



Course Syllabus: **School Business Management**

West College of Education
EDLE 5733 DX1 & X10
Fall 2023

Contact Information

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Instructor Response Policy

Please don't hesitate to reach out if you need anything. I will check my MSU Texas and D2L email every few days during the workweek and on the weekends.

Textbook & Instructional Materials

Thompson, D.C., Crampton, F.E., and Wood, R.C. (2022). *Money and Schools* (8th ed.). New York, NY: Routledge.
ISBN-13: 978-1138025066
ISBN-10: 1032152257

Course Description

EDLE 5643 School Business Management is a study of the principles of public school finance, the school budget development process, building-level fiscal management, facility planning and management, and building-level student services management.

Students will examine school finance from two perspectives:

1. Where do the fiscal resources to support public education come from? (Revenue)
2. Given the availability of fiscal resources, how is it allocated and expended? (Expenditures)

This course takes place in an online format that is rich in learner-to-learner and instructor-to-learner interactivity

Course Objectives/Learning Outcomes/Course Competencies

The objectives of this course are aligned with the Principal Standards:

Domain I - School Culture (School and Community Leadership)

Competency 001

D. Aligns financial, human, and material resources to support implementation of a campus vision and mission

Domain III - Human Capital (Human Resource Management)

Competency 006

A. Invests and manages time to prioritize the development, support, and supervision of the staff to maximize student outcomes

Domain IV - Executive Leadership (Communication and Organizational Management)

Competency 008

A. Demonstrates awareness of social and economic issues that exist within the school and community that affect campus operations and student learning

C. Frames, analyzes, and creatively resolves campus problems using effective problem-solving techniques to make timely, high-quality decisions

Domain V - Strategic Operations (Alignment and Resource Allocation)

Competency 009

A. Assesses the current needs of the campus, analyzing a wide set of evidence to determine campus objectives, and sets measurable school goals, targets, and strategies that form the school's strategic plans

C. Allocates resources effectively (e.g., staff time, master schedule, dollars, and tools), aligning them with school objectives and goals, and works to access additional resources as needed to support learning

Competency 010

A. Implements strategies that enable the physical plant, equipment, and support systems to operate safely, efficiently, and effectively to maintain a conducive learning environment

B. Applies strategies for ensuring the safety of students and personnel and for addressing emergencies and security concerns, including developing and implementing a crisis plan

D. Collaboratively plans and effectively manages the campus budget within state law and district policies to promote sound financial management in relation to accounts, bidding, purchasing, and grants

Student Handbook

Refer to: [Student Handbook-2022-23](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

Grading/Assessment

Course Grade:

Table 1: Points allocated to each assignment

Assignments	Points
Portfolio Exercises (PE) (5)	80 each
Discussion Board Posts (DB) (3)	25 each
Chapter Summary Presentation (1)	75
CAEP Finance Project (1)	250
Total Points	800

Table 2: Total points for final grade.

Grade	Points
A	720 to 800
B	640 to 719
C	560 to 639
D	480 to 559
F	Less than 480

Homework/Assignments

All assignments are due on Sunday night by 11:00pm. You will submit all assignments through D2L. This includes Portfolio Exercises, Discussion Board Posts, and Chapter Summary Presentations. See [this link](#) for assignment instructions (these will also be posted in D2L).

Course Schedule:

Our course schedule/calendar is [linked here](#), and will also be shared via D2L the first week of the course.

Projects Required

This course has a required CAEP Finance Project, worth 250 points. The project was designed by College of Education staff and is part of the College's

accreditation requirements. [School Finance Project Fall 2023](#)

Extra Credit

No extra credit will be offered or accepted.

Late Work

All late work and point deductions will be at the discretion of the professor.

Make Up Work/Tests

Assignments may be resubmitted once feedback is provided to demonstrate mastery and understanding. All resubmissions and grading will be at the discretion of the professor. The goal of all assignments is to deepen understanding & mastery of the content and course objectives.

Important Dates

Last day for term schedule changes: Check date on [Academic Calendar](#).

Deadline to file for graduation: Check date on [Academic Calendar](#).

Last Day to drop with a grade of "W:" Check date on [Academic Calendar](#).

Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Attendance

Students are expected to attend all meetings of the classes in which they are enrolled. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member. In those classes where attendance is considered as part of the grade, the instructor should inform students of the specifics in writing at the beginning of the semester in a syllabus or separate attendance policy statement. An instructor who has an attendance policy must keep records on a daily basis. The instructor must give the student a verbal or written warning prior to being dropped from the class. Instructor's records will stand as evidence of absences. A student with excessive absences may be dropped from a course by the instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***Assignments and tests are due by the due date, and personal computer technical difficulties may not be considered a reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **Your computer being down is not an excuse for missing a deadline. Always be proactive in contacting the instructor if an issue arises.** There are many places to access your class. Our online classes can be accessed from any computer in the world that is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student help desk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the [Schedule of Classes](#) each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make an application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU TEXAS. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by the MSU TEXAS Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Safety / Emergency Procedures](#). Students are encouraged to watch the video entitled "Run. Hide. Fight." which may be electronically accessed via the University police department's web page: ["Run. Hide. Fight."](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.