

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

EDLE 614-603 – Managing Financial and Human Resources
Summer 2021, 3 credit hours
Rappahannock Cohort
Online Class Meetings: Mondays 4:45-7:45PM

Faculty

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Course Term: May 17, 2021- July 19, 2021

In addition to the content of this syllabus, please note that it is your responsibility to take any applicable training and be in compliance with the Safe Return to Campus policies and remote learning guidance for students enrolled in CEHD courses, especially if you are planning to be on campus. (Attached in Blackboard)

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. Applications include case studies for identifying and resolving common problems and challenges.

Course Delivery Method

This course will be delivered online (60%) and asynchronously (40%) format via Blackboard Learning Management system (LMS) housed in the MyMason portal. You will log in to the Blackboard (Bb) course site using your Mason email name (everything before @masonlive.gmu.edu) and email password. The course site will be available on Friday, May 14, 2021.

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 a standard up-to-date browser. To get a list of Blackboard's supported browsers see:
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
- Students must maintain consistent and reliable access to their GMU email and Blackboard, as these are the official methods of communication for this course.
- 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:
 - 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/

Expectations

- Course Week:
- This course is delivered through a combination of synchronous and asynchronous sessions via the Blackboard learning management system (LMS) housed in the MyMason portal.
- This course will begin on Monday, May 17, 2021 as indicated on the schedule of classes.
- Major assignments notwithstanding, all activities during the asynchronous weeks should be completed by Sunday of the following week prior to the next synchronous class.
- Log-in Frequency:
Students must actively check the course Blackboard site and their GMU email for communications from the instructor, class discussions, and/or access to course materials at least 3 times per week. In addition, students must log-in for all scheduled online synchronous meetings.
- Participation:

Students are expected to actively engage in all course activities throughout the semester, which includes viewing 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 who are struggling with technical components of the course are expected to seek assistance from the instructor and/or College or University technical services.
- Technical Issues:
Students should anticipate some technical difficulties during the semester and should, therefore, budget their time accordingly. Late work will not be accepted based on individual technical issues.
- Workload:
Please be aware that this course is **not** self-paced. Students are expected to meet *specific deadlines* and *due dates* listed in the **Class Schedule** section of this syllabus. It is the student's responsibility to keep track of the weekly course schedule of topics, readings, activities and assignments due.
- Instructor Support:
Students may schedule a one-on-one meeting to discuss course requirements, content or other course-related issues. Those unable to come to a Mason campus can meet with the instructor via telephone or web conference. Students should email the instructor to schedule a one-on-one session, including their preferred meeting method and suggested dates/times.
- Netiquette:
The course environment is a collaborative space. Experience shows that even an innocent remark typed in the online environment can be misconstrued. Students must always re-read their responses carefully before posting them, so as others do not consider them as personal offenses. *Be positive in your approach with others and diplomatic in selecting your words.* Remember that you are not competing with classmates but sharing information and learning from others. All faculty are similarly expected to be respectful in all communications.
- Accommodations:
Online learners who require effective accommodations to ensure 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. develop budgets for their schools that support faculty and staff in meeting their instructional goals (required performance);
3. develop a staffing plan that is consistent with site goals and guidelines from the board of directors (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 an advertising strategy to maximize marketing impact.
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 National Educational Leadership Preparation (NELP) professional standards:

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.

National Educational Leadership Preparation (NELP) Standards:

NELP Building-Level Standard 1: Mission, Vision, and Improvement: to collaboratively lead, design, and implement a school mission, vision, and process for continuous improvement that reflects a core set of values and priorities that include data, technology, equity, diversity, digital citizenship, and community.

Component 1.1: Program completers understand and demonstrate the capacity to collaboratively evaluate, develop, and communicate a school mission and vision designed to reflect a core set of values and priorities that include data use, technology, equity, diversity, digital citizenship, and community.

NELP Building-Level Standard 2: Ethics and Professional Norms: to understand and demonstrate the capacity to advocate for ethical decisions and cultivate and enact professional norms.

