EDAD 656 BUILDING CAPACITY FOR EFFECTIVE LEARNING
COURSE SYLLABUS
FALL 2017

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Preferred From of Communication: email
Communication Response Time: Normally 24 hours.

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required

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

2. Sorenson, R., & Goldsmith, L. (2013). *The principal's guide to school budgeting* (2nd. Ed.). Corwin Press. ISBN978-1-4522-16461.

3. Sampson,P., Vaughn,V., & Holt, C. (2013) *Taking the Mystery Out of Texas School Finance* (2nd. Ed.)

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

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

Course Description

EDAD 656. Building Capacity for Effective Learning. 3 Hours.

This school leadership course is designed to develop the candidate's knowledge and skills of human resources, the budgetary process, and the financial accounting system. The human resources section will focus on personnel management and instructional supervision skills needed to create an effective learning environment for all students. The budgeting and finance sections will focus on performance-based projects related to budget planning and development, resource acquisition and allocation, the accounting code system, and the school finance system. Prerequisites: EDAD 615 and EDAD 595.

TAMUC Graduate Catalog 2016-2017

Course Learning Outcomes

At the end of this course learners will be able to:

1. Evaluate the dynamics of personnel management and site-based leadership within the school setting.
   TAC 241.15 – Standard 4-Learner-centered human resources leadership and management
   Competency 008
   149.2001 Standard 2 Human Capital (Targeted selection, placement, and retention)

2. Analyze and apply principles and procedures related to recruitment, retention, interviewing, professional development and supervision.
   TAC 241.15 – Standard 4-Learner-centered human resources leadership and management and TAC 241.15 Standard 8
   149.2001 Standard 2 Human Capital (Targeted selection, placement, and retention)

3. Examine the causes of and procedures for the suspension, transfer, reduction and dismissal of personnel.
   TAC 241.15 – Standard 4-Learner-centered human resources

leadership and management
149.2001 Standard 2 Human Capital (Targeted selection, placement, and retention)

4. Describe the standards related to human resources, budgeting and funding.
   Competency 008
   TAC 241.15 – Standard 4-Learner-centered human resources *leadership and management*
   149.2001 Standard 2 Human Capital (Targeted selection, placement, and retention)
   149.2001 Standard 5 – Strategic Operations
   Tactical resource management – The principal aligns resources with the needs of the school and effectively monitors the impact on school goals.
5. Manage the budgetary processes, practices and systems efficiently.
   Competency 8
   149.2001 Standard 5 – Strategic Operations
   Tactical resource management – The principal aligns resources with the needs of the school and effectively monitors the impact on school goals.
   TAC 241.15 - Standard 6- Learner-Centered organizational leadership and management.
   Collaborative plan and effective manage the campus budget.
   149.2001 Standard 5 – Strategic Operations Tactical resource management – The principal aligns resources with the needs of the school and effectively monitors the impact on school goals

6. Prepare an analysis of the budgetary process as outlined in Financial
   Accounting System Resource Guide
   (FASRG).
   Competency 8
   TAC 241.15 - Standard 6- Learner-Centered organizational leadership and management.
   - *Collaborative plan and effective manage the campus budget*

   149.2001 Standard 5 – Strategic Operations Tactical resource management – The principal aligns resources with the needs of the school and effectively monitors the impact on school goals.

7. Utilize the 20-digit FASRG expenditure codes in a simulation activity.

Competency 8
TAC 241.15 - Standard 6- Learner-Centered organizational leadership and management.

- *Collaborative plan and effective manage the campus budget*

149.2001 Standard 5 – Strategic Operations Tactical resource management – The principal aligns resources with the needs of the school and effectively monitors the impact on school goals.

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8. Discuss the basic school finance principles as related to the school district.

Competency 8
TAC 241.15 - Standard 6- Learner-Centered organizational leadership and management.

- *Collaborative plan and effective manage the campus budget.*

149.2001 Standard 5 – Strategic Operations Tactical resource management – The principal aligns resources with the needs of the school and effectively monitors the impact on school goals.

Program Principal Standards

TAC 241.15 Principal Curriculum Standards
Standard 4-Learner-Centered human resources leadership and personnel management
The principal is an educational leader who promotes the success of all students by implementing a staff evaluation and development system to improve the performance of all staff members, selects and implements appropriate models for supervision and staff development, and applies the legal requirements for personnel management.

- *Ensure the effective implementation of the professional development plan by allocation of appropriate time, funding, and other needed resources;*
- *Implement effective legal, and appropriate strategies for the recruitment, selection, assignment, and induction of campus staff.*

TAC 241.15 Principal Curriculum Standards
Standard 6-Learner-Centered organizational leadership and personnel management
The principal is an educational leader who promotes the success of all students through leadership and management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

- *Collaboratively plan and effectively manage the campus budget.*

Principal Evaluation Standards 149.2001
Standard 2 Human Capital
The principal is responsible for ensuring there are high-quality teachers and staff in every classroom throughout the school.

- Targeted selection, placement, and retention. The principal selects, places, and retains effective teachers and staff.

Standard 5 – Strategic Operations

- Tactical resource management – The principal aligns resources with the needs of the school and effectively monitors the impact on school goals.

TExES Principal Competencies
Competency 008
The principal knows how to apply effective leadership and management in relation to campus budgeting, personnel resource utilization, financial management, and technology by:

- Applying procedures for effective budget planning and managemen.t
- Working collaboratively with stakeholders to develop campus budgets.
- Acquiring, allocating, and managing human, material, and financial resources according to district policies and campus priorities.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

This is a fully online course. It is instructor led with a course schedule.

