performance Excellence
You will access the following Baldrige National Quality Program resource:

• Education Criteria for Performance Excellence

Observation and Evaluation of Staff

During this portion of the course you will re-examine prior material regarding the observation and evaluation of professional staff.

Observation and Evaluation of Staff

Under the guidance of your supervising administrator, you will also complete a series of observations of professional staff. As you know, this is one of the more critical responsibilities of school administrators.

SuperVision Reading

Review the following in SuperVision and Instructional Leadership:

• Chapter 14 ("Observing Skills")
• Chapter 16 ("Direct Assistance to Teachers")

Pay close attention to the models of staff observation and evaluation presented.

You may have read this material as a part of a prior course. Consider how these models are employed in your case study school setting.

Case Study Application and Performance Task 4: Teacher Evaluation
Review with your supervising administrator procedures to follow in conjunction with Performance Task 4: Teacher Evaluation.

Complete the following task in Taskstream:

- Task 4: Teacher Evaluation

When completed, submit your tasks for evaluation.

Notebook Activity

Write about the following in your notebook:

A. Draft an evaluation form or protocol to be used in evaluating non-instructional school staff (e.g., administrative assistants, custodians, technology staff, etc.). Submit this form as an attachment. Share your evaluation form or protocol with your practicum administrator and obtain feedback. Discuss \textit{(suggested length of one page)} the feedback you received.

B. Write an essay \textit{(suggested length of one-three pages)} in which you do the following:
   1. differentiate among methods of evaluating instructional staff (e.g., teachers) and methods of evaluating non-instructional staff (e.g., administrative assistants, etc.)
   2. discuss \textbf{two} ways in which such evaluations differ

Practicum

Complete 10 hours of administrative tasks in your school practicum site or other school site. Log your activities for your supervising administrator's approval.

Professional Development

During this portion of your course, you will examine and implement models of professional development for school staff. Under the guidance of your supervising administrator, you will also complete a series of observations.

Professionalism of Staff

Review the following chapter in \textit{The Principal's Companion}:

- Chapter 8 "Building a Vision and Mission Together"

Pay close attention to the models of professional development presented. Consider how these models are employed in your case study school setting.

Case Study Application
Access Taskstream. With your supervising administrators, review procedures that they wish you to follow in conjunction with Performance Task 6: Professional Development Planning.

The implementation of this performance assessment and related analysis and reflection may take several weeks depending on the needs of your practicum site; please plan accordingly.

**Practicum**

Complete 10 hours of administrative tasks in your school practicum site or other school site. Log your activities for your supervising administrator's approval.

**Performance Task 6: Professional Development Planning**

Complete the following task in Taskstream:

- Task 6: Professional Development Planning

When completed, submit for evaluation.

**Classroom Walkthrough**

You will examine the use of classroom walkthrough observations and data related to teacher performance in the classroom.

Under the guidance of your supervising administrator, you will also complete a series of tasks.

**Tools for Data Recording**

The following activity provides information and practice regarding technology tools as they are used to record teacher performance data.

Read the following article:


Watch the following video:

Note: To download this video, click on this link. Once the web page opens, right-click on the video and select "Save video as..." to save it to your computer.

**Application**

Access Taskstream and review with your supervising administrators the procedures to follow in conjunction with Performance Task 9: Walkthrough Observations.
Pay close attention to planning how you will conduct classroom walkthroughs in your school.

The implementation of this performance task may take several weeks depending on the needs of your practicum site; please plan accordingly.

**Practicum**

Complete 10 hours of administrative tasks in your school practicum site or other school site. Log your activities for your supervising administrator's approval.

**Performance Task 9: Walkthrough Observations**

Complete the following task in Taskstream:

- Task 9: Walkthrough Observations

When completed, submit for evaluation.

**Final Steps**

Congratulations on completing the activities in this course! This course has prepared you to complete the performance assessments in Taskstream associated with this course.