EDAD 656
Effective Management of School Resources
Fall 2012
Course Syllabus

Instructor: Staff
Office Location: TBA
Office Hours: TBA

Office Phone: TBA
University Email Address: TBA

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Sorenson, R. & Goldsmith, L. (2009). The principal's guide to managing school personnel. Corwin Press. ISBN: 978-1-4129-6123-3.

American Psychological Association. (2010). *Publication manual of the american psychological association* (6th ed.). Washington, D.C.: American Psychological Association.

Marshall, R., Holt, C., Vaughn, V. (2012). *Taking the Mystery Out of Texas School Finance*. NCPEA Publications; ISBN-978-1-4675-0168-2

(*Taking the Mystery Out of Texas School Finance* may be ordered via the NCPEA Press website at: www.ncpeapublications.org Click on the NCPEA Press button from the top menu bar. An eBooks version is also available).

Other suggested readings and available websites will be provided during the course.

Course Description:
This school leadership course is divided into two major categories of resources. It is designed to develop the candidate's knowledge and skills of human resources and the financial matters related to the operation of a school. The human resource section will focus on personnel management and instructional supervision to create an effective

learning environment for all students. The finance section will focus on resource acquisition, budgeting, accounting and financial management.

Student Learning Outcomes:
The student will be able to:

1. Understand the dynamics of personnel management integrating site-based leadership with the in-the-school setting.
2. Analyze and apply the principles and procedures related to administering personnel policies and procedures including recruitment, retention, interviewing, professional development and supervision.
3. Identify causes of and procedures for the suspension, transfer, reduction, and dismissal of personnel.
4. Articulate the human resource skills required by SBEC for principal certification.
5. Develop an understanding of business functions for district-wide and campus business administration.
6. Prepare an analysis of the budgeting process as contained in the Financial Accounting System Resource Guide published by the Texas Education Agency.
7. Understand and utilize the 20-digit FASRG expenditure codes.
8. Develop a general understanding of the current school finance system and discuss current topics related to school finance.

COURSE REQUIREMENTS

Instructional Overview:

The student will access and follow all course instructions found in the weekly/unit content area of the eCollege course. The instructor will create an environment for learning by providing focus and guidance to the content. Assignments are designed to be learning experiences for students, and it is presumed and expected that students will actively participate in the class through the construction of their own learning. As a graduate level course, the instructor expects quality work from each student supported by adequate preparation and involvement. Learning will be achieved through textbook and other assigned readings, projects and class interaction. This course is made up of a series of assignments and assessments to assist you in achieving the course learning objectives/outcomes. Each week you will work on various combinations of assignments, activities, discussions, readings, research, etc. which will be made available to you by each Monday and close on the following Sunday. Evaluation will be based upon successful completion of each of the performance expectations. Each expectation has been assigned points toward the total upon which the final course grade will be assigned.

Assignments:

Each weekly/unit lesson will include readings and activity segments. Assignments related to these activities will reflect your understanding of the topic. These assignments will be due each week and submitted through the eCollege drop box or as directed each week.

Learning Outcomes - Numbers 1, 2,3, 4, 8
Assessments – 5 @ 6 Points each 30 Points

Projects:

This course will include projects to demonstrate mastery and application of learning. All projects are designed to be real world experiences to assist you as a school leader/practitioner. Projects vary in nature and students are encouraged to be creative in their development. Each project will have its own set of parameters for completion. Project assignments may have a longer window for completion to allow for interaction and individual feedback from the instructor.

Learning Outcomes - Number 5, 6, and 7
Assessment for Projects - 5 @ 2 Points each 10 Points

Discussion Forums/Journaling:

Each weekly/unit lesson will be made up of several learning activities that may include small & large group discussion, reflection activities, individual learning activities and written papers. In order for this class to beneficial, each student is expected to participate in online discussions, to ask relevant questions, and to share the results of their study and reflection. This means that each student should be conscious of the class schedule and prepared to share with classmates in conversation and activities. Students will be required to make entries of reflections in the eCollege journal.

Learning Outcomes- Numbers 1, 2, 3, 4, 8

Discussions - 10 @ 2 Points each 20 Points

The discussion forums are related to the chapter readings, external resources and activities. Upon completion or near completion of the assigned readings and activities, you are expected to engage in an ongoing discussion/debate with your learning community peers. Your contributions to the discussion forums will be

graded for *quality not quantity*, timeliness of your contributions, and a detailed analysis of linking together theory (readings) to application (activities). Important *Note*: *Do not wait until Saturday and Sunday to engage in a discussion – this should be ongoing!* Failure to do so will result in loss of points. The instructor will monitor discussions daily.

5 Journal Entries @ 2 Points each 10 Points

Journal entries are an opportunity for the student to reflect on learning; express ideas and thoughts; and make comments about contemporary topics etc. Entries may be short in nature but should be thoughtful and scholarly.

Exams

Complete the exams online by accessing the eCollege exam tool. The exams will be timed and grades made available to you following the submission of the exam. If you lose Internet connectivity during the exam, log back in immediately and continue on with the exam. Save your answers often (every 5-10 minutes). If you experience any issues while taking the exam, you must contact the eCollege Helpdesk immediately so that your issue is documented with a helpdesk ticket number. Considerations regarding exam issues will be made by the instructor on an individual basis based on the documentation.

