EDAD 5400 – Section 001/062 Management of School Resources
Summer 2015

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COURSE INFORMATION

EDAD 5400 – Section 001/062 Management of School Resources
Summer 2015, June 8, 2015 to July 10, 2015
Monday and Wednesday, 4:30 pm to 8:50 pm
Matthews Hall, Room 114

R. Jefferson George, PhD, Instructor
Matthews Hall 218-M
Summer Office Hours: Monday and Wednesday 1:00 pm to 4:00 pm
Cell: 817-706-8175

Technical Pre-requisites and Requirements
Knowledge of personal computer operation is prerequisite to registering for and successfully completing this course. Blackboard LEARN is fully supported for both Windows and Apple computers. At the course login screen, click the “Check Browser” to verify your computer is configured properly before logging in the first time.

Materials – Text, Readings, Supplementary Readings

Course Description

• This course is completely face-to-face with classroom meetings.

• Blackboard will be available for supplementary course materials, assignments, exams and grading. Access to TK20 can also be gained through Blackboard.

• This course is intended to be an introductory level course in the planning and management of school resources with particular applications to the State of Texas. The course is designed to prepare building level administrators to understand the issues influencing the planning and management of personnel, financial, and capital resources at the site level.
Course Learning Objectives
Principles and techniques will be presented:

- To acquaint the student with the status of the public schools in regard to general data concerning school finance
- To provide the student with an understanding of how schools are financed and theoretical models that might be used
- To provide an understanding of coding practices in the public schools, budgeting models, budget decision making, and economizing in the schools
- To expand knowledge of public school budgetary processes and accounting procedures with emphasis on Texas, and acquaint you with the advantages and disadvantages of various purchasing procedures
- To acquaint the student with financing of building projects and capital projects in the public schools, and the execution of school building projects.
- To provide an understanding of the processes concerning school building maintenance and custodial management and contracted services
- To provide a framework for establishing an inventory system for books and capital items at the school site
- To establish education policy in the party platforms of the two major political parties
- To provide a framework for planning school personnel needs including attendance projections and hiring processes including recruitment, interviewing, induction, orientation, and retention of teachers

Tk20 Subscription

This course requires an assignment that will be uploaded and graded in the UNT Tk20 Assessment System. This will require the one-time purchase of Tk20. Student subscriptions will be effective for seven years from the date of purchase. Key assessments must be uploaded into the Tk20 system for instructors to assess. Please go to the following link for directions on how to purchase TK20. Announcements regarding training on use of the TK20 system will also be posted on this website. http://www.coe.unt.edu/tk20
Course Assessment Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100%</td>
<td>100%</td>
<td>450-500</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89%</td>
<td>89%</td>
<td>400-449</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79%</td>
<td>79%</td>
<td>350-399</td>
</tr>
<tr>
<td>F</td>
<td>69% or below</td>
<td></td>
<td>349 points or less</td>
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</table>

<table>
<thead>
<tr>
<th>Points</th>
<th>Assignment</th>
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</thead>
<tbody>
<tr>
<td>50</td>
<td>Class Discussions and Classroom Participation</td>
</tr>
<tr>
<td>50</td>
<td>Cash Management Assignment</td>
</tr>
<tr>
<td>50</td>
<td>Issue Summary 1</td>
</tr>
<tr>
<td>50</td>
<td>Issue Summary 2</td>
</tr>
<tr>
<td>100</td>
<td>Budget-Cutting Presentation</td>
</tr>
<tr>
<td>100</td>
<td>Budget Simulation Project</td>
</tr>
<tr>
<td>100</td>
<td>Comprehensive Final</td>
</tr>
<tr>
<td>500</td>
<td>Total Possible Points</td>
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</tbody>
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**Instructional methods**

Face to Face with supplemental online materials- readings, individual and group assignments, exams and grading. TK20 assignment will be available in Blackboard.

**Course Requirements**

Below are the list of assignments due each week. Some of these assignments are time consuming, and you will need to start on them earlier than the week they are due. Weeks begin on Mondays, and assignments are due at the end of the week, on Sundays by 11:00 pm. Course assignments will be due in Blackboard rather than the classroom. Blackboard becomes the repository for the course assignments and materials.

More details on assignments can be found under the assignment link in Blackboard Learn.