Component 2.1: Program completers understand and demonstrate the capacity to reflect on, communicate about, cultivate, and model dispositions and professional norms (e.g., equity, fairness, integrity, transparency, trust, digital citizenship, collaboration, perseverance, reflection, lifelong learning, digital citizenship) that support the educational success and well-being of each student and adult.

NELP Building-Level Standard 3: Equity, Inclusiveness, and Cultural Responsiveness: to develop and maintain a supportive, equitable, culturally responsive, and inclusive school culture.

Component 3.1: Program completers understand and demonstrate the capacity to use data to evaluate, design, cultivate, and advocate for a supportive and inclusive school culture.

NELP Building-Level Standard 4: Learning and Instruction: to evaluate, develop, and implement coherent systems of curriculum, instruction, data systems, supports, and assessment.

Component 4.1: Program completers understand and can demonstrate the capacity to evaluate, develop, and implement high-quality, technology- rich curricula, programs, and other supports for academic and non- academic student programs.

Component 4.4: Program completers understand and demonstrate the capacity to collaboratively evaluate, develop, and implement the school's curriculum, instruction, technology, data systems, and assessment practices in a coherent, equitable, and systematic manner.

NELP Building-Level Standard 5: Community and External Leadership: to engage families, community, and school personnel in order to strengthen student learning, support school improvement, and advocate for the needs of their school and community.

Component 5.3: Program completers understand and demonstrate the capacity to communicate through oral, written, and digital means with the larger organizational, community, and political contexts when advocating for the needs of their school and community.

NELP Building-Level Standard 6: Operations and Management: to improve management, communication, technology, school-level governance, and operation systems; to develop and improve data-informed and equitable school resource plans; and to apply laws, policies, and regulations.

Component 6.1: Program completers understand and demonstrate the capacity to evaluate, develop, and implement management, communication, technology, school-level governance, and operation systems that support each student's learning needs and promote the mission and vision of the school.

Component 6.2: Program completers understand and demonstrate the capacity to evaluate, develop, and advocate for a data-informed and equitable resourcing plan that supports school improvement and student development.

NELP Building-Level Standard 7: Building Professional Capacity: to build the school's professional capacity, engage staff in the development of a collaborative professional culture, and improve systems of staff supervision, evaluation, support, and professional learning.

Component 7.1: Program completers understand and have the capacity to collaboratively develop the school's professional capacity through engagement in recruiting, selecting, and hiring staff.

Required Texts

Schilling, Craig A. & Tomal, Daniel R. (2013). *Resource Management for School Administrators*. Rowman & Littlefield Education.

Course Performance Evaluation

Students are expected to complete all assigned reading and submit all assignments on time in the manner outlined by the instructor (e.g., Blackboard, Tk20, hard copy).

Submission of Work: All assignments must be submitted on time, meaning no later than by midnight of the due date, electronically via Blackboard and/or Tk20. Late assignments will not be accepted except in emergency situations that have been discussed and approved by the instructor in advance of the due date. If accepted, late assignments will have a maximum of two (2) points deducted every day that the assignment is late. Please take advantage of instructor office hours and availability to get assistance prior to assignment deadlines.

Consistent with expectations of a Master's level course in the Education Leadership program, grading is based heavily on student performance on written assignments and project-based learning activities. The assignments constructed for this course reflect a mix of skills associated with the application of independent school budget and staffing practices as it pertains to the national, state, and local practices. 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 in various individual and group activities. The overall weights of the various performances are as follows:

- **Assignments and/or Examinations**

Students can earn a total **500 points** in this course. Here is a quick overview of the breakdown of possible points through assignments (60%), participation and reflection (40%).

Assignments (300 points)

The four graded assignments required for this course are as follows:

The Budget Interview (50 points)

The Budget Allocation Proposal (100 points)

The Staffing Allocation Proposal (100 points)

The Grant Proposal (50 points)

Assignment descriptions and rubrics are available on the course site, and at the end of the syllabus for the required performances.

