

**George Mason University  
College of Education and Human Development  
Education Leadership Program**

**EDLE 614, Section 601  
Managing Financial and Human Resources  
Summer 2019, 3 credit hours  
June 11 – July 27  
T/R 4:45-7:45  
Lake Braddock Library**

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**Prerequisites/Corequisites**

EDLE 620, EDLE 690, and EDLE 791.

**University Catalog Course Description**

Explores basic functions in financial and human resource management. Examines legalities, ethics, and politics of resource procurement and allocation. Provides experiences to help students better understand tasks typically performed by school leaders.

**Course Overview**

The course provides authentic experiences that help students to achieve a deeper understanding of the tasks typically performed by school leaders. Students are expected to participate actively in hands-on, real world-based activities, applying what they read and learn in class.

**Course Delivery Method**

This course will be delivered in a hybrid (40% online) format. In-person sessions will utilize class discussions, problem-based learning, role-playing, and student presentation formats. Online sessions will be a mix of synchronous and asynchronous sessions via the Blackboard learning management system (LMS) housed in the MyMason portal and the Zoom videoconference tool. You will log in to the Blackboard course site using your Mason email name (everything before @masonlive.gmu.edu) and email password. The Slack page and the Zoom invites will be sent via

email. The course site will be available on June 10, 2019.

**Under no circumstances, may candidates/students participate in online class sessions (either by phone or Internet) while operating motor vehicles. Further, as expected in a face-to-face class meeting, such online participation requires undivided attention to course content and communication.**

### **Technical Requirements**

To participate in this course, students will need to satisfy the following technical requirements:

- High-speed Internet access with standard up-to-date browsers. To get a list of Blackboard's supported browsers see:  
[https://help.blackboard.com/Learn/Student/Getting\\_Started/Browser\\_Support#supported-browsers](https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#supported-browsers)
- To get a list of supported operation systems on different devices see:  
[https://help.blackboard.com/Learn/Student/Getting\\_Started/Browser\\_Support#tested-devices-and-operating-systems](https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#tested-devices-and-operating-systems)
- Students must maintain consistent and reliable access to their GMU email and Blackboard, as these are the official methods of communication for this course. I **strongly recommend** that you do not forward your Mason e-mail to a different account because attachments are often lost that way. It is best to check e-mail directly from your Mason account daily. Per university policy in compliance with federal law, I will only communicate with candidates via their GMU email accounts and will be unable to respond to emails sent from other accounts (i.e., gmail, yahoo, work email, etc.). Any announcements regarding the course will be sent to your GMU account. I will respond to emails within 24 hours, excluding weekends.
- Students will need access to a device with a webcam and microphone that will support use with Blackboard Collaborate, Zoom, and other video conferencing tools.
- Students may be asked to create logins and passwords on supplemental websites and/or to download trial software to their computer or tablet as part of course requirements.
- The following software plug-ins for PCs and Macs, respectively, are available for free download: [Add or delete options, as desire.]
  - Adobe Acrobat Reader: <https://get.adobe.com/reader/>
  - Windows Media Player:  
<https://support.microsoft.com/en-us/help/14209/get-windows-media-player>
  - Apple Quick Time Player: [www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)

### **Expectations**

- **Log-in Frequency:** Students must actively check the online collaborative tools (course Blackboard site, Slack) and their GMU email for communications from the instructor, at a minimum this should be 2 times per week.