1. Required Readings: Each week, students are expected to thoroughly read the required readings and be able to discuss the content in the classroom.
2. Assignment: Campus level cash management report. You will investigate the cash management process at your school site; along with a structured bank of questions about cash management and write a report with examples of how this process works.
3. Issue Summaries: You will prepare two research papers based on a library search of topics to be discussed in class. Use at least five current journal articles or comprehensive reference materials to develop each topic and submit a bibliography using APA Style format.
4. Assignment: You will prepare a PowerPoint presentation on at least ten budget cutting measures which will minimize the elimination of student programs. Project the cost savings of your ideas and present your budget cutting measures to the class.
5. Major Group Project: Participate with a group to construct a simulated school budget for presentation to a School Board and our class (TK20 Assignment).
6. A Comprehensive Final Exam: A final exam will be given during Week 5 of the course and due on the last day of class. The exam will consist of true/false, multiple choice, short answer and scenario style questions. The exam will be online in Blackboard and available
for one week prior to the last day of class. For this exam, you may use any resource provided in this course, including notes, articles, electronic resources, and PowerPoints. This is an individual assignment. There is no collaboration with classmates or other individuals.

**Performance Assessment:**
- Performance on major tests (final)
- Major group project
- Participation in classroom discussions
- Various individual and group assignments

It is important that you communicate with the instructor if you are absent. Also, you are encouraged to study with other class members.

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

**TECHNICAL REQUIREMENTS / ASSISTANCE**
The following information has been provided to assist you in preparation for the technological aspect of the course.
- Hardware and software necessary to use Blackboard:
  
  Mac: OS 9, OSX  
  Internet Access with [compatible web browser](https://ecampussupport.unt.edu/browser) (Select link for Vista 8.0 SP4)  
  Java: Version 1.6.0 Update 24 (JRE 1.6.0_24): Click [HERE](https://ecampussupport.unt.edu/plugin) and choose “Download Java”  
  Word Processor  
  [Other related hardware or software necessary for the course]

- Browser and computer settings check: [https://ecampussupport.unt.edu/browser](https://ecampussupport.unt.edu/browser)  
- Plug-ins necessary to access course materials and resources: [https://ecampussupport.unt.edu/plugin](https://ecampussupport.unt.edu/plugin)
ACCESS and NAVIGATION

Access and Log in Information
This course was developed and will be facilitated utilizing the University of North Texas’ Learning Management System, Blackboard LEARN. To get started with the course, please go to:
http://ecampus.unt.edu

You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: http://ams.unt.edu.

Ticket to Learn Tutorial
As a student, you will have access to the Learn tutorial via Blackboard. It is recommended that you become familiar with the tools and tutorials found in the “Get off to a good start” section under “Start Here” (in the course) to better equip you to navigate the course.

Being a Successful Online Student
- What Makes a Successful Online Student?
- Self Evaluation for Potential Online Students

What Should Students Do First?
Students should submit the following information via Blackboard messages the first week of class:
Name
Student ID
EUID
Best phone number for emergency alerts

How Students Should Proceed Each Week for Class Activities
Students should access Blackboard daily for announcements and emails regarding the course.

Student Support
The University of North Texas provides student technical support in the use of Blackboard and supported resources. The student help desk may be reached at:
Email: clearhelp@unt.edu
Phone: 940.369.7394
In Person: Chilton Hall, Rm. 112C
Help desk hours: Monday – Thursday: 8am-9pm; Friday: 8am-5pm; Saturday: 11am-3pm; Sunday: closed
COMMUNICATIONS
Information about the communication tools in the course and how they will be used:

- Email
For all course-related questions, please read this syllabus carefully before seeking assistance. You must use the Mail or Messages feature in Blackboard for all electronic communications with your professor.

Students can expect a response from the instructor within 24-hours of sending a message. If your concern is urgent, please call and speak by phone or leave a message.

- Announcements
Please check the Announcements frequently for updated information and changes.

- Discussions
- Blackboard Chat

Please extend the receiver of your message the same courtesy you would expect when communicating. Please read and consider the content of the message before responding. Profanity and insults will not be tolerated.

