Day(s), Time & Location - Distance

E-Hours - The instructor is available via email using only your Rammail/Angelo email address (angelo.edu). You should receive a response within 24 hours.

Please post all questions related to assignments in the Class Cafe. Send an email for other questions. Email is the most accessible way to contact all instructors. While it is important to maintain good communication with your instructor, Internet connectivity problems and home computer problems are not considered adequate excuses for missing assigned class work.

Course Description
This course is designed to develop knowledge and skills related to public school campus budgets, accountability procedures and human relations issues arising from fiscal decisions.

Required Reference Book

Learning Objectives and Outcomes
By the end of the course, the student (candidate) will:
- explain the budgeting process and enumerate the role that student achievement data plays as principals allocate monies to programs at the campus level.
• demonstrate synthesis of the tenets associated with the Professional Development and Appraisal System.

• Demonstrate synthesis of the tenets associated with the Texas Teacher Evaluation and Support System.

• demonstrate appropriate ethical, and legal conduct as it relates to personnel management.

**Methods of Instruction**

Since this course is primarily online, candidates are responsible for understanding the assignments and learning the material. If questions arise, it is important to ask the instructor immediately for help since many of the tasks build on one another.

Candidates are responsible for on time participation in discussion boards, wikis, and activities. Individual tasks are expected and will be used to determine the final grade.

Class will consist of online discussions, individual participation, and papers.

**Course Requirements**

The purpose of graduate education is to provide for advanced and specialized training beyond the baccalaureate program. Graduate study is intended to strengthen the academic and professional competence of the candidate, to develop the candidate’s capacity for independent study, to familiarize candidates with past and current research, to train the candidate in the techniques of research, and to enable the candidate to relate his or her research to the investigations of other scholars and derive significant implications from the relationships.

Graduate study presupposes a broad background of knowledge, an adequate preparation in appropriate fields of study at the baccalaureate level including writing ability, and a command of skills required to carry on intensive research and investigation with a high degree of resourcefulness and self-direction. Generally speaking, only candidates with superior undergraduate academic records and self-motivation are qualified to pursue study at the graduate level.

It should be noted that graduate studies differ from undergraduate studies in the following respects: (1) The candidate is expected to assume greater responsibility and to exercise more individual initiative. (2) More extensive and intensive reading is required. (3) Greater emphasis is placed on productive research, with particular emphasis on the use of primary materials. (4) Seminar methods are employed with greater frequency, as greater class participation by the candidate is required. (5) Less instruction is provided in content, survey-type lecture courses. (6) Writing includes a scholarly voice and argument and critical analysis with credible evidence.

Graduate study thus involves far more than the passing of a given number of courses and the fulfillment of certain minimum requirements. The candidate cannot be content solely with earning acceptable grades. The candidate must continually satisfy the Graduate Faculty in the major field by displaying superior intellectual powers and scholarly commitment in order to maintain graduate status and good standing in the school.
1. Candidates’ Participation:
Candidates should participate actively and enthusiastically in all online discussions and course activities while following the requirements of each specific module. Course activities may include, but are not limited to, discussion boards, presentations, journals, and other opportunities to show content mastery through assignment submissions and interaction with other candidates and faculty.

2. Candidates’ Written Work:
- Demonstrates content quality and clarity that emphasizes depth and breadth, reflection and insights, scholarly discussion using scholarly voice, vocabulary, argument, and critical analysis.
- Clearly shows a high level of understanding regarding classroom discipline/ the topic of discussion.
- Demonstrates writing quality and clarity, including mechanics, spelling, grammar, appropriate language, and APA style.
- Demonstrates appropriate and accurate inclusion of authority to support discussion, with citations that follow a scholarly APA format.
- Demonstrates appropriate use of respectful person-first language (e.g., “student with dyslexia” rather than “dyslexic student”).
- Demonstrates an overall appearance according to APA format (title, page, 12pt font, 1 inch margin, double spaced, etc.), completeness, and timeliness.

3. Candidates’ Communication:
Candidates should maintain open communication with the instructor. Ask questions in a timely manner to provide time for the instructor to respond prior to due date (allow 24 hours for a response). Candidates are expected to check Blackboard and ASU email on a regular basis, preferable daily. Candidates are expected to complete assignments and meet all deadlines for submission of coursework.

Required Readings
Provided within Blackboard modules
APA Manual

Communication
Candidates must communicate with all instructors via only the ASU e-mail system. Candidates must also access and use Blackboard, Ramport, and Angelo e-mail. Candidates must access Blackboard regularly for electronic posting of the syllabus, assignments, announcements, scoring information, and instructions. Candidates contact the ASU Help Desk at 325-942-2911 to learn about Blackboard, how to access and navigate it, or other technology assistance. This should be done EARLY in the class, preferably before the first class day.

Research Writing Style
In the Department of Curriculum and Instruction all candidates should adhere to American Psychological Association Publication Manual (APA) when completing written.
assignments, and when applicable, in other electronic or media-style presentations. The APA Manual is available at the ASU library, at the bookstore, or on-line at www.apa.org.


