

## High School of Business™—Administering the Program 2024-25

### Where To Find Information:

[MBAResearch.org/HSB](https://MBAResearch.org/HSB)

High School of Business home page on the MBA Research website. You can navigate from this page to everything you need to administer the program.

### Accounts You Will Use:

MBA Learning Center: [mba.instructure.com/login/canvas](https://mba.instructure.com/login/canvas)

HSB Wiki: [hsbwiki.mbaresearch.org/tiki-index.php?page=Welcome](https://hsbwiki.mbaresearch.org/tiki-index.php?page=Welcome)

WebXam—to administer the online final exams for your courses: [WebXam.org](https://WebXam.org)

## Checklist for Annual Program Requirements

To manage and improve your local program, as well as meet the national program requirements, use this annual checklist and the monthly calendar that follows to integrate the national program requirements into your local program plan.

### Attend Professional Development

Create your PD plan to attend all of the trainings for the courses you will teach. Exact training dates will be communicated to you via email and added to [MBAResearch.org/Calendar](https://MBAResearch.org/Calendar).

Summer Training Institute (June/July)

- Year One: HSB Pedagogy, Principles of Business, Leadership (optional 9th grade course)
- Year Two: Principles of Marketing
- Year Three: Principles of Management/Business Strategies

Fall Training Institute (October)

- Year One: Business Economics, Wealth Management (optional 9th grade course)
  - Year Two: Principles of Finance
  - Ongoing: HSB Refresher/Advanced PBL\*
- \*After completing all course trainings, continue to participate in ongoing PD offerings and attend the HSB Refresher Training once every five years.

### Plan Course Rollout and Sequencing

- Coordinate with Administrators to offer the full program, allowing students to complete the six required courses prior to graduation
- Coordinate with school counselors to find best-fit students and to ensure students take courses in their designated sequence

## Develop Your HSB Steering Team

Along with being a program requirement, your HSB Steering Team can assist with three other program requirements. Additionally, each course guide has a list of needs for the course. Use those course resource lists to encourage your steering team members to get involved in bringing business into the classroom.

- Annual Self Study and Improvement Survey—complete in the spring of each year (end of school year)
- Observational Internship—students complete 20 hours in their senior year
- Provide a value-added recognition option for your HSB completers—honors celebration, graduation cords, local college credit agreement, etc.

New schools should meet with their Steering Team monthly during their first year of HSB. After that, you may choose to meet less frequently in subsequent years, but no fewer than two times per year (once in the fall and once in the spring).

## Administer Final Exams

Give the proctored final exams to every student in each course

WebXam: [WebXam.org](http://WebXam.org) (login required)

- [WebXam Manual](#)
- [Bulk Upload Student Accounts](#)—see manual for directions
- [Policies and Procedures for Proctoring HSB Exams](#)
- Online Proctor Forms:
  - [Proctor Registration Form](#)
  - [Exam Certification Form](#)

## High School of Business Planning Calendar

The following is an overview of administrative and marketing initiatives you may need to address each month. Some of the items are unique to *new* teachers in the program and some are standard reminders for *all* teachers. Use this planning calendar to create your own customized HSB reminders.

### August

- Kick off the new school year
  - Begin the new year with special HSB events, such as team-building activities, field trips to businesses, etc.
- First monthly webinar for new teachers. Date and link provided via email.
- Register for Fall Training/MBA Research Conclave. Find information at [MBAResearch.org/Calendar](http://MBAResearch.org/Calendar) and [MBAResearch.org/Conclave](http://MBAResearch.org/Conclave).
- Hold first monthly Steering Team Meeting (new HSB schools)
  - See [Steering Team Implementation Plan](#)
- Prepare for your students' online tests:
  - Fill out your credit requests [on the Wiki](#) for the mandatory Final Exams
  - Print and read the full [WebXam Manual](#) to create your students' WebXam accounts
  - Choose proctors for your exams.

- [Policies and Procedures for Proctoring HSB Exams](#)
  - Online Proctor Forms:
    - [Proctor Registration Form](#)
    - [Exam Certification Form](#)
- Learning Center: Customize the preset HSB courses for first semester and invite students to join your course.

## September

- Prepare for Fall Training Institute
- Primary Contact ensures that Fall Training invoices are paid
- Annual Affiliation fee—purchase order requests sent out
- Primary Contact sends updated information (name, title, email address) for all staff changes (teachers, admins, CTE Directors, steering team members) at your school to: [RizqiyaZ@MBAResearch.org](mailto:RizqiyaZ@MBAResearch.org)
- Monthly Steering Team meetings continue at your school (new HSB schools)

## October

- HSB Teachers attend Fall Training Institute
- Monthly Steering Team meetings continue at your school (new HSB schools)

## November

- Be HSB Proud. As you and your students head to conferences this school year, consider wearing HSB ribbons. These are red ribbons that affix to the bottom of standard conference name tags. Just email us how many you need. We also have HSB lapel pins available.
- Request test credits for Final Exams on the HSB Teacher's Wiki (if needed)
- Monthly Steering Team meetings continue at your school (new HSB schools)

