

Syllabus – EDU 634 School Business Administration
Independent Study
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Scope: The purpose of this independent study is to expose the student to as many aspects of school business as possible. The student will interview many of the personnel involved in the various aspects of school business. The scope of each interview will allow the student to investigate each discipline from the perspective of a district administrator.

Work: After each interview the student will prepare a learning log of their experience. The log will describe what was learned as well as his/her insights as to how each aspect would affect their decision making process as an administrator.

Aspects of School Business:

Cafeteria/Food Service
Maintenance/Custodial
Transportation
Purchasing
Attendance
Budgeting/Accounting
Human Resources
Risk Management

Expectations: Preparation of a learning log for each interview. 1 to 2 pages each

Preparation of a paper related to a project or theme incorporating the relevant of the aspects of School Business. 5 to 10 pages

The project should define a problem and /or the issues involved. It should describe how each aspect of School Business is or is not affected. It should be summarized by the student in terms of how the student as Administrator would deal with the issues and how their decisions would be impacted by the various aspects of School Business.

The paper should demonstrate what the student learned from each interview as well as from any other resource researched by the student.

Grading:

Each learning log submitted: 6 at 8 points each: maximum 48 total

Project maximum 52 points

97-100 points ... A+

92-96 points ... A

88-91 points ... A-

86-88 points ... B+

75-85 points ... B

70-75 points ... B-

67-69 points ... C+

64-66 points ... C

60-63 points ... C-