Learning Outcomes – 1 through 8

Exams will be open book/open resource assessments. You should prepare for the test using study guides as provided. Exams are intended to address all the Learning Outcomes of the course at the application level.

Assessments – 2 @ 15 points 30 Points

TOTAL COURSE POINTS POSSIBLE: 100 Points

Grading:

FINAL GRADE: A = 90 or more Points
B = 80-89 Points
C = 70-79 Points
D = 60-69 Points
F = 59 or less Points

TECHNOLOGY REQUIREMENTS

This is an online course and some obvious technological resources will be required, including: 1) access to a computer with Internet access (high-speed preferred), 2) Microsoft Excel Spreadsheet software 3) computer speakers, and 4) Word processing software (Microsoft Word preferred)

Our campus is optimized to work in a Microsoft Windows environment. This means that our course works best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (6.0, 7.0 or 8.0). Your online courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both Windows and Mac operating systems.

It is strongly recommended that you perform a "Browser Test" prior to the start of your course. To launch a brower test, login in to eCollege, click on the "myCourses" tab and then select the "Browser Test" link under Support Services.

As a student enrolled at Texas A&M University-Commerce, you have access to an email account via MyLeo; all class emails from your instructors will be sent from eCollege (and all other university emails) will go to this account, so please be sure to check it regularly. Conversely, you are to email us via the eCollege email system or your MyLeo email as our spam filters will catch yahoo, hotmail, etc. and we will not check for your email in spam.

ACCESS AND NAVIGATION

This course will be facilitated using eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to https://leo.tamu-commerce.edu/login.aspx. You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamu-commerce.edu.

Course Organization

This course is organized by weekly units based upon resource issues regarding public schools. The course is organized for a full term session. Some projects occur across multiple weeks. Unit opening and closing dates are posted in eCollege. All assignments due the assigned timeframe must be submitted by the posted due date.

What to Do First

Download syllabus, then open and read the Introduction module. Post autobiographical information in the Student Lounge in eCollege.

How to Proceed with Class Activities Each Week

1. Access and follow all course instructions found in the unit content area of the eCollege course (left navigation bar).

2. Read the assigned readings, links, and other resources provided in the syllabus and in the eCollege units. Links to documents are provided in the course units.

3. Respond to posted discussion board questions using the eCollege discussion tool. Links to the discussion boards are found under each unit content of the course on the left navigation bar of eCollege.

4. Complete and submit assignments electronically using the eCollege drop box tool/tab located in the toolbar at the top of the eCollege course window. Required assignment instructions, due dates, and submission information will be provided by the instructor via eCollege units.

5. Complete the course assignments according to the instructions provided in this syllabus and the eCollege unit content.

eCollege Technical Concerns
*Chat Support***:** Click on *'Live Support'* on the tool bar within your course to chat with an eCollege Representative.

*Phone***:** 1-866-656-5511 (Toll Free) to speak with an eCollege technical support representative.

*Email***:** helpdesk@online.tamuc.org to initiate a support request with an eCollege technical support representative.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:

E-mail is the best method to contact your professor. TAMU-commerce eCollege provides an efficient system of email for communication for class work and individual communication. Please post questions appropriate for the entire class to my eCollege Virtual Office; otherwise you may email me directly. I will be happy to provide any reasonable support to help you succeed.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

Examination Policy
Exams are open book and resource. Questions will require analysis and synthesis requiring the student to formulate answers demonstrating their ability to apply knowledge.

Assignment Policy
Assignment due dates are posted in the assignment section of eCollege along with instructions for each assignment. All projects should be submitted in the eCollege dropbox and saved as a .doc file unless specified otherwise.

Late Work
Late work will not be accepted.

Incompletes
An incomplete will not be available for this course.

Graduate Online Course Attendance Policy
A major component of this course is on line interaction with peers and the instructor. Each class member is expected to participate fully in online discussions, projects, journaling etc. each week of the course. Expectations for attendance on-line will be posted with each assignment. Learning will be segmented into weeks or units. Materials and assignments will be available to students and then close on established dates. It is important to stay on schedule with the class agenda.

University Specific Procedures:

Academic Honesty Policy

Please see the *TAMU-C Graduate Catalog at http://catalog.tamu-commerce.acalog.com/index.php?catoid=9 and the Publication Manual of the American Psychological Association* for the discussion of academic honesty. Academic honesty is especially important when it comes to citing/quoting sources in research papers and assignments. Students are responsible for reading this material and becoming familiar with the conventions for acknowledging sources of information "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of ideas or works of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments) and abuse (destruction, defacing, or removal) of resource material. *(Texas A&M University-Commerce, Graduate Catalog, 2009-2010)*

Drop a Course
"A student may drop a course by logging into their myLEO account and clicking on the hyperlink labeled 'Drop a class' from among the choices found under the myLEO section of the Web page." Drops should be completed according to University procedure to avoid the posting of a failing grade.

ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook).*

COURSE OUTLINE / CALENDAR

The course is divided into 7 weekly units that will open and close on specified dates. Successful completion will require participation and submission of assignments each week. A course outline detailing the class schedule and assignment deadlines will be posted as a separate document under the Doc sharing tab. Please check it regularly for updates. Any changes in the course outline and due dates will also be posted under the announcements.