## December

- Have Kudos to Share? Let us know! We regularly use our website, Facebook, Twitter, newsletter, and more to recognize the achievements of students and teachers in HSB. Simply email project stories and photos to me and we'll take care of the rest. End-of-project presentations, field trips to local businesses, local or school newspaper recognition, good deeds achieved via the *Leadership* service-learning project or any other project, are all good examples that we can use to help your students shine.
- Request test credits for Final Exams on the HSB Teacher's Wiki (if needed)
- MBA Learning Center: Customize the pre-set HSB courses for 2<sup>nd</sup> semester
- Monthly Steering Team meetings continue at your school (new HSB schools)

## January

- MBA Learning Center: Invite students to join your 2<sup>nd</sup> semester courses.
- Add next year's HSB courses to scheduling materials
- Request test credits for Final Exams on the HSB Teacher's Wiki
- Summer Training Institute Registration is usually available by mid-month on [MBAResearch.org/Calendar](http://MBAResearch.org/Calendar)
- Post your final exam credit requests to the HSB Teacher's Wiki
- Monthly Steering Team meetings continue at your school (new HSB schools)

## February

- Counselor Webinar registration: All school counselors who do scheduling of HSB students should attend. Led by veteran HSB counselors, topics include scheduling courses, sharing information with students and parents, determining which students will benefit from the program, and recent program updates. Counselors and admin will be emailed details leading up to the webinar.
- Register for Summer Training Institute
- Monthly Steering Team meetings continue at your school (new HSB schools)

## March

- Program Completer Form—if you have seniors completing the program, have them complete and submit [this online form](#) to receive their certificate of completion. Further instructions and a link to the form are also posted on the HSB Teacher's Wiki home page.
- Register for Summer Training Institute
- Annual Self-Study and Improvement Plan Survey is sent to the Primary Contact at each school
  - Steering Team schedules time to complete annual self-study, due at the end of June

## April

- Reminders
  - Register for Summer/Fall Training and book travel and hotel
    - Pay for Summer/Fall Training
  - Steering Team completes annual self-study
  - Program completer form for graduating students to submit
  - Send us your student success stories
- Monthly Steering Team meetings continue at your school (new HSB schools)

## May

- Primary Contact ensures that all invoices for the ending schools year are paid
- Make final travel arrangements for Summer Training
- Assemble or make changes to your Steering Team
  - New HSB schools decide to meet less frequently, meeting at least twice per year (once in fall, once in spring)
- Steering Team completes annual self-study

## June

- Summer Training begins
  - Register for graduate-level credit through VCSU (\$50/course)
- Steering Team completes annual self-study

## July

- Summer Training continues

## Communication from Us

As partners in your program, we will communicate on a regular basis. Below is a snapshot of when, how, and why you will hear from us:

When	Method of Communication	Details
Bi-Monthly	Email Updates for Teachers	Program info, news, reminders
Quarterly	Email Updates for Teachers/Admin	Program info, news, reminders
Quarterly	Steering Team E-Newsletter	Program news with a focus on one of the eight charges of the HSB Steering Team
Jan-Mar	Email to Counselors	Remind Counselors of the sequence of courses for existing HSB Students
Jan-Mar	Email to Teachers: letter to their students from MBA Research	MBA Research encourages existing HSB students to continue with the program—reminding them of the benefits
March/April	Email to Primary Contact	Link to Annual Self-Study: to complete with Steering Team; due in June
July	Annual Letter to School Administrators	Data, insights from annual site self-studies; other program updates
September	Email/Mail to Primary Contact/Accts Payable	Annual Affiliation Fee Invoice

## Contact Us

- HSB Question: [RizqiyaZ@MBAResearch.org](mailto:RizqiyaZ@MBAResearch.org)
- Customer Service and WebXam Questions: [Service@MBAResearch.org](mailto:Service@MBAResearch.org)
- MBA Learning Center Questions: [HelpMe@MBAResearch.org](mailto:HelpMe@MBAResearch.org)
- Phone: (614)-486-6708

## Other Important Links:

For Participating Schools: [MBAResearch.org/ForParticipatingSchools](http://MBAResearch.org/ForParticipatingSchools)

HSB Training and Professional Development: [MBAResearch.org/Calendar](http://MBAResearch.org/Calendar)

HSB Steering Team News: [HSB Steering Team Newsletter](#)—invite your local business professionals to sign up for the HSB Steering Team Newsletter (as a teacher you will automatically receive the newsletter)

College credit: [MBAResearch.org/HSBCollegeCredit](http://MBAResearch.org/HSBCollegeCredit)

## Stay in Touch: Follow Us on Social Media!

- Twitter - [@MBAResearchNEWS](https://twitter.com/MBAResearchNEWS)
- Facebook - [@MBAResearch](https://www.facebook.com/MBAResearch)
- Instagram - [@mba\\_research](https://www.instagram.com/mba_research)