- **Participation:** Students are expected to actively engage in all course activities throughout the semester, which include viewing of all course materials, completing course activities and assignments, and participating in course discussions and group interactions.
- **Technical Competence:** Students are expected to demonstrate competence in the use of all course technology. Students are expected to seek assistance if they are struggling with technical components of the course.
- **Technical Issues:** Students should expect that they could experience some technical difficulties at some point in the semester and should, therefore, budget their time accordingly. Late work will not be accepted based on individual technical issues.
- **Workload:** Expect to log in to this course at least two times a week to read announcements, participate in the discussions, and work on course materials. Remember, **this course is not self-paced**. There are specific deadlines and due dates listed in the Schedule section of this syllabus to which you are expected to adhere. It is the student's responsibility to keep track of the weekly course schedule of topics, readings, activities and assignments due.
- **Advising:** If you would like to schedule a one-on-one meeting to discuss course requirements, content or other course-related issues, we can meet via telephone or web conference. Send me an email to schedule your one-on-one session and include your preferred meeting method and suggested dates/times.
- **Netiquette:** Our goal is to be **collaborative**, not combative. Experience shows that even an innocent remark in the online environment can be misconstrued. I suggest that you always re-read your responses carefully before you post. **Be positive in your approach to others and diplomatic with your words**. I will do the same. Remember, you are not competing with each other but sharing information and learning from one another as well as from the instructor.
- **Accommodations:** Online learners who require effective accommodations to insure accessibility must be registered with George Mason University Disability Services

### **Learner Outcomes or Objectives**

This course is designed to enable students to do the following:

1. apply major concepts related to financial and human resource allocation and management;
2. use a site allocation to build a budget that supports school mission and goals (required performance);
3. develop a staffing plan that is consistent with site goals and district guidelines (required performance);
4. evaluate the effectiveness of simulated teacher interviews that are consistent with legal

- guidelines;
5. experience their efforts to mediate disputes;
  6. construct a persuasive grant proposal to support school improvement;
  7. use technology for learning and administrative purposes; and
  8. participate in reflective practice.

### **Professional Standards (National Standards and Virginia Competencies)**

Upon completion of this course, students will have met the following professional standards:

ELCC Standard 1.0: A building-level education leader applies knowledge that promotes the success of every student by collaboratively facilitating the development, articulation, implementation, and stewardship of a shared school vision of learning through the collection and use of data to identify school goals, assess organizational effectiveness, and implement school plans to achieve school goals; promotion of continual and sustainable school improvement; and evaluation of school progress and revision of school plans supported by school-based stakeholders.

- 1.1 Candidates understand and can collaboratively develop, articulate, implement, and steward a shared vision of learning for a school.
- 1.2 Candidates understand and can collect and use data to identify school goals, assess organizational effectiveness, and implement plans to achieve school goals.

ELCC Standard 2.0: A building-level education leader applies knowledge that promotes the success of every student by sustaining a school culture and instructional program conducive to student learning through collaboration, trust, and a personalized learning environment with high expectations for students; creating and evaluating a comprehensive, rigorous and coherent curricular and instructional school program; developing and supervising the instructional and leadership capacity of school staff; and promoting the most effective and appropriate technologies to support teaching and learning within a school environment.

- 2.1 Candidates understand and can sustain a school culture and instructional program conducive to student learning through collaboration, trust, and a personalized learning environment with high expectations for students.

ELCC Standard 3.0: A building-level education leader applies knowledge that promotes the success of every student by ensuring the management of the school organization, operation, and resources through monitoring and evaluating the school management and operational systems; efficiently using human, fiscal, and technological resources in a school environment; promoting and protecting the welfare and safety of school students and staff; developing school capacity for distributed leadership; and ensuring that teacher and organizational time is focused to support high-quality instruction and student learning.

- 3.1 Candidates understand and can monitor and evaluate school management and

operational systems.

3.2 Candidates understand and can efficiently use human, fiscal, and technological resources to manage school operations.

ELCC Standard 5.0: A building-level education leader applies knowledge that promotes the success of every student by acting with integrity, fairness, and in an ethical manner to ensure a school system of accountability for every student's academic and social success by modeling school principles of self-awareness, reflective practice, transparency, and ethical behavior as related to their roles within the school; safeguarding the values of democracy, equity, and diversity within the school; evaluating the potential moral and legal consequences of decision making in the school; and promoting social justice within the school to ensure that individual student needs inform all aspects of schooling.

5.1 Candidates understand and can act with integrity and fairness to ensure a school system of accountability for every student's academic and social success.

5.5 Candidates understand and can promote social justice within the school to ensure that individual student needs inform all aspects of schooling.