COURSE SCHEDULE

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Assignments &amp; Tests Due</th>
<th>Discussion Boards</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>School Finance</td>
<td>Cash Management</td>
<td>Cash Management</td>
</tr>
<tr>
<td>2</td>
<td>Theoretical Models and School Finance</td>
<td>Issue Summary 1</td>
<td>West Orange Cove Case</td>
</tr>
<tr>
<td>2</td>
<td>School Budgeting and Accounting Procedures</td>
<td>Budget Cutting Simulation</td>
<td>Grassroots and Education</td>
</tr>
<tr>
<td>3</td>
<td>Tax Policies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>School Building Programs and Management</td>
<td>Issue Summary 2</td>
<td>Bond Elections</td>
</tr>
<tr>
<td>4</td>
<td>School Building Maintenance and Custodial Mngt</td>
<td></td>
<td>Contracted vs. District Services</td>
</tr>
<tr>
<td>4</td>
<td>Political Systems and the Inventory System</td>
<td>Budget Simulation Project</td>
<td>Political Party Platform</td>
</tr>
<tr>
<td>5</td>
<td>School Personnel</td>
<td>Final Exam</td>
<td>Hiring Practices</td>
</tr>
</tbody>
</table>
COURSE EVALUATION
Toward the end of the semester, students will be able to complete a course survey at www.my.unt.edu. Please logon and select SETE.

SCHOLARLY EXPECTATIONS
All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical, particularly at the graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor.

RESOURCES
UNT Portal: http://my.unt.edu

UNT Library Information for Off-Campus Users:
http://www.library.unt.edu/services/for-special-audiences/offcampus/information-for-off-campus-users

UNT Computing and Information Technology Center:
http://citc.unt.edu/services-solutions/students

Computer Labs:
General access computer lab information (including locations and hours of operation) can be located at: http://www.gacl.unt.edu/

COURSE POLICIES
Assignment Policy
Due dates for each assignment are posted in the instructions connected to each assignment. Assignments should be submitted in Word format and submitted by using the “Submit” button at the end of each assignment.

Late Work
Late work will not be accepted without written documentation that justifies the delayed submission. Acceptance of and credit for is determined consistent with UNT policies and at the instructor’s discretion where permitted.

Class Participation
Students are required to attend class regularly or to use the online class site for communication. Please contact your instructor and make arrangements for missed classes or circumstances that require special arrangements.
Virtual Classroom Citizenship
The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper netiquette when interacting with class members and the professor.

Copyright Notice
Some or all of the materials on this course Web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. [Additional sample statements can be located at: http://copyright.unt.edu/content/sample-copyright-notices]

Additional copyright information may be located at: http://copyright.unt.edu/content/unt-copyright-policies.

Undergraduate Online Course Attendance Policy
Students who attend classes regularly typically experience greater success than those students who do not attend regularly. Students must be present and fully engaged in each mandatory exercise to receive credit.

Information about the University of North Texas’ Attendance Policy may be found at:

Administrative Withdrawal
Students may add this course or withdraw in accordance with the University’s policy currently in effect.

Syllabus Change Policy
Changes to the syllabus may be necessary at times. Communication of any changes will be made via the Announcement tab and Email in Blackboard.

Policy on Server Unavailability or Other Technical Difficulties
The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the UNT Student Help Desk: vista@unt.edu or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.
UNT POLICIES

Student Conduct and Discipline

*Please refer to the UNT Faculty Handbook or your department regarding the Student Code of Conduct Policy.*

Academic Honesty Policy

Academic dishonesty is defined in the UNT Policy on Student Standards for Academic Integrity. Any suspected case of Academic Dishonesty will be handled in accordance with University policy and procedures. Possible academic penalties range from a verbal or written admonition to a grade of “F” in the course. Further sanctions may apply to incidents involving major violations. You will find the policy and procedures at http://vpaa.unt.edu/academic-integrity.htm.

ADA Policy

If you have a condition that requires accommodation in this course, please notify the instructor during the first week of class. Any necessary or appropriate accommodations will be made provided that timely notice is received, and that the arrangement is consistent with recommendations from Disability Services, when applicable. Students who require this type of assistance should contact the Office of Disability Accommodation (ODA) at (940) 565-4323, or at TTY (940) 369-8652 to make appropriate arrangements. Information on the services provided by the ODA as well as application procedures is available at http://www.unt.edu/oda/index.html. Information on UNT’s policies related to disability accommodations is available at http://policy.unt.edu/policy/18-1-14.

Please note that disability accommodations are not retroactive. Accommodations will be made only after a disability is officially verified.

Important Notice for F-1 Students taking Distance Education Courses:

**Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website at http://ecfr.gpoaccess.gov. The specific portion concerning distance education courses is located at "Title 8 CFR 214.2 Paragraph (f) (6) (i) (G)" and can be found buried within this document: http://frwebgate.access.gpo.gov/cgi-bin/get-cfr.cgi?TITLE=8&PART=214&SECTION=2&TYPE=TEXT
The paragraph reads:

(G) For F–1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F–1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student’s full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student’s responsibility to do the following:

1. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

2. Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.