

University of North Texas at Dallas
SUMMER 2012
SYLLABUS

EDAD 5400: Management of School Resources: 3 Hours

Department of Teacher Education and Administration

Instructor Name:	Adam L. Grinage, Ed.D.
Office Location:	Dallas1 Room 204
Office Phone:	None
Email Address:	adamgrinage@my.unt.edu
Office Hours:	Thursday 3:30-4:00
Virtual Office Hours:	NA
Classroom Location:	Dallas1 Room 244
Class Meeting Days & Times:	Tues, Wed, Thurs 4:00-6:50

Course Catalog Description:	This course is intended to be an introductory level course in the planning and management of school resources with particular application 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 school-level.
Prerequisites:	None
Co-requisites:	None
Required Text:	<u>Money and Schools</u> by Thompson and Wood <u>Human Resource Leadership for Effective Schools</u> by Seyfarth
Recommended Text and References:	<u>The Documentation Handbook</u> by Kemerer and Crane
Access to Learning Resources:	UNT Dallas Library: phone: (972) 780-3625; web: http://www.unt.edu/unt-dallas/library.htm UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: 1012mgr@fhcg.follett.com

Course Goals or Overview:

The purpose of this course is to study the planning and management of school resources with particular application to the State of Texas. Building level administrators will understand the issues influencing the planning and management of personnel, financial and capital resources at the school-level.

Learning Objectives/Outcomes: At the end of this course, the student will know/understand

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| 1 | Public school finance, how schools are financed and theoretical models of school finance; |
| 2 | Public school budgeting and accounting procedures; |
| 3 | Advantages and disadvantages of various purchasing procedures; |
| 4 | School facility construction programs and their management; |
| 5 | School building maintenance and custodial management; |
| 6 | Campus inventory procedures related to capital equipment and textbooks |
| 7 | Planning and managing school personnel. |

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Executive Summaries: Each student will submit two executive summaries. Each summary shall consist of the following:

- ✓ Cover page (including title, author, submission date and course identifier)
- ✓ Two to three page report on the specified topic (1.5 space, 12 point, 1-inch margins)
- ✓ Bibliography in APA format including at least 5 sources from the internet or journals
- ✓ Each summary should be written free of grammatical or usage errors, using formal language. Be sure to proofread your final copy and have another person proofread it as well. The grading will be strict with regards to correct grammar and language usage.

The topics for the Executive Summaries are as follows:

- ✓ Executive Summary I: Human Resources Management in Schools
- ✓ Executive Summary II: School Finance

Executive Summaries are to be submitted via email by 5:30 p.m. on the due date. A ten-point deduction will be taken for each day beyond the due date.

School Budget Group Project: Each group of students will prepare, submit and present a budget simulation for an imaginary elementary school using materials provided. Each member of the group will assess each other group member's contribution to the project and submit his/her assessments to the instructor via email. These evaluations will remain confidential.

School Personnel Group Project: Each group will design and submit a teacher induction and retention simulation for an imaginary school. The group will present specific information regarding assistance provided to a first year teacher. Each action will be based on and supported by recommendations for teacher retention found in the literature. The group will present a bibliography of at least 12 sources presented in APA format. Each member of the group will assess each other group member's contribution to the project and submit his/her assessments to the instructor via email. These evaluations will remain confidential.

Mid-Term and Final Examinations: The mid-term examination will cover the HR management portion of the course, whereas the final examination will cover the school finance portion of the course.

Executive Summary Presentation: Each student will present an oral presentation to the class. The presentation should be 10-12 minutes in length. No written paper/product will be submitted; instead, the student will be assessed on the quality and depth of the oral presentation.

Course Grading:

Each student has the opportunity to earn 500 points in the course. Each assignment/assessment piece will be weighted as follows:

Grading Matrix:

	Instrument	Total
	Executive Summary I	35
	Executive Summary II	35
	School Budget Group Project	75
	HR Management Group Project	75
	Mid-Term Examination	100
	Final Examination	100
	Participation	45
	Executive Summary Presentation	35
	Total	500

Grade Determination:

A = 500 - 450 pts
 B = 449 - 400 pts
 C = 399 - 350 pts
 F = 349 - 000 pts

University & Course Policies and Procedures

Please see the instructor should you have any questions about the policies and procedures.