Standard 6.0: A building-level education leader applies knowledge that promotes the success of every student by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context through advocating for school students, families, and caregivers; acting to influence local, district, state, and national decisions affecting student learning in a school environment; and anticipating and assessing emerging trends and initiatives in order to adapt school-based leadership strategies.

6.3 Candidates understand and can anticipate and assess emerging trends and initiatives in order to adapt school-based leadership strategies.

This course addresses the following VDOE Competencies:

1. b. Knowledge, understanding and application of systems and organizations, including  
(7) Effective communication skills including consensus building, negotiation, and mediation skills.
1. c. Knowledge understanding and application of management and leadership skills that achieve effective and efficient organizational operations, including  
(3) Management decisions that ensure successful teaching and learning including, human resources management and development, theories of motivation, change in school culture, innovation and creativity, conflict resolution, adult learning and professional development models;  
(4) Principles and issues related to fiscal operations of school management; and  
(7) Technologies that support management functions.

### **Required Texts**

*Required:*

Articles and other materials that will be made available.

*Recommended:*

Daniel R. Tomal and Craig A. Schilling. (2013). *Resource Management for School Administrators: Optimizing Fiscal, Facility, and Human Resources*. Rowman & Littlefeild Education. ISBN: 9781475802528 (Recommended)

**Course Requirements, Performance-Based Assessment, and Evaluation Criteria**

General Expectations

Consistent with expectations of a Master’s level course in the Education Leadership program, grading is based heavily on student performance on written assignments. The assignments constructed for this course reflect a mix of skills associated with the application of research to education leadership contexts. Overall, written work will be assessed using the following broad criteria:

1. Application of concepts embedded in assigned readings and other materials and reinforced in classroom activities
2. The quality of analysis, synthesis, and application
3. The ability to write in a clear, concise, and organized fashion

Additionally, a significant portion of the class grade will be based on participation and the contribution you make to class discussions. The overall weights of the various performances are as follows:

**Assignments and/or Examinations**

Students’ grades are based on their proficiency with respect to the student outcomes stated above. Each outcome will have an oral (class participation) and/or a written component.

Below are the basic percentages for the various kinds of work required for the class. Students should always bear in mind that grading is primarily my judgment about your performance. Grades are designed to indicate your success in completing the course, not the level of effort you put into it.

Class participation	10 percent
Oral and Written communication	90 percent

**Other Requirements**

*Attendance*

Students are expected to attend every class for its entirety. Emergencies sometimes arise, however. If you need to be absent from class, you are expected to notify me in advance by telephone or e-mail. Any absence will result in two (2) points’ reduction in participation. If you come to class more than 30 minutes late or leave more than 30 minutes early, you will lose

participation points. Papers due on a day you are absent must be submitted via Blackboard by the due date.

### *Written assignments*

There are five writing assignments for this course. The budget, staffing, and interview assignments are to be worked on individually. Each student will submit his/her own budget and staffing allocation. Reflections on the interview process and the grant proposal will require substantially more writing. All written work should be of the highest quality. See detailed assignment sheets and assessment rubrics at the end of this syllabus.

- **Grading**

A+	=	100 percent
A	=	95 – 99 percent
A-	=	90 – 94 percent
B+	=	86 – 89 percent
B	=	83 – 85 percent
B-	=	80 – 82 percent
C	=	75 – 79 percent
F	=	74 percent or below

### **Professional Dispositions**

See <https://cehd.gmu.edu/students/polices-procedures/>

### **Class Schedule**

See attached schedule. Please note that Faculty reserves the right to alter the schedule as necessary, with notification to students.

### **Core Values Commitment**

The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles: <http://cehd.gmu.edu/values/>.

### **GMU Policies and Resources for Students**

#### *Policies*

- Students must adhere to the guidelines of the Mason Honor Code (see <https://catalog.gmu.edu/policies/honor-code-system/> ).
- Students must follow the university policy for Responsible Use of Computing (see <http://universitypolicy.gmu.edu/policies/responsible-use-of-computing/>).
- Students are responsible for the content of university communications sent to their Mason email account and are required to activate their account and check it regularly. All

communication from the university, college, school, and program will be sent to students **solely** through their Mason email account.