- **Other Requirements**

Participation and Reflection Requirements (200 points)

To maximize learning and engagement in the online environment, students are expected to participate actively in class discussions, group activities, and serve as critical friends to other students. In this course, participation points are given per learning activity. The participation rubric and related activities can be found on our course site and in the syllabus.

Below is a list of all required learning activities, which will count toward your overall participation grade.

Learning Activity	Total #	Points Per Activity	Total Points
Journal Entries	6	20	80
Discussion Boards	2	20	40
Mock Interview	1	40	40
Resume	1	40	40

- **Grading**

- A+ = 500 points
- A = 475 - 499
- A- = 450 - 474
- B+ = 435 - 449
- B = 415 - 434
- B- = 400 - 414
- C = 375 - 399
- F = Below 375 points

Course Policies

Assignments are due by 11:59 p.m. on the dates listed on the syllabus. Late assignments will not be accepted except in emergency situations that have been discussed and approved by the instructor in advance of the due date with penalty. Please take advantage of instructor's availability to get assistance prior to assignment deadlines.

Professional Dispositions

Students are expected to exhibit professional behaviors and dispositions at all times.

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

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://ds.gmu.edu/>).
- Students must follow the university policy stating that all sound emitting devices shall be silenced during class unless otherwise authorized by the instructor.

Campus Resources

- Support for submission of assignments to Tk20 should be directed to tk20help@gmu.edu or <https://cehd.gmu.edu/aero/tk20>. Questions or concerns regarding use of Blackboard should be directed to <https://its.gmu.edu/knowledge-base/blackboard-instructional-technology-support-for-students/>.
- For information on student support resources on campus, see <https://ctfe.gmu.edu/teaching/student-support-resources-on-campus>

Notice of mandatory reporting of sexual assault, interpersonal violence, and stalking:

As a faculty member, I am designated as a “Responsible Employee,” and must report all disclosures of sexual assault, interpersonal violence, and stalking to Mason’s Title IX Coordinator per University Policy 1202. If you wish to speak with someone confidentially, please contact one of Mason’s confidential resources, such as Student Support and Advocacy Center (SSAC) at 703-380-1434 or Counseling and Psychological Services (CAPS) at 703-993-2380. You may also seek assistance from Mason’s Title IX Coordinator by calling 703-993-8730, or emailing titleix@gmu.edu.

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

Other reminders:

GMU Add/Drop Policy: The last day to drop this class without any penalty is provided on the GMU academic calendar page <http://registrar.gmu.edu/calendar/>. It is the student’s responsibility to check to verify that they are properly enrolled, as no credit will be awarded to students who are not.

Plagiarism Statement: Plagiarism means using the exact words, opinions, or factual information from another person without giving that person credit. Writers give credit through accepted documentation styles, such as parenthetical citation, footnotes, or endnotes; a simple listing of books and articles is not sufficient. Plagiarism is the equivalent of intellectual robbery and cannot be tolerated in an academic setting (Statement of English Department at George Mason University).

Plagiarism and the Internet: Copyright rules also apply to users of the Internet who cite from Internet sources. Information and graphics accessed electronically must also be cited, giving credit to the sources. This material includes but is not limited to e-mail (don't cite or forward someone else's e-mail without permission), newsgroup material, information from Web sites, including graphics. Even if you give credit, you must get permission from the original source to put any graphic that you did not create on your web page. Shareware graphics are not free. Freeware clipart is available for you to freely use. If the material does not say "free," assume it is not. Putting someone else's Internet material on your web page is stealing intellectual property. Making links to a site is, at this time, okay, but getting permission is strongly advised, since many Web sites have their own requirements for linking to their material.

If you have questions about when the contributions of others to your work must be acknowledged and appropriate ways to cite those contributions, please talk with the professor or utilize the GMU Writing Center.

