I. ADMINISTRATION AND SUPERVISION OF SCHOOLS

200. School Administration. Two hours credit. Fall and summer. Legal and organizational phases of national, state, county and local district administration of schools. School administration, as one of the many activities in the community which is concerned with educational services, will be posited and evaluated in the existing economic pattern. Principles of school administration in terms of a social policy will receive critical attention. Prerequisite, the Fundamentals Group. Twente

201. Administrative Policies and Practices as Employed in School Systems. Two hours credit. Spring and summer. Policies and practices that are common to all school divisions: pre-school, elementary and secondary schools, colleges and special schools. Administrative practices will pertain to pupil population, schedule making, pupil-activity and guidance services, employee personnel problems, school plant management and community relationships. Students will pursue this course so as to give emphasis to the school division in which they are particularly interested. Prerequisite, the Fundamentals Group. Twente.

202. Activities and Relationships Essential to the Improvement of Instruction. Two hours credit. Fall and summer. For teachers, supervisors and principals in both elementary and secondary schools and general administrators concerned with instructional problems. A study of values of supervision, organizational patterns, qualifications of personnel, activities employed, financial considerations and record keeping required in supervision. For those interested in secondary and elementary programs the readings will be differentiated. Prerequisite, the Fundamentals Group. OBrien.

203. Procedures and Programs Effective in the Improvement of Instruction. Two hours credit. Spring and summer. For teachers, administrators and other persons concerned with the direction of instruction in either elementary or secondary schools. Study and observation of various means and procedures for improving the quality of instruction. School visits and reports on the teaching observed will be expected. Programs and procedures employed by regional accrediting agencies, educational organizations or individual school systems may be made objects of critical study. Elementary and secondary teachers will pursue this course so as to give emphasis to their own level of work. Prerequisite, the Fundamentals Group. OBrien.

217-317. Special Fields of Study in Administration and Supervision of Schools. Two to six hours credit. Both semesters and summer. The following list of fields of study is suggestive but not all inclusive:

A. Pupil-personnel record systems
B. Community-school relations programs
C. School-employee personnel policies and programs
D. Financial accounting procedures
E. Guidance service programs
F. School survey plans and techniques
G. Pupil-activity programs
H. School building programs
I. Financing school programs
J. Equipment and materials
K. Diagnosis and remediation
L. In-service education of teachers
M. Educational opportunities in administration and supervision at any level or in any unit of a school system

Prerequisite for 217, the Fundamentals Group and staisfactory completion of course credit in Administration and Supervision; for 317, 15 hours of Education and satisfactory completion of course credit in Administration and Supervision of Schools. Staff.