- Students with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor (see <http://ods.gmu.edu/>).
- Students must silence all sound emitting devices during class unless otherwise authorized by the instructor.

*Campus Resources*

- Support for submission of assignments to Tk20 should be directed to [tk20help@gmu.edu](mailto:tk20help@gmu.edu) or <https://cehd.gmu.edu/aero/tk20>. Questions or concerns regarding use of Blackboard should be directed to <http://coursesupport.gmu.edu/>.
- For information on student support resources on campus, see <https://ctfe.gmu.edu/teaching/student-support-resources-on-campus>

**For additional information on the College of Education and Human Development, please visit our website <https://cehd.gmu.edu/students/> .**

Class Schedule:

To accommodate the learning needs of the class, the topics and reading schedule may be amended during the semester. Any changes will be communicated via email or Blackboard.

***Note: Please refer to the Weekly Schedule on Blackboard for the most up-to-date version of the course schedule. \*\*Class sessions that will not meet in person.***

DATE	TOPICS	ASSIGNMENT
6/11	<ul style="list-style-type: none"> <li>• Course Overview</li> <li>• Money Matters</li> <li>• Budget Workshop Overview</li> </ul>	
6/13	<ul style="list-style-type: none"> <li>• School Vision, Mission, and Goals and School Budget</li> <li>• Ethical/Legal Issues and School Finance</li> <li>• Budget Workshop Overview</li> </ul>	



6/18	<ul style="list-style-type: none"> <li>School Vision, Mission, and Goals</li> </ul>	<b><u>Assignment due: Demographic information for budget and staffing allocation assignment</u></b>
6/20	<ul style="list-style-type: none"> <li>Budget and Staffing</li> </ul>	
6/25**	<ul style="list-style-type: none"> <li>Budget and Staffing (Part 2)</li> </ul>	<b><u>Assignment due: Spreadsheet for Budget and/or Staffing Allocation assignment</u></b>
6/27**	<ul style="list-style-type: none"> <li>Ethical/Legal Issues and School Staffing</li> </ul>	<b>First Reflection due (10 points)</b>
7/2	<ul style="list-style-type: none"> <li>Interview Process</li> <li>Recruitment and the Hiring Process</li> <li>Resume Writing</li> </ul>	
7/4	No Class – 4 <sup>th</sup> of July Holiday	
7/9**	<ul style="list-style-type: none"> <li>Supervision and Evaluation (Part 1)</li> </ul>	<b>Second Reflection due (10 points)</b>
7/11**	<ul style="list-style-type: none"> <li>Ethical/Legal Issues in Hiring</li> <li>Individual work on Interview and Grant assignment</li> </ul>	
7/16	<ul style="list-style-type: none"> <li>Support Personnel and Legal Issues in the Workplace</li> </ul>	<b>Finance Leader Interview Assignment (20 points)</b>
7/18	<ul style="list-style-type: none"> <li>Assisting the Marginal Teachers</li> <li>Working with Difficult Teachers</li> </ul>	

7/23**	<ul style="list-style-type: none"> <li>• Supervision and Evaluation</li> <li>• Future of Human Resources</li> <li>• Wrap-up session</li> </ul>	<b>Budget Allocation Assignment Due (15 points)</b> <b>Staffing Allocation Assignment Due (15 points)</b>
7/25**	<ul style="list-style-type: none"> <li>• Future of Human Resources</li> <li>• Wrap-up session</li> </ul>	<b>Grant Proposal Due (20 points)</b>

**WRITING ASSIGNMENT**  
**THE BUDGET ALLOCATION PROPOSAL**  
**(Required Performance)**  
**15 Points**

**Rationale**

Budget allocations must be prepared in a fashion that is both comprehensive and clearly understood by school personnel, central office administrators, and parents. The primary goal of this assignment is to help students learn how to take a site budget dollar amount; allocate it among needs at the school site consistent with the school's vision, mission, and goals; and present the allocation in a brief verbal statement, in detail using numbers. An additional important goal is to learn how to present and discuss a budget with others who need to be persuaded as to the budget's merits.

