



Business Manager's Roles and Responsibilities Syllabus

Instructor: Patty VerDouw

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Class meeting date and time: October 5, 2023; 8:30 – 11:30 a.m. CT

Class meeting location: Career Academy

TEXTS AND SUPPLIES

COURSE DESCRIPTION AND GOALS

School Business Manager Roles and Responsibilities (3 hours): Overview of business manager statutory duties and challenges of being a business manager. Questions on ethics will also be explored. The course will provide business managers with practical tools such as an overview of daily, monthly, and yearly workflows with an emphasis on performing duties within statutory requirements and deadlines.

ASSIGNMENTS AND FINAL EXAM

- Review information in the **Business Manager Roles and Responsibilities Tool Box**.
- **Final Assignment: 50%** of the grade will be generated by creating a board document for your district. The instructor will provide guidance on this during the class. The Final Assignment is due **October 31, 2023**. Your completed Final Assignment must be returned to Patty VerDouw at: patty.verdouw@NDSBA.org before midnight on **October 31, 2023**.
- **Final Exam: 25%** of the grade will be generated by the quiz results. The final exam will be a 25-question test. It will be an online link that will be available on the course website on October 6th. Instruction will be provided on this final test during class. This exam must also be completed by midnight **October 31, 2023**.
 - **The final exam for this course DOES NOT have to be proctored by any school administrator, direct supervisor, or board member. This is an open book exam!**

GRADES

Grades will be calculated on a 100-point scale and based on attendance and participation 25%, final assessment 50% and final exam 25%. The grading scale is as follows:

85 - 100 = Mastery (M): Student has completed proficient work on all course objectives and advanced work on some objectives.

70 - 84 = Proficient (P): Student has completed proficient work on the majority of and/or most important objectives, although not on all objectives. Students must receive at least a proficient grade to pass a course.

00 - 69 = Developing (D): Student is missing a majority of and/or important objectives and is consequently at significant risk of failing the next related course or being unable to perform the skills covered in the course. Students who receive this designation will be required to retake the course.

ACADEMIC INTEGRITY

Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and



collusion (as defined in the NDSBMCP Student Handbook) and is prohibited. Academic dishonesty may be treated as an academic matter or as a disciplinary matter at the discretion of the instructor. The instructor may reflect the incident of dishonesty in the student's grade. If the student has a grievance related to this action, that grievance may be filed in accordance with the NDSBMCP grading grievance procedure. Alternatively, the instructor may refer the case as a disciplinary matter to the NDSBA Executive Director, who is authorized to take disciplinary action, which may include, but not be limited to, withholding course credit, suspending participation in the program, or permanently removing the individual from the program. Prior to making a disciplinary decision, the NDSBA Executive Director will meet with the student, provide a detailed list of charges against them, the corroborating evidence, and offer them an opportunity to respond.

DISABILITY SERVICES

Services will, to the extent feasible, be provided for students with temporary or permanent disabilities. Accommodation and services will be based on the individual student's disability-based need. Students with a disability need should contact patty.verdouw@ndsba.org one week prior to the class meeting date to request accommodations.

ATTENDANCE

Attendance and participation in class activities are considered integral parts of certification. Since this course meets for only a few hours, attendance in classes is expected of all students. Attendance and, if applicable, participation will significantly impact grading.

LATE ASSIGNMENTS

Late tests will only be accepted in extreme circumstances as determined by the instructor on a case-by-case basis.

CLASS CANCELLATION

If a course is cancelled, NDSBA will attempt to notify students via email three days prior to the scheduled class date. In the event of a cancellation, instructors may post video lectures online for students to access or may reschedule the class meeting date. NDSBA will inform students of the make-up arrangements for a cancelled class.