Students with Disabilities (ADA Compliance):

The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students' with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. For more information, you may visit the Office of Disability Accommodation/Student Development Office, Suite 115 or call Laura Smith at 972-780-3632.

Student Evaluation of Teaching Effectiveness Policy:

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.

Assignment Policy:

All assignments are due by the posted dates. If extenuating circumstances arise, it is the responsibility of the student to discuss the matter with the instructor. Failure to do so will result in the loss of credit for the assignment.

Academic Integrity/Professional Standards:

Academic integrity and professional attitudes are hallmarks of higher education. You are expected to abide by the University's code of conduct and Academic Dishonesty policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Conduct at http://www.unt.edu/csrr/student_conduct/index.html for complete provisions of this code.

Bad Weather Policy:

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website www.unt.edu/dallas. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

Attendance and Participation Policy:

Students are expected to be present, prepared, and on-time for all classes. A portion of the final grade is based on attendance and participation in class. Students may miss one class with no penalty. A second absence will result in a 25-point deduction from the participation points. Each subsequent absence will lower the overall grade by one letter. If a student is aware of an upcoming absence from or tardiness to class, he/she is expected to communicate this, in advance, via email or text to the instructor. Each tardy (after the first) will result in a 5-point deduction from the participation points.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Center for Student Rights and Responsibilities as the instructor deems appropriate.

Work Quality:

Effective written and oral communication skills are expected in this graduate course. All work submitted must be typed and will be graded on content and form. All written work must be submitted on time. All work must follow APA guidelines unless specified otherwise. Late work will receive a reduction of points to the final grade. Written work must demonstrate insightful reflection to receive maximum points.

Professional Standards:

Professional attitudes and demeanor are important to the learning of all students and are expected throughout the semester. The instructor will observe all classes looking for leadership characteristics and skills to emerge.

University of North Texas at Dallas
Summer 2012
COURSE CALENDAR

EDAD 5400: Management of School Resources: 3 Hours

Department of Teacher Education and Administration

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated by email and during class.

DATE	TOPIC	NOTES
June 5 (Class 1)	Course Overview Planning for Staffing Needs Evaluating/Selecting Personnel	Course Introduction/Orientation Introduction of Group HR Project Presentations: P1 & P2 Read Chapters 1, 2 & 3 (HR Leadership)
June 6 (Class 2)	Motivation of Personnel Compensation and Rewards Induction of Personnel	Presentations: P3 & P4 & P5 Read Chapters 4, 5 & 6 (HR Leadership)
June 7 (Class 3)	Productive Work Environments Legal Issues in Human Resources Handling Teacher Misconduct	Presentations: P6 & P7 & P8 Read Chapters 7, 8 & 9 (HR Leadership)
June 12 (Class 4)	Executive Summary Presentations	Executive Summary I Due via email No Class-Group Project Work Night Read Chapters 10, 11 & 12 (HR Leadership)
June 13 (Class 5)	Group Presentations	HR Project Presentations Review for Mid-Term Examination Read Chapters 13 & 14 (HR Leadership)
June 14 (Class 6)	Human Resource Management	Mid-Term Examination
June 19 (Class 7)	Schools, Values, & Money Funding Schools: A Policy Perspective Budget Planning	Introduction of Group Budget Project Presentations: F1 & F2 & F3 Read Chapters 1-4 (Money & Schools)
June 20 (Class 8)	Activity Fund Accounting Basic Funding Structures Timeline of Legislation and Litigation	Presentations: F4 & F5 & F6 Read Chapters 5-8 (Money & Schools)
June 21 (Class 9)	Current Funding System in Texas Current Title I Funding Current Issues in Funding Schools	Presentations: F7 & F8 & F9 Presentations: F10 & F11 Read Chapters 9-11 (Money & Schools)
June 26 (Class 10)	Legal Liability and Risk Management Site-Based Leadership	Executive Summary II Due via email Executive Summary Presentations-All Students Read Chapters 12-13 (Money & Schools)
June 27 (Class 11)	Group Presentations	Budget Project Presentations Review for Final Examination Read
June 28 (Class 12)	School Finance	Final Examination
July 3 (Class 13)	No Class	
July 4 (Class 14)	No Class-4 th of July Holiday!	
July 5 (Class 15)	No Class	