All students will work with a school level of their choosing, an elementary, middle, or a high school budget in order to experience concerns at that level. It is recommended that students work with a level outside of their comfort area to diversify their experiences.

**Product**

Each student will submit a budget allocation proposal based on the selected level. Budget allocations are to be made based on the unique needs of each school. Budgets must be consistent with an explicitly stated vision, mission, and/or goals and should be used to address achievement deficiencies anticipated based on the given scenarios.

Each student is required to submit four written pieces for this assignment:

1. For each school, a brief, verbal overview of the budget that includes
  - a statement of vision, mission, and/or goals that guide the budget making process;
  - a description of how the budget was developed and who will be responsible for what during its implementation;
  - a clear rationale for the allocation of funds; and
  - an explanation of why the budget makes sense in the more general budget context. The paper must be written in an acceptable format.
2. For each school, a spreadsheet that shows the dollar amount allocated to each relevant budget category and the fact that the budget balances.

### Budget Allocation Assessment Rubric

	<b>Exceeds Expectations 4</b>	<b>Meets Expectations 3</b>	<b>Approaching Expectations 2</b>	<b>Falls Below Expectations 1</b>
<b>ELCC 1.1 Candidates demonstrate the ability to develop, articulate, and steward a vision (10%)</b>	The proposal specifies the participatory role of school stakeholders in helping to achieve the school vision through their active development and implementation of the budget.	The proposal explains how the budget was developed so that stakeholders will understand its rationale.	The proposal is vague with respect to rationale and/or stakeholder participation.	The proposal is silent on the issues of rationale and stakeholder participation.
<b>ELCC 3.2 Candidates demonstrate the ability to use of human, fiscal, and technological resources efficiently (15%)</b>	The proposal communicates a clear, persuasive, and comprehensive explanation for why this particular allocation of resources has a high probability of improving student achievement.	The proposal communicates a clear explanation for why this resource allocation will help improve student achievement.	The explanation in the proposal is not entirely clear and the connection to student achievement is ambiguous.	No connection between the budget and student achievement is in evidence.
<b>ELCC 3.1 Candidates demonstrate the ability to monitor and evaluate school management and operational systems (15%)</b>	The proposal provides a persuasive plan of action for efficient and effective allocation of resources focused on school improvement.	The proposal provides a clear plan of action for efficient and effective allocation of resources focused on school improvement.	The proposal leaves open questions of effectiveness and/or efficiency, but intent is communicated.	The proposal does not communicate how criteria of efficiency and effectiveness are met.
<b>ELCC 6.3 Candidates</b>	The proposal provides clear and	The proposal provides some	The proposal mentions one or	The proposal fails to

<b>demonstrate the ability to understand, anticipate, and assess emerging trends (10%)</b>	persuasive analysis of emerging trends and how they are addressed in the budget.	discussion about how the budget addresses emerging trends.	two contextual factors, but does not correlate them with the development of the budget.	mention anything about how the budget addresses emerging trends.
<b>ELCC 1.2 Candidates demonstrate the ability to understand, collect, and use data to identify and assess organizational effectiveness (10%)</b>	The proposal clearly and persuasively demonstrates how the budget will help the school to achieve its strategic and tactical goals.	The proposal presents a budget that logically follows from the school's strategic and tactical goals.	It is unclear how the budget presented in the proposal supports the school's strategic and tactical goals.	There are no apparent connections between the school's strategic and tactical goals and the budget presented in the proposal.
<b>ELCC 5.1 Candidates demonstrate the ability to act with integrity and fairness to ensure students' success (15%)</b>	The proposal demonstrates equitable decision making that is clearly consistent with students' priority needs.	The proposal demonstrates equitable decision making, however selected allocations appear inconsistent with students' priority needs.	The proposal demonstrates limited evidence of equity in decision making and/or the allocations are inconsistent with students' priority needs.	The proposal is confusing and/or is not consistent with the cover memo.
<b>ELCC 5.5 Candidates demonstrate the ability to understand and promote social justice (15%)</b>	The proposal clearly and persuasively demonstrates how resources are allocated to special needs students in a manner that addresses their particular teaching and learning challenges within	The proposal acknowledges the importance of addressing the special needs of specific student populations, but may not be entirely persuasive with respect to adequacy.	Special needs students are represented in the proposal, but resource allocation appears inadequate. There may also be some indication of violation of district	Special needs students are not represented in the proposal or are inadequately addressed.