If a template is provided follow those instructions.

**Attendance Policy**
When prompted by learning modules, discussion boards, PowerPoint presentations, or at any other direction for participation, the minimum response from each candidate is: (1) to post a response to the original or initial posting and/or question; and (2) to post two substantive responses to other candidates’ postings to continue the conversation. More frequent responses are both allowed and encouraged so that each student (candidate) can learn from peers and professor’s insights.

**Absences for Observance of Religious Holy Day**
Students can find information on the observance of religious holy days in Operating Policy 10.19. Because of the online nature of this course, there is not a specific attendance requirement.

**Student Disability Services**
ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA), and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the candidate’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website at www.angelo.edu/ADA. The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford
Director of Student Disability Services
Office of Student Affairs
325-942-2047
dallas.swafford@angelo.edu
Houston Harte University Center, Room 112
**Title IX**
Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. Sexual discrimination, sexual misconduct, public indecency, interpersonal violence, sexual assault, sexual exploitation, sexual harassment, and stalking are not tolerated at ASU. You are encouraged to report any incidents to ASU’s Title IX Coordinator Michelle Boone at michelle.boone@angelo.edu or using ASU’s online form at http://www.angelo.edu/services/title-ix/file-a-complaint.php

**Academic Honesty**
Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding Academic Integrity policies, which are contained in the Student Handbook at http://www.angelo.edu/student-handbook/.

Plagiarism is strictly forbidden, and ASU instructors may utilize Internet search links that assist in identifying plagiarized materials.

**Grading & Assignments**
Each assignment will be worth a varying number of points. Grades will be determined by the percentage of the total possible points earned.

- **A** = 90-100%
- **B** = 80-89%
- **C** = 70-79%
- **F** = below 70%

**Late Assignments**
All activities should be submitted by the scheduled due dates. A 10% grade reduction may occur for each day the assignment is late. Extensions will be administered on a case-by-case basis with the appropriate documentation according to the departmental policy.
Assignment Objectives & Due Dates
More detail and specific due dates for assignments will be posted in Blackboard.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Objectives</th>
<th>Readings</th>
<th>Assignments</th>
<th>Points</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Premodule/Module 1</td>
<td>Develop understanding of all types of plagiarism, and how to avoid it in academic writing.</td>
<td>Plagiarism</td>
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<td>Wednesday August 23</td>
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<td>Create and provide evidence of a portfolio to demonstrate mastering knowledge and competencies of masters program.</td>
<td>Portfolio Creation</td>
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<td>Wednesday, August 23</td>
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<td></td>
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<td>Engage in professional dialogue with peers in an environment designed to understand backgrounds and develop a network of education professionals.</td>
<td>Introduction Discussion Board</td>
<td>5</td>
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<td>Initial Post: Thursday August 24</td>
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<td></td>
<td></td>
<td>Demonstrate appropriate ethical and legal conduct as it relates to personnel managements</td>
<td>Case Scenario: Gum Nazi</td>
<td>5</td>
<td></td>
<td>Responses: Sunday August 27</td>
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<tr>
<td>2</td>
<td>Module 2</td>
<td>Demonstrate synthesis of the tenets associated with the Texas Teacher Evaluation and Support System (T-TESS).</td>
<td>Case Scenario: Appraisals</td>
<td>10</td>
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<td>Sunday September 3</td>
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<tr>
<td>3</td>
<td>Module 3</td>
<td>Demonstrate appropriate ethical and legal conduct as it relates to personnel management.</td>
<td>Ethics and Policy</td>
<td>10</td>
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<td>Sunday September 10</td>
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<tr>
<td>Module</td>
<td>Module Title</td>
<td>Assignment</td>
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<td>4</td>
<td>Module 4: Explain the budget process and synthesize the individuals involved, role and purpose of a school budget, receipt and allocation of resources, and the effect of school budgets on school improvement.</td>
<td>School Budgets 101: Budget Assignment 1</td>
<td>Sunday September 17</td>
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<td>5</td>
<td>Module 5: Explain the budgeting process and make connections to the ISLLC Standards</td>
<td>Budget Vision Relationships</td>
<td>Sunday September 24</td>
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<td>6</td>
<td>Module 6: Explain the budgeting process and its relationship with data analysis and the culture of a school.</td>
<td>Culture, Data, and Celebrating Success</td>
<td>Sunday October 1</td>
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<td>7</td>
<td>Module 7: Enumerate the role that student achievement data plays as principals allocate money to programs at the campus level.</td>
<td>Budget Project</td>
<td>Sunday October 8</td>
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<td>8</td>
<td>Module 8: Present and defend judgments about the information and assignments related to the course objectives.</td>
<td>Portfolio Artifact and Reflection Submission</td>
<td>Wednesday October 11</td>
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<td>Course Evaluation Survey</td>
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<td>Course Evaluation Objective Reflection</td>
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