The course content is presented in learning modules in LearningStudio (eCollege). Each module contains instructions, and the course schedule outlines the due dates. In each module you will work on

various combinations of assignments, activities, discussions, readings, research, etc., which will be made available to you on the first day of the Module and will close on the last day of the module.

As a graduate level course the instructor expects quality work from each student supported by adequate preparation and involvement. The instructor will create a learning environment and provide guidance for engagement with the content and learning activities.

The course learning outcomes and content are aligned with the principal standards and competencies. Evaluation will be based on all standards based assignments and modules completed. Assigned points will be awarded to each assignment, discussions, and other projects completed. The final course grade will be determined by the total points earned.

Assignments are designed to be learning experiences for students, and it is expected all students actively will participate in the class through discussion boards, completion of assignments and special projects.

GRADING

Final grades in this course will be based on the following scales:

Final Course Grades

A = 90 - 100%
B = 80 - 89%
C = 70 - 79%
D = 60 – 69%
F = 59% or below F = 59 or less

Total course points possible = 100

Assessments

Each
module will include readings and activity segments. Assignments related to these activities will reflect students' understanding of the

topic. These assignments will be due at the end of each module and submitted through the eCollege drop box or as directed each week.

Meets Learning Outcomes: 1-8

Discussion Forums

Each module will consist of several learning activities. Also, the modules may include small discussion, reflection activities, individual learning activities, and written papers. For this course to be beneficial, each student is expected to participate in online discussions daily, to ask relevant questions, demonstrate understanding of course content, and reflection. This means that each student should be conscious of the class schedule and prepared to share with classmates in conversation and activities content in weekly modules.

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). The instructor will monitor discussions daily.

Learning Outcomes- 1-8
Principal Program Standards: Competency 008; TAC 241.15 Learner-Centered Standards 4 and 6; Principal Evaluation Standards 149.2001 Standards 2 and 5.

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 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 -8 *and Principal Program Standards:* Competency 008; TAC 241.15 Learner-Centered Standards 4 and 6; Principal Evaluation Standards 149.2001 Standards 2 and 5

Exams will be open book/open resource assessments. You should prepare for the exams using all course materials. Exams are intended to assess all the Learning Outcomes of the course at the application level.

Journal Entries 10 Points

Learning Outcomes – 1 -8 *and Principal Program Standards:* Competency 008; TAC 241.15 Learner-Centered Standards 4 and 6; Principal Evaluation Standards 149.2001 Standards 2 and 5

TECHNOLOGY REQUIREMENTS

- To fully participate in online courses you will need to use a current Flash enabled browser. For PC users, the suggested browser is Google Chrome or Mozilla Firefox. For Mac users, the most current update of Firefox is suggested.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
    - 512 MB of RAM, 1 GB or more preferred
    - Broadband connection required courses are heavily video intensive
    - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
    - Sound card, which is usually integrated into your desktop or laptop computer
    - Speakers or headphones.
    - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and kept up to date.

- Run a browser check through the Pearson LearningStudio Technical Requirements website. Browser Check http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.
JavaScript is enabled.
Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
    - Adobe Reader https://get.adobe.com/reader/
    - Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
    - Adobe Shockwave Player https://get.adobe.com/shockwave/
    - Apple Quick Time http://www.apple.com/quicktime/download/

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with

attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

- For additional information about system requirements, please see: System Requirements for LearningStudio https://secure.ecollege.com/tamuc/index.learn?action=technical

ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to myLeo. http://www.tamuc.edu/myleo.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@tamuc.edu**.**

It is strongly recommended you perform a "Browser Test" prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the "My Courses" tab, and then select the "Browser Test" link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of Pearson LearningStudio.

Technical assistance is available 24 hours a day/ 7 days a week.

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit Pearson 24/7 Customer Support Site http://247support.custhelp.com/

The student help desk may be reached by the following means 24 hours a day, seven days a week.

- **Chat Support:** Click on *'Live Support'* on the tool bar within your course to chat with a Pearson LearningStudio Representative.

- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the *'Tech Support'* icon on the upper left side of the screen inside the course. You then will be able to get assistance via online chat, email or by phone.

Note: Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure **MUST** be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students **MUST** file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and to provide me with the helpdesk ticket number
4. At that time, I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer/access problems are not a legitimate excuse for filing a ticket with the Pearson LearningStudio Help Desk. You are strongly encouraged to check for compatibility of your browser **BEFORE** the course begins and to take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio

platform. **ONLY** Pearson LearningStudio based problems are legitimate.

myLeo Support
Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information atmyLeo. https://leo.tamuc.edu
Learner Support
Go to the following link One Stop Shop- created to serve you by attempting to provide as many resources as possible in one location. http://www.tamuc.edu/admissions/onestopshop/

Go to the following link Academic Success Center- focused on providing academic resources to help you achieve academic success. http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/
be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

The best way to contact your instructor is through University email. A cell phone number is provided and this instructor welcomes calls.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures

Our program courses do not accept late work. If faced with a serious life issue please contact your professor for options.

University Specific Procedures

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 current Student Guidebook*).*

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette http://www.albion.com/netiquette/corerules.html

ADA Statement

Students with Disabilities

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- Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: Rebecca.Tuerk@tamuc.edu

Website: Office of Student Disability Resources and Services
http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to ((http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.