	district guidelines and legal boundaries.		procedures and/or legal boundaries.	
<b>Mechanics and Accuracy (10%)</b>  <b>Students use standard English and avoid grammar and punctuation errors. All data is accurately and consistently presented.</b>	The assignment is <u>free</u> of errors— both verbal and numerical.	The assignment has a few errors.	The assignment has some errors.	The assignment has numerous errors.

**WRITING ASSIGNMENT**  
**THE STAFFING ALLOCATION PROPOSAL**  
**(Required Performance)**  
**15 Points**

**Rationale**

This assignment is very similar in format and requirements to the budget allocation assignment. The reason for this is that the needs are essentially the same—to present somewhat complicated data in a fashion that others can easily grasp.

Staffing allocations must be prepared in a fashion that is both comprehensive and clearly understood by various constituencies. The primary goal of this assignment is to help students learn how to take a site staffing allotment; allocate it among needs at the school site consistent with the school’s vision, mission, and goals; and present the school staffing in a brief verbal statement, in detail, using numbers. An additional important goal is to learn how to present and discuss a staffing allocation with others who need to be persuaded as to its merits.

All students will work to create an elementary, middle, or a high school staffing allocation in order to experience concerns at that level. It is recommended for students to select a level different from their comfort area.

**Product**

Each student will submit a staffing allocation with an overview of the demographic of the school. Staffing allocations are to be made based on the unique needs of each school. Staffing must be consistent with an explicitly stated vision, mission, and/or goals and should be used to address achievement deficiencies anticipated based on the given scenarios.

Each student is required to submit four written pieces for this assignment:

1. For each school, a brief, verbal overview of the staffing allocation in a paper that includes
  - a statement of vision, mission, and/or goals that guide the staffing allocation process;
  - a description of how the staffing was developed and who will be responsible for what during its implementation;
  - a clear rationale for the allocation of staff; and
  - an explanation of why the staffing makes sense in the more general budget/resources

**context.**

**The paper must be written in an acceptable format.**

- 2. For each school, a spreadsheet that shows a detailed staffing allocation and the fact that the allocation does not exceed the district allotment.**



### Staffing Allocation Assessment Rubric

	<b>Exceeds Expectations 4</b>	<b>Meets Expectations 3</b>	<b>Approaching Expectations 2</b>	<b>Falls Below Expectations 1</b>
<b>ELCC 1.1</b> <b>Candidates demonstrate the ability to develop, articulate, and steward a vision (10%)</b>	The proposal specifies the participatory role of school stakeholders in helping to achieve the school vision through their active development and implementation of the staffing allocation.	The proposal explains how the staffing allocation was developed so that stakeholders will understand its rationale.	The proposal is vague with respect to rationale and/or stakeholder participation.	The proposal is silent on the issues of rationale and stakeholder participation.
<b>ELCC 2.1</b> <b>Candidates demonstrate the ability to collaborate, build trust and a personalized learning environment with high expectations (10%)</b>	The proposal communicates a clear, persuasive, and comprehensive explanation for why this particular staffing allocation has a high probability of improving student achievement.	The proposal communicates a clear explanation for why this staffing allocation will help improve student achievement.	The explanation in the proposal is not entirely clear and the connection to student achievement is ambiguous.	No connection between the staffing allocation and student achievement is evident.
<b>ELCC 6.3</b> <b>Candidates demonstrate the ability to understand, anticipate, and assess emerging trends (10%)</b>	The proposal provides clear and persuasive analysis of emerging trends and how they are addressed in the staffing allocation.	The proposal provides some discussion about how the staffing allocation addresses emerging trends.	The proposal mentions one or two contextual factors, but does not correlate them with the development of the staffing allocation.	The proposal fails to mention anything about how the staffing allocation addresses emerging trends.

