

273. Field Work in Administrative Services (3)

Prerequisite: 18 units of course work in school administration to be selected from: A S 261, 262, 263, 264, 266, 267, 272, 275. For individuals working toward an administrative services credential. Involves on-the-job experiences in the solution of practical administrative problems with written reports thereon; seminar discussions of field experiences and related literature and interaction in field and in seminar with practicing school administrators.

275. Seminar in Advanced Techniques of Personnel Administration in Education (3)

Prerequisite: A S 262, 264, 266, or permission of instructor. Advanced techniques of staff improvement in service, staff participation in policy making, improvement of communication channels and methods of communication, economic and contractual relationships and improvement of working conditions; work and responsibility of nonteaching staff members.

276. Seminar in School-Community Relations and Facilities (3) (Former A S 267)

Prerequisite: A S 261, 262, 263. Seminar on interaction with community forces, news media, political agencies, and minority groups in policy development; decision-making based on factual data; and management of physical facilities.

290. Independent Study (1-3; max see reference)

See *Academic Placement—Independent Study*.

IN-SERVICE COURSES

(See *Course Numbering System*)

373. Instructional and Curriculum Problems and Practices (1-3; max total 12 if no topic repeated)