Academic Integrity & Inclusivity: This course embodies the perspective that we all have differing perspectives and ideas and we each deserve the opportunity to share our thoughts. Therefore, we will conduct our discussions with respect for those differences, meaning we each have the freedom to express our ideas, but we should also do so keeping in mind that our colleagues deserve to hear differing thoughts in a respectful manner, i.e. we may disagree without being disagreeable. <http://integrity.gmu.edu/>

Diversity, Religious Holiday: Please refer to George Mason University’s calendar of religious holidays and observations (<http://ulife.gmu.edu/calendar/religious-holiday-calendar/>). It is the

student's responsibility to speak to the instructor in advance should their religious observances impact their participation in class activities and assignments.

Student Privacy Policy: George Mason University strives to fully comply with FERPA by protecting the privacy of student records and judiciously evaluating requests for release of information from those records. Please see George Mason University's student privacy policy <https://registrar.gmu.edu/students/privacy/>

Other Concerns: If you have concerns or issues relating to the content or conduct of the class, please talk with me directly. Although the specifics of these conversations are entirely confidential, they may provide me with useful suggestions that may be shared indirectly with the class to improve the learning experience for all students. As a matter of policy, I do not respond to anonymous e-mails.

Class Schedule (S = Synchronous/ AS = Asynchronous)

Abbreviation Notes: DB=Discussion Board; JE=Journal Entry

To accommodate the learning needs of the class, the topic and reading schedule may be amended during the semester. Please check for announcements on the course website for any update to the schedule if you miss a class. You are expected, however, to keep pace with the calendar of assigned readings.

Class		Topic	Assigned Readings/Activities	Assignments
1	5/17 S	<ul style="list-style-type: none"> ○ Course Overview and Syllabus Discussion ○ School Funding 	<p><u>In-Class</u></p> <ol style="list-style-type: none"> 1.Course Overview 2.School Funding in the US & Virginia 3. Interview Questions 1 & 2 <p><u>Reading/Activities</u></p> <ol style="list-style-type: none"> 1.Read Chapter 1, pages 1-32 2.Journal Entry #1-Interview Questions 1&2 	JE #1 (in-class)
2	5/24 AS	<ul style="list-style-type: none"> ○ Lesson 1: Budget Docs and Financial Planning 	<p><u>Asynchronous Week</u></p> <ol style="list-style-type: none"> 1. Begin to collect necessary data for budget and staffing paper 2. Schedule interview(s) with your school financial assistant and Principal 3.Journal Entry #2-Interview Questions 3&4 4.Read Chapter 2, pp. 37-52 (first half) 	JE #2 Schedule Interview
3	5/31 S	<ul style="list-style-type: none"> ○ Sources of Revenue 	<p><u>In-Class</u></p> <ol style="list-style-type: none"> 1.Review Chapter 1&2 2. Chapter 2 PowerPoint 3.Review Budget Docs/Questions 4.In-Class Discussion Board-Case Study #1 <p><u>Reading/Activities</u></p> <ol style="list-style-type: none"> 1.Group Discussion Board #1-Case Study 1, Page 64 (in-class) 2.JE #3-Interview Questions 5&6 	Group DB #1 (in-class) JE #3
4	6/07 AS	<ul style="list-style-type: none"> ○ Lesson 2: Accounting, Accountability & Managing Financial Resources 	<p><u>Asynchronous Week</u></p> <ol style="list-style-type: none"> 1.Review Chapter 3 PowerPoint 2.Read Chapter 4. Group DB#2 Activity -Case Study 3.JE #4-Interview Questions 7&8 	Group DB #2 JE #4 Assignment One: Interview due at the end of this week
Due Date: 6/17/21 Major Assignment One: Budget Interview				
5	6/14 S	<ul style="list-style-type: none"> ○ Workforce Planning & ○ Staffing, and the Master Schedule 	<p><u>In-Class</u></p> <ol style="list-style-type: none"> 1. Q & A for Budget/Staffing Paper 2. Review Grant Writing Assignment 3.Read Chapter 5, pp. 129-131 4. Staffing, Money, & Master Schedule 6.Journal Entry #5-Interview Questions 9&10 	JE #5

