The Program Area Mission:

The mission of the Educational Administration, Curriculum and Supervision (EACS) Program Area is to promote critical inquiry that addresses important issues relating to teaching, learning, and leadership in order that service and collaboration among colleagues and the professional communities may be enhanced.

Course Description:

The course is intended primarily for prospective building level educational leaders, and includes a comprehensive overview of the effective management of fiscal resources in public schools. Among the issues addressed are budgeting and accounting procedures, traditional and non-traditional sources of revenue for schools, proper business services procedures, and facility management (maintenance, operations, planning, and compliance issues).

Course Format:

The course is offered entirely online. Link to learn.ou.edu. Login and select this course and section number. The course Content Area is available through the 'Content' link. The Content Area includes descriptions of the course assignments, along with other useful links (including references that will help in completing course assignments). The 'Links' 'Discussions' Dropbox' and ‘Grades’ links are also active, as is the 'Scheduling Tool' on the left side of the ‘Course Home’ page.

If you have substantive (content) questions, please email the professor at maiden@ou.edu.
For technical questions, please contact the OU IT Help desk at learn@ou.edu or 405.325.4636 (or search the OU IT Online Support Center at https://webapps.ou.edu/support/).
Course Goals:

The course is intended to assist students in developing competencies in the area or organizational leadership, focusing on ELCC Standard 3.0, building level:

3.1.a. Candidates demonstrate the ability to optimize the learning environment for all students by applying appropriate models and principles of organizational development and management, including research and data driven decision-making with attention to indicators of equity, effectiveness, and efficiency.
3.1.b. Candidates develop plans of action for focusing on effective organization and management of fiscal, human, and material resources, giving priority to student learning, safety, curriculum, and instruction.
3.1.c. Candidates demonstrate an ability to manage time effectively and deploy financial and human resources in ways that promote student achievement.
3.2.a. Candidates demonstrate the ability to involve staff in conducting operations and setting priorities using appropriate and effective needs assessment, research-based data, and group process skills to build consensus, communicate, and resolve conflicts in order to align resources with the organizational vision.
3.2.b. Candidates develop communications plans for staff that includes opportunities for staff to develop their family and community collaboration skills.
3.2.c. Candidates demonstrate an understanding of how to apply legal principles to promote educational equity and provide a safe, effective, and efficient facilities.
3.3.a. Candidates use problem-solving skills and knowledge of strategic, long-range, and operational planning (including applications of technology) in the effective, legal, and equitable use of fiscal, human, and material resource allocation and alignment that focuses on teaching and learning.
3.3.b. Candidates creatively seek new resources to facilitate learning.
3.3.c. Candidates apply and assess current technologies for school management, business procedures, and scheduling.

Course Text:


Requirements:

1. Each student should complete the text readings as indicated on the course schedule below (and posted on the calendar in the course Content Area). Though no grades are given for the readings per se, staying abreast with the course readings should lead to a better understanding of the relevant issues and help in preparation for the course final examination.

2. Each student should review the instructor and guest presentations provided in the EACS 5343 Content Area. Though no grades are given for the readings per se, staying abreast with the course
readings should lead to a better understanding of the relevant issues and help in preparation for
the course final examination. Review these in order, one presentation per week during the first
part of the course.

3. Each student shall complete a field experience, culminating in a written paper to be submitted
to the instructor. A more detailed description is provided in the EACS 5343 Content Area.

4. Each student shall complete a School Operations Project, culminating in a written paper to be
submitted to the instructor. A more detailed description is provided in the EACS 5343 Content
Area.

5. Each student shall take a final examination, which will be based on the field experience
coupled with the chapter readings and class discussions. More information is included in the
EACS 5343 Content Area

More complete descriptions of these projects are included in the EACS 5343 Content
Area. All completed assignments should be submitted to the instructor electronically via
email attachment: maiden@ou.edu, or through the Online dropbox.

All assignments should be submitted no later than the due date. Any late submissions
must be approved by the instructor in advance (excepting emergencies). Unapproved late
assignments will include a score deduction of 2 points (of a possible 100) for each
business day past the due date. Early submissions are welcome.

Grading:

Each of the three assignments will weigh equally in the calculation of the final course
grade (one third each). The formula used to calculate grades will be as follows:

\[ G = \frac{\text{FE} + \text{OP} + \text{EX}}{3} \]

Where

- \( G \) = the final numerical grade in the course;
- \( \text{FE} \) = the field experience score;
- \( \text{OP} \) = the School Operations Project score;
- \( \text{EX} \) = the final exam score.

The following represents the scale used to convert final numerical grades into final letter
grades:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% - 100%</td>
<td>A</td>
</tr>
<tr>
<td>80% - 89%</td>
<td>B</td>
</tr>
<tr>
<td>70% - 79%</td>
<td>C</td>
</tr>
<tr>
<td>60% - 69%</td>
<td>D</td>
</tr>
</tbody>
</table>
Text Readings, in Chronological Order:

Chapter 1 of Thompson, Wood and Crampton
Chapter 2
Chapter 3
Chapter 5
Chapter 6
Chapter 7
Chapter 4
Chapter 8
Chapter 9
Chapter 10
Chapter 12
Chapter 11
Chapter 13

Special Needs Students:

Any student requiring special accommodation in the class due to disability is advised to inform the instructor of his/her special needs. Every effort will be made to ensure that the proper accommodations are made to enhance the learning environment for every student.