

WAYLAND BAPTIST UNIVERSITY

SCHOOL OF Education

LuBBOCK Campus

**WBU Mission Statement**: Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success and service to God and humankind.

**COURSE NUMBER AND TITLE: EDAD 5339 – Campus Business Management**

**TERM AND DATES**:

Summer Term, May 29, 2017 – August 12, 2017

Online Course: **Material presented at noon on Saturdays**

Opening material presented on the first day that classes are offered.

**INSTRUCTOR:**

 Instructor: Dr. Tim Powers, Associate Professor of Education

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 Office Hours: By Appointment

**CATALOG COURSE DESCRIPTION**:

Study is made of the management of school services for which the chief administrator of an educational unit is responsible. Topics considered include attendance accounting, financial accounting, property accounting and managing communications.

**PREREQUISITES**:

None

**REQUIRED RESOURCE MATERIALS**: (Two Textbooks)

**Title:** The Principal’s Guide to School Budgeting

**Author(s):** Sorenson, Richard D., Goldsmith, Lloyd Milton

**ISBN:** 978-1-4522-5547-7

**Edition:** Second

**Publisher:** Corwin Press

**Book Type:** Paperback

**Title:** The Principal’s Guide to Managing Communication

**Author(s):** Schneider, E. Joseph, Hollenczer, Lara L.

**ISBN:** 1-4129-1463-9

**Copyright:** 2006

**Publisher:** Corwin Press

**Book Type:** Paperback

Access to WBU Learning Resources

[www.wbu.edu/lrc](http://www.wbu.edu/lrc); John Elliott, email: elliotj@wbu.edu

**You must complete the student information page located in the Course Content in Blackboard™.  I use this form to invite you to be part of Remind 101 and I also use it to contact you by your personal phone, if necessary.  It must be turned in by Saturday, June 3, at noon to receive the full 5 points for completing the entire form.  Complete this form even if you have completed it for another course.  Points will be deducted for turning it in after Saturday at noon.**

**Optional Materials:** *There may be additional materials as required by the professor. Information, if any, regarding such materials will be communicated to you via your university issued email.*

**Course Outcome Competencies**

The candidate will be introduced to an overview of campus budgeting and management of the fiscal structure of the campus and how to maintain a watchful eye on budget discrepancies. Candidates will be expected to develop a comprehension of school finance and budgeting and be able to determine best course of actions for expenditures based on the campus vision, mission and targeted learning objectives.

The candidates will also be introduced to intricacies of managing school communication on a day-to-day basis and in moments of crises. Candidates will be expected to identify the various school partnerships and the relationships they have with the campus.

**DOMAIN I** — **SCHOOL COMMUNITY LEADERSHIP**\*

**Competency 002**

The principal knows how to communicate and collaborate with all members of the school community, responds to diverse interests and needs, and mobilizes resources to promote student success.

The principal knows how to:

• communicate effectively with families and other community members in varied educational contexts.

• apply skills for building consensus and managing conflict.

• implement effective strategies for systematically communicating with and gathering input from all campus stakeholders.

• develop and implement strategies for effective internal and external communications.

• develop and implement a comprehensive program of community relations that effectively involves and informs multiple constituencies, including the media.

• provide varied and meaningful opportunities for parents/caregivers to be engaged in the education of their children.

• establish partnerships with parents/caregivers, businesses, and others in the community to strengthen programs and support campus goals.

• communicate and work effectively with diverse groups in the school community to ensure that all students have an equal opportunity for educational success.

• respond to pertinent political, social, and economic issues in the internal and external environment.

**Competency 003**

The principal knows how to act with integrity, fairness, and in an ethical and legal manner.

The principal knows how to:

• model and promote the highest standard of conduct, ethical principles, and integrity in decision making, actions, and behaviors.

• implement policies and procedures that promote professional educator compliance with The Code of Ethics and Standard Practices for Texas Educators.

• apply knowledge of ethical issues affecting education.

• apply legal guidelines (e.g., in relation to students with disabilities, bilingual education, confidentiality, discrimination) to protect the rights of students and staff and to improve learning opportunities.