6	6/21 AS	Lesson 3: The Interview Experience: Mock Interviews and Resume Writing	<i>Asynchronous Week</i> 1. Mock Interview Exercise 2. Writing your Professional Leadership Resume	1. Complete mock interviews 2. JE#6-Interview Reflection 2. submit your professional resume.
7	6/28 S	<ul style="list-style-type: none"> ○ Acquiring Talent ○ Managing Resources for Performance and Productivity 	<i>In-Class</i> 1. Mock Interview follow up. 2. Identifying talent-documents and data 3. The Hiring Process 3. Managing Resources for performance and productivity	
8	7/5 AS	Fieldwork (Budget and Staffing Assignment)	<i>Asynchronous Week</i> Collecting of final necessary documents regarding school/office budget and staffing	
Due Date: 7/14/21 Major Assignment Two: Budget and Staffing Paper				
9	7/12 S	<ul style="list-style-type: none"> ○ Supervision and Evaluation 	<i>In-Class</i> 1. The three most important tools in the tool bag. 2. Two articles...two perspectives 3. Teacher evaluation/Principal Evaluation	
10	7/19 S	<ul style="list-style-type: none"> ○ Personnel and Legal Issues 	<i>In-Class</i> 1. Did this really happen? 2. The reprimand/grievance process 3. Due Process and Notification	
Due Date: 7/20 Major Assignment Three: Grant Proposal by end of course 7/20/21				

**WRITING ASSIGNMENT
THE BUDGET ALLOCATION PROPOSAL
(Required Performance)
100 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 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

	Exceeds Expectations 4	Meets Expectations 3	Approaching Expectations 2	Falls Below Expectations 1
NELP 1.1 Program completers understand and demonstrate the capacity to evaluate, develop and communicate a school mission and vision (10%)	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.
NELP 6.2 Program completers understand and demonstrate the capacity to advocate for equitable resourcing plan (15%)	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.
NELP 6.1 Program completers understand and demonstrate the capacity to implement management, and communication (15%)	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.
NELP 4.4 Program completers understand and demonstrate assessment practices (10%)	The proposal provides clear and persuasive analysis of emerging trends and how they are addressed in the budget.	The proposal provides some discussion about how the budget addresses emerging trends.	The proposal mentions one or two contextual factors, but does not correlate them with the development of the budget.	The proposal fails to mention anything about how the budget addresses emerging trends.

<p>NELP 1.1 Program completers demonstrate the capacity to evaluate and design priorities that include data use, and equity (10%)</p>	<p>The proposal clearly and persuasively demonstrates how the budget will help the school to achieve its strategic and tactical goals.</p>	<p>The proposal presents a budget that logically follows from the school's strategic and tactical goals.</p>	<p>It is unclear how the budget presented in the proposal supports the school's strategic and tactical goals.</p>	<p>There are no apparent connections between the school's strategic and tactical goals and the budget presented in the proposal.</p>
<p>NELP 2.1 Candidates demonstrate the ability to act with integrity and fairness to ensure students' success (15%)</p>	<p>The proposal demonstrates equitable decision making that is clearly consistent with students' priority needs.</p>	<p>The proposal demonstrates equitable decision making, however selected allocations appear inconsistent with students' priority needs.</p>	<p>The proposal demonstrates limited evidence of equity in decision making and/or the allocations are inconsistent with students' priority needs.</p>	<p>The proposal is confusing and/or is not consistent with the cover memo.</p>
<p>NELP 5.3 Program completers understand and demonstrate the capacity to advocate for the needs of their school and community (15%)</p>	<p>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 district guidelines and legal boundaries.</p>	<p>The proposal acknowledges the importance of addressing the special needs of specific student populations but may not be entirely persuasive with respect to adequacy.</p>	<p>Special needs students are represented in the proposal, but resource allocation appears inadequate. There may also be some indication of violation of district procedures and/or legal boundaries.</p>	<p>Special needs students are not represented in the proposal or are inadequately addressed.</p>
<p>Mechanics and Accuracy (10%) Students use standard English and avoid grammar and punctuation errors. All data is accurately and consistently presented.</p>	<p>The assignment is free of errors—both verbal and numerical.</p>	<p>The assignment has a few errors.</p>	<p>The assignment has some errors.</p>	<p>The assignment has numerous errors.</p>

