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| --- |
| **VISION**  JRU will be a market leader in the use of technology for innovation in teaching and learning to produce graduates of social importance.  **MISSION** |
| The University aims to develop its students to become useful and responsible citizens through the effective transfer of relevant knowledge and desirable values. |
| **INSTITUTIONAL OUTCOME**  A JRU graduate has the competencies and values in the disciplinal area completed such that he/she is a useful and responsible citizen of the country. |

**COURSE SYLLABUS**

**Course Title**: **ORGANIZATION AND MANAGEMENT IN THE EDUCATIONAL INSTITUTION**

**Course Code:** **GS 606**

**Credit Units:**  **3**

**Course Description:** This course focuses on specific professional and practical preparation for the governance of the school, duties, powers and responsibilities of the administrators. Preparation and adherence to budget, general school laws, good human relations involving teaching efficiency and internal discipline.

**Pre-requisite:** None

**Placement:** First Year, 3rd trimester

**Program Educational Objectives (PEO):**

Three to five years after completing the **Master of Arts in Education program**, the graduates will:

1. demonstrate expertise in specific areas of specialization;
2. do scientific research in specific areas of interest;
3. disseminate their research findings in publications/conferences and seminars; and
4. be successful educational managers, technical contributors or faculty members.

**Students Outcome (SO)**

After the completion of the program, the graduates of the **MAEd-Educational Administration** program shall be able to:

1. facilitate the development, articulation, implementation, and stewardship of a school vision of learning;
2. promote a positive school culture by facilitating an effective instructional program, comprehensive professional growth plans for faculty and staff, and effective student learning experiences;
3. plan, organize, develop, and coordinate operations of an educational institution;
4. initiate interventions and innovations *vis-a-vis* local and global changes in education; and
5. demonstrate and practice the professional and ethical standards of the teaching profession.

**Course Learning Outcomes**

At the end of this course, the students shall be able to:

**CLO 1-** organize and manage the school effectively and efficiently based on its available resources;

**CLO 2-** monitor and evaluate the implementation of the school plans and activities;

**CLO 3-** install corrective and remedial measures in the day-to-day operations whenever necessary; and

**CLO 4-** maintain a safe and healthy school environment for maximum productivity in teaching and learning.

**CLO Grid: Each CLO vis-à-vis SO and PEO**

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| --- | --- | --- |
| **CLO** | **SO** | **PEO** |
| CLO 1 | 1 | 1 |
| CLO 2 | 2, 3 | 1, 2 |
| CLO 3 | 3, 4 | 2, 3 |
| CLO 4 | 4, 5 | 1, 2, 3 |

GS 606 –MADG1

August 27-Sept.3, 2020

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| **Date** | **Topic/Content** | **Name of Reporters/Presenters** | **Students who Intervene /Comment**  **Ask question relative to the report** | **Evaluation /mark** |
| Aug 27 | Orientation: Course Syllabus  Guidelines in the Report Presentation and Zoom Meeting Ethics Essentials  Structure: Philippine Educational System  Overview: School Management | Prof. M. Ogalinda  milagros.ogalinda@jru.edu |  |  |
| Aug. 28 | Management Theories  Implications to Educational Institutions  (can be taken from other sources) | ZOU, JING (Zoe)  WANG , KUN(Scott) |  |  |
| Aug.28 | Educational Administration  Functions of School Administrators (China) | CHEN, YUE (Cherry)  GAO, YONGLIANG (Messi) |  |  |
| Aug.31 | Distinctions between managers, administrators, leaders  (Can be taken from other sources)  Additional Lecture of Prof. Ogalinda | HAN, LINLONG (Harry)  Prof. M. Ogalinda |  |  |
| Sept 1 | Educational Planning Systems Approach to Educational Planning  Planning Models----(China) | ZHU, SHIHAO (Brandon)  XU, YANGTIAN (Tom) |  |  |
| Sept.2 | Trends in Planning and Management  Trends in Education  Education Sector Profile Basic Issues for Planning Strategies  ----China | Open for 3 or 4 Volunteers |  |  |
| Sept. 3 | * Update of Activities and Student Submission * Last Minute Instruction/Reminder for the Final Examination * Conclusion/Synthesis | Prof. Ogalinda  milagros.ogalinda@jru.edu |  |  |
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**Course Requirement**

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| Individual Presentation | |  |
|  |  |  |
| Reaction Paper/ Reflection | | |
| Attendance | | |
| Examination |  |  |

**References**

378.101 .M283 2018 2nd ed. **Organizational theory in higher education /** Manning, Kathleen. Routledge, TED 121971

658.406 .P174 2017 3rded [**Managing organizational change : a multiple perspectives approach /**Ian Palmer, Richard Dunford, David A.](https://library.jru.edu/cgi-bin/koha/opac-detail.pl?biblionumber=190995&query_desc=kw%2Cwrdl%3A%20MANAGEMENT%20OF%20EDUCATION) Buchanan. McGraw-Hill Education,

371.2 .K17 2017 **Organizational behavior for school leadership :** Kaplan, Leslie S., Routledge, Taylor & Francis Group, TED 0119618

371.1024 .Sh548 2015 **Behavior and classroom management in the multicultural classroom :** Shepherd, Terry L., TED 115664

658.3 .N558 2015 **Organizational behavior : human behavior at work /** Newstrom, John W. TED 114330