• apply laws, policies, and procedures in a fair and reasonable manner.

• articulate the importance of education in a free democratic society.

• serve as an advocate for all children.

• promote the continuous and appropriate development of all students.

• promote awareness of learning differences, multicultural awareness, and gender sensitivity, and ethnic appreciation.

**DOMAIN II** — **INSTRUCTIONAL LEADERSHIP**

**Competency 007**

The principal knows how to apply organizational, decision-making, and problem solving skills to ensure an effective learning environment.

The principal knows how to:

• implement appropriate management techniques and group process skills to define roles, assign functions, delegate authority, and determine accountability for campus goal attainment.

• implement procedures for gathering, analyzing, and using data from a variety of sources for informed campus decision making.

• frame, analyze, and resolve problems using appropriate problem-solving techniques and decision-making skills.

• use strategies for promoting collaborative decision making and problem solving, facilitating team building, and developing consensus.

• encourage and facilitate positive change, enlist support for change, and overcome obstacles to change.

• apply skills for monitoring and evaluating change and making needed adjustments to achieve goals.

**DOMAIN III — ADMINISTRATIVE LEADERSHIP**

**Competency 008**

The principal knows how to apply principles of effective leadership and management in relation to campus budgeting, personnel, resource utilization, financial management, and technology use.

The principal knows how to:

• apply procedures for effective budget planning and management.

• work collaboratively with stakeholders to develop campus budgets.

• acquire, allocate, and manage human, material, and financial resources according to district policies and campus priorities.

• apply laws and policies to ensure sound financial management in relation to accounts, bidding, purchasing, and grants.

• use effective planning, time management, and organization of personnel to maximize attainment of district and campus goals.

• develop and implement plans for using technology and information systems to enhance school management.

**Means for Assessing Student Achievement of the Outcome Competencies:**

**Student Participation in Class on Discussion Board**: Discussion Board questions will be posted at approximately 12:00 noon each Saturday. Since this is an online class, students are expected to participate in all class discussion board questions. A minimum **of three responses are expected to be given for each of the discussion board questions**. The first response should directly address the discussion question posted by the professor. At least two other responses are to be directed to the input given by other students in the class. Where applicable, each response should reference information from the textbook or other related research. Responses affirming others’ input such as “I agree” and “way to go” are not considered as one of the three required responses. You will be allowed to submit a response on each discussion until the discussion question is closed. The discussion question is typically closed at approximately **11:30 a.m. each Saturday**. (Please note: Your primary submission must be submitted no later than **noon each Wednesday**, to allow others the opportunity to respond to your initial submission. *Late submissions will result in the lowering of your Discussion Board grade*.)

**Weekly Assignments**: Weekly assignments will be posted at approximately noon each Saturday. These assignments will be based directly from the course textbook. Many of the weekly assignments will pose divergent questions with the expectation of the student to use the author’s research to reinforce your personal perspective on the questions posed. However, some of the questions will elicit specific responses based on the interpretation of the authors’ points of view in the textbook. In those cases, specific answers will be expected. The weekly assignments must be submitted via email prior to noon of the following Saturday. On rare occasions, exceptions will be made if the professor is contacted prior to the next posted assignment.

**Final Exam**: Students will complete a final examination of the course material. The exam will be spiraled and comprehensive. The purpose of the final exam is for the student to demonstrate the competencies and learning objectives outlined in this syllabus. Please read the due date for the final exam listed in the course on the Blackboard.

**ATTENDANCE POLICY**:

The university expects students to make class attendance a priority in the graduate program. Faculty members must provide a copy of attendance requirements within one week of the beginning of the academic term. Any student in a program for which an outside agency (such as the Veteran’s Administration) has stricter requirements, will be subject to those requirements. The registrar’s office or the external campus executive director/dean will provide each student affected a list of these regulations. Instructors will determine if an absence can be excused. For the purpose of this online course, the discussion board responses will be used as the indicator of class attendance. Students who fail to submit the three minimum acceptable responses, will be considered absent.