<b>ELCC 3.1</b> <b>Candidates</b> <b>demonstrate the</b> <b>ability to monitor and</b> <b>evaluate school</b> <b>management and</b> <b>operational systems</b>	The proposal provides clear and compelling evidence of the candidate's ability to monitor and evaluate school	The proposal provides some evidence of the candidate's ability to monitor and evaluate school	The proposal is vague or unclear about the candidate's ability to monitor and evaluate school	The proposal does not contain evidence of the candidate's ability to
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**ASSIGNMENT GRANT  
PROPOSAL  
20 points**

**Rationale**

Funds are usually tight in schools and districts, making it very difficult to initiate new and innovative programs. Consequently, grant money is often the only way to reach a particular population of students in a new way. Learning how to write a grant is a vital skill for a future education leader. The ideal way to approach this assignment is to pursue a grant that will support the School Improvement Project proposal you created in EDLE 690.

**Product**

1. Identify the financial needs of your SIP that cannot or will not be met through your school or district and target your grant toward meeting these needs. Alternatively, work with your principal or supervisor to identify an area of need that could be addressed through the procurement of additional funds.
2. Once you have identified a need at your site, you will explore several different sources of grant money to find one that is most appropriate to the need you have identified.
3. Following the guidelines of the grant you wish to receive, you will write a proposal that presents the need, your plan for how to meet the need, expected outcomes, how you will evaluate the success of your project, and a budget for the grant.
4. Grant proposals must be for not less than \$250 and should probably not exceed \$20,000.

### Grant Proposal Assessment Rubric

	<b>Exceeds Expectations 4</b>	<b>Meets Expectations 3</b>	<b>Approaching Expectations 2</b>	<b>Falls Below Expectations 1</b>
<b><u>Statement of Need (20%)</u></b> The need for the grant money must be obvious for a funding agency to be interested in providing it to	The need is very persuasively stated and directly tied to teaching and learning.	The need is logically presented, but may not be as persuasive as it could be.	The need is apparent, but not as clearly or persuasively presented as it might be. Critical information might be missing.	The need for the grant is unclear.
<b><u>Plan to Meet the Need (20%)</u></b> For a plan to gain the confidence of a funding agency, it must be clearly and directly tied to the specific need you have	The plan addresses the need in detail, demonstrating numerous links that show each aspect of the need will be met through the plan.	The plan is logically and tightly linked to the identified need.	The plan seems attractive but may have some areas that do not seem to be tied to need as you have identified it.	The plan is unclear and/or not directly linked to the need as you have articulated it.
<b><u>Expected Outcomes (20%)</u></b> The funding agency wants a clear picture of how the grant will help your site.	The expected outcomes are persuasively stated so that any person observing the grant in action would recognize them. Expected teaching and learning results are clear.	The expected outcomes are clearly presented and logically linked to the plan.	Expected outcomes are stated, but they are not as clear as they could be, or they seem unrelated to the plan and/or the need.	Expected outcomes are unclear or missing.
<b><u>Evaluation of the Project (15%)</u></b> The funding agency usually wants to know	The evaluation plan persuasively addresses all components of the plan to meet the need. Clear criteria	The evaluation plan addresses the plan to meet the need. Criteria and standards may	The evaluation plan is not clearly connected to other aspects of the grant and/or	The evaluation plan is missing or difficult to understand. Criteria and/or standards may

<b>how you will know if the money was well spent.</b>	and standards are established.	not be entirely clear and/or logical.	lacks clear criteria and standards.	be missing.
<b><u>Budget (15%)</u> All grants require a budget so that the funding agency has a clear picture of how granted money will be spent.</b>	The budget meets the criteria contained in the budget allocation assessment rubric. It supports all aspects of the plan to meet the need.	The budget is clear and well presented.	The budget is somewhat confusing.	The budget is missing or incomplete.
<b><u>Grammar &amp; Mechanics (10%)</u> Any writing submitted for public review should be free of errors.</b>	The grant proposal is <u>free</u> of errors.	The grant proposal contains a few errors.	The grant proposal contains some errors.	The grant proposal contains numerous errors.