**WRITING ASSIGNMENT—
THE STAFFING ALLOCATION
(Required Performance)
100 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

	Exceeds Expectations 4	Meets Expectations 3	Approaching Expectations 2	Falls Below Expectations 1
NELP 1.1 Program completers understand and demonstrate the capacity to evaluate, develop and communicate a school mission and vision (10%)	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.
NELP 2.1 Program completers understand and demonstrate the capacity to communicate about, and model equity that support educational success (10%)	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.
NELP 6.2 Program completers understand and demonstrate the capacity to advocate for a data-informed and equitable resourcing plan (10%)	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.
NELP 6.1 Program completers understand and demonstrate the implementation of the operation systems (15%)	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 monitor and evaluate

	management and operations	management and operations	management and operations	school management and operations
NELP 3.1 Program completers understand and demonstrate the capacity to use data to design for a supportive and inclusive school culture (15%)	The spreadsheet persuasively supports the cover memo and demonstrates creative and effective use of the district allocation of human resources.	The spreadsheet is consistent with the cover memo and shows that all district-allocated human resources are put to good use.	The spreadsheet has some positive features, but it either does not fully utilize the district staffing allotment and/or it contains questionable staffing choices.	The proposal does not adequately allocate district-allotted human resources.
NELP 3.3 Program completers understand and demonstrate the capacity to advocate for equitable instruction (15%)	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.
NELP 4.1 Program completers understand and demonstrate the capacity to implement high-quality and equitable academic and non-academic instructional practices that support equity (15%)	The proposal clearly and persuasively demonstrates how staffing is allocated to special needs students in a manner that addresses their particular teaching and learning challenges within district guidelines and legal boundaries.	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 staffing allocation appears inadequate. There may also be some indication of violation of district procedures and/or legal boundaries.	Special needs students are not represented in the proposal or are inadequately addressed.
Mechanics and Accuracy (10%) Students use standard English and avoid grammar and punctuation errors. All data is accurately and consistently presented.	The assignment is free of errors—both verbal and numerical.	The assignment has a few errors.	The assignment has some errors.	The assignment has numerous errors.

**ASSIGNMENT
GRANT PROPOSAL
50 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 \$5,000.**

Grant Proposal Assessment Rubric

	Exceeds Expectations 4	Meets Expectations 3	Approaching Expectations 2	Falls Below Expectations 1
<p><u>Statement of Need (20%)</u> The need for the grant money must be obvious for a funding agency to be interested in providing it to your school or district.</p>	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.
<p><u>Plan to Meet the Need (20%)</u> For a plan to gain the confidence of a funding agency, it must be clearly and directly tied to the specific need you have identified.</p>	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.
<p><u>Expected Outcomes (20%)</u> The funding agency wants a clear picture of how the grant will help your site.</p>	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.
<p><u>Evaluation of the Project (15%)</u> The funding agency usually wants to know how you will know if the</p>	The evaluation plan persuasively addresses all components of the plan to meet the need. Clear criteria and standards are established.	The evaluation plan addresses the plan to meet the need. Criteria and standards may not be entirely	The evaluation plan is not clearly connected to other aspects of the grant and/or lacks clear	The evaluation plan is missing or difficult to understand. Criteria and/or standards may be missing.

money was well spent.		clear and/or logical.	criteria and standards.	
<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.	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.
<u>Grammar & Mechanics (10%)</u> Any writing submitted for public review should be free of errors.	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.