When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the registrar or the executive director/dean. Any student who misses 25% or more of the regularly scheduled class meetings may receive a grade of “F” in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy. Student appeals should be addressed, in writing to the external campus executive director/dean or to the executive vice president/provost.

**PLAGIARISM AND ACADEMIC DISHONESTY:**

**Plagiarism**

“Plagiarism — The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e. music, media or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.

When a student submits oral or written work for credit that includes the words, ideas, or data of others, *the source of that information must be acknowledged through complete, accurate, and specific references*, and, if verbatim statements are included, through use of quotation marks as well. By placing one’s name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. *A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness.*”

Source: [http://www.spjc.cc.fl.us/webcentral/admit/honesty.htm#plag](https://webmail.wbu.edu/exchweb/bin/redir.asp?URL=http://www.spjc.cc.fl.us/webcentral/admit/honesty.htm%23plag)

**Academic Honesty**:

University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work).

Disciplinary action for academic misconduct is the responsibility of the faculty members assigned to the course. The faculty member is charged with assessing the gravity of any case of academic dishonesty, and with giving sanctions to any student involved. Penalties may be applied to individual cases of academic dishonesty see catalog for more information about academic dishonesty.

**Disability Statement**:

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at 806-291-3765. Documentation of a disability must accompany any request for accommodations. Students should inform the instructor of existing disabilities the first class meeting.

**Grading Criteria**:

Grades for courses shall be recorded by the symbols below:

A 90-100 Cr for Credit

B 80-89 NCR No Credit

C 70-79 I Incomplete\*

D 60-69 W for withdrawal

F 59 & below WP Withdrawal Passing

WF Withdrawal Failing X No grade given

 IP In Progress

A grade of “CR” indicates that credit in semester hours was granted but no grade or grade points were recorded.

\*A grade of incomplete is changed if the work required is completed prior to the date indicated in the official University calendar of the next long term, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the “I” is converted to the grade of “F.” An incomplete notation cannot remain on the student’s permanent record and must be replaced by the qualitative grade (A-F) by the date specified in the official University calendar of the next regular term.

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog.

Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

**Tentative Schedule:**

**SB= School Budgeting**

**MC= Managing Communication**

*The course professor reserves the right to amend this tentative calendar at any time.*

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| **Check Blackboard** | **Assignment Due** | **Assignments** |
| May 29 | June 3 | Introductory Discussion BoardTurn in Student Information Sheet |
| June 3 | June 10 | Discussion Board 1SB – Preface, Introduction, Chapter 1Assignment 1 |
| June 10 | June 17 | Discussion Board 2SB – Chapter 2Assignment 2 |
| June 17 | June 24 | Discussion Board 3SB – Chapter 3MC – Forward, Introduction, Preface, Chapter 1Assignment 3 |
| June 24 | July 1 | Discussion Board 4SB – Chapter 4MC – Chapter 2Assignment 4 |
| July 1 | July 8 | Discussion Board 5SB – Chapter 5MC – Chapters 3-4Assignment 5 |
| July 8 | July 15 | Discussion Board 6SB – Chapter 6MC – Chapters 5-6Assignment 6 |
| July 15 | July 22 | Discussion Board 7MC – Chapters 7-8Assignment 7 |
| July 22 | July 29 | Discussion Board 8MC – Chapters 9-10Assignment 8 |
| July 29 | August 5 | *No Assignment and No Discussion Board* |
| August 5 | August 12 | \*Final Exam |
| **\***Your Final Exam will be available on Thursday, August 3rd, at 6:00 a.m. The Final Exam is due back to me via email **no later** than Thursday, August 10th at noon. |

**INSTRUCTIONAL METHODS AND ACTIVITIES**

The delivery system for this course will consist of online discussion board questions and responses as well as the distribution of weekly assignments that will be expected to be submitted by the students at the appropriate time.

**Evaluation Criteria:**

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| --- | --- |
| **Student Tasks** | **Points/Percent** |
| Student Information Page | 5 |
| Discussion Board Participation | 27 |
| Weekly Assignments | 32 |
| Final Exam | 36 |
| TOTAL PERCENTAGE**/**POINTS | 100 |

May God bless each of you!