EDAD 627 School District Organizational Leadership: Finance

Summer 2014

June 2 – August 7

Course Syllabus

Instructor: Mary Webb Ed.D.
Office Location: Remote
Office Hours: 24/7
Cell Phone: 870-307-4038
University Email Address: Mary.Webb@tamuc.edu

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Marshall, R., Vaughn, V., Holt, C. (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).

American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6th Ed.). Washington, DC: Author.

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

Course Description:

This is a School Leadership course designed to develop candidates who have the knowledge and ability to apply effective leadership and management skills to the functions of resource acquisition, budgeting, accounting, and financial management.

Student Learning Outcomes:

The student will be able to:

1. The learner will demonstrate an understanding of school business administration functions by creating an organization chart for campus business functions and developing a flow chart for making purchases.
2. The learner will demonstrate an understanding of the 20-digit account code structure by identifying elements of a coded expenditure and by coding stated expenditures.
3. The learner will become familiar with the Truth-in-Taxation publication and calculate revenues and tax rates given appropriate variables.
4. The learner will demonstrate an understanding of theoretical models of school funding by calculating school district revenue based on school district variables.
5. The learner will demonstrate an understanding of the Foundation School Program by accessing Summary of Finances documents and completing a worksheet for estimating school district revenue.
6. The learner will prepare a paper, which demonstrates an understanding of the relationship between budgeting and student academic achievement.
7. The learner will demonstrate an understanding of budgeting models, preparation, and administration by completing a budgeting project given various requirements and variables.
8. The learner will discuss and compare the problems and procedures that accompany the need for various auxiliary services.

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 module allows you to work on various combinations of assignments, activities, discussions, readings, research, etc. which will be made available to you on various days since this is a summer course. 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 module will include readings and activity segments. Assignments related to these activities will reflect your understanding of the topic. These assignments will be due every three to four days and submitted through the eCollege drop box or as directed.

Student Learning Outcomes 1,2,3,5,6,7

Assessment Method: Assignments will takes several forms and include projects in budgeting.

Discussions/Journaling

Each student is expected to participate through E-College, complete all reading and written assignments on time, and actively engage in class by closely connecting class topics and discussions to textbook and other readings. Participate online at least two **times** each module by responding to prompts and responding to the answers of others. Participate in endeavors with the goal of contributing meaningfully and implementing higher order thinking skills. You cannot receive participations points if you are not contributing to the class discussion. To earn participation points, you must discuss and apply knowledge of the readings.

You should read, analyze, and respond to the issues of the modules/questions and comments from me and the other members of the class. In short, you are required to actively participate in our classroom discussions and online. You must do more than complete assignments; you must demonstrate your regular reading of others' responses. In other words, I am looking for evidence that you are an active participant in the learning experience. This can be done by relating real world experiences to the discussions or summaries, building on other's comments with alternative solutions, and pointing out problems or adding another dimension to the discussion. Saying, "I agree" does not fall within the above parameters. Responses should be substantial (i.e. not one sentence).

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 and timeliness of your contributions.

Student Learning Outcomes 1, 3, 4: The student will articulate understanding finance concepts through examination and discussion.

Assessment Method:

Class participation will be determined by the professor. Each on line forum will be graded using the Discussion Forum Rubric.

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.

Student Learning Outcomes: All

Assessment Method: The examination will be comprised of true/false and essay questions.

Grading

Grades will be determined on a total point basis as follows:

Assignments	50%	5 assignments @ 10 points	50 points
Discussions	20%	5 discussions @ 4 pts.	20 points
Exams	30%	2 @ 15 points	30 points

Final Grade will be determined as follows:

90-100	A
80-90	B
70-80	C
Less	D

Caveat: This syllabus represents a relationship between the two of us regarding the evaluative measures and the content included in EdAd 627. I reserve the right to amend, revise, or change the content of the syllabus as deemed necessary.

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.

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.

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 modules based upon resource issues regarding public schools. The course is organized for a 10-week sub-term. Unit opening and closing dates are posted in eCollege. All assignments due the assigned time frame 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 Module

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.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:

E-mail is the best method to contact me. TAMU-Commerce eCollege provides an efficient system of email for communication for class work and individual communication. I will check my e-mail daily. Please post questions appropriate for the entire class to my eCollege Virtual Office; otherwise you may email me directly. I do have my cell phone with me at all times so if you need to speak to me, I will return your call. I have unlimited texting so text me if I do not answer your email as quickly as you need. My home is in Arkansas so I cannot meet you face to face, but I enjoy the challenge of meeting you through the internet and face time. 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 or .docx file unless specified otherwise.

Late Work
Late work will not be accepted in this course.

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 module of the course. Expectations for attendance on-line will be posted with each assignment. Learning will be segmented into 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 10 modules that will open and close on specified dates. Successful completion will require participation and submission of assignments. 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.