WED 566 ADMINISTRATION AND SUPERVISION
Syllabus

Spring 2016
Saturdays and Sundays 9:00 a.m.-4:00 p.m.
Seated Dates: 1/30 & 1/31, 2/13 & 2/14, and 2/27 & 2/28
D2L Dates: 1/23 & 3/6

Faculty: Dr. Cynthia Sims, Department Chair & Associate Professor

Phone: 618-453-1976

Office Hours: By appointment

Office: Pulliam 212  E-mail: csims@siu.edu

COURSE DESCRIPTION:

Nature, function, and techniques of administration and supervision of education for work programs at all levels.

COURSE GOALS

1. Introduce concepts and practices of managing human relations in organizations
2. Investigate concepts and practices of leadership and demonstrate how they are effectively used
3. Discuss and demonstrate personality type functions in organizations
4. Introduce situational leadership and explore its use
5. Introduce and demonstrate the leadership bridge between personality type and situational leadership
6. Discuss organizational culture/climate and diversity & inclusion (D&I) and explore how their effects on employee engagement
7. Explore and apply concepts and strategies of team building
8. Demonstrate effective personnel management practices

REQUIRED READING MATERIALS


The professor will provide articles for further exploration of course concepts. Students will also be required to find articles and resources for projects and presentations.

**COURSE TOPICS**

1. Human behavior
2. Personality type
3. Motivation
4. Leader flexibility and effectiveness
5. Situational leadership
6. Conflict resolution
7. Leadership and power
8. Temperament and leadership
9. The leadership bridge
10. Group dynamics
11. Team building
12. Diversity, inclusion, and leadership

**COURSE ASSIGNMENTS/ACTIVITIES**

| Attendance (6 days)                  | 60 points |
| D2L Discussions (2)                  | 40 points |
| Case Studies (2)                     | 100 points |
| • 1 In-Class Assignment              |           |
| • 1 Take-Home with brief Class Presentation |       |
| Book Chapter Reports (2 @ 50 points each) | 100 points |
| (2) Article Summaries (100 points each) | 200 points |
| Exam                                 | 200 points |
| Team/Individual Presentation         | 100 points |

**Total Points** 800 points
Grading Scale
A=730+  B=729-659  C=658-588  D=587-517  F=516 and below

POLICIES
1. Because the course is an intensive weekend format, students are required to attend each class session and participate in all D2L discussions. Students are allowed to miss ½ day of class without being penalized if there is documentation of an emergency. You are not allowed to miss more than one full day of class in order to pass the class. Students exceeding this limit will be dropped from the course and will be subject to the SIU published refund policy.

2. The grade of A will not be assigned to late assignments. Assignments are considered late if they are not submitted at the beginning of the class period of the due date. Late assignments will not be accepted past one week of the due date.

3. Grades that are within 1 or more points of the next higher grade will not be increased. Grades are based on points, not percentages.

4. Students will not be allowed to take a missed exam due to absence without verification of an emergency.

5. Students will not be allowed to make up in-class assignments due to absence without verification of an emergency.

6. Hard copies of assignments are required; you may e-mail them in emergency situations only in order to submit them on time. A hard copy is still required by the beginning of the next class period.

7. It is each student’s responsibility to get class information from classmates when s/he misses a class. Further clarification of course concepts and answers to questions can be provided during office hours. The professor will not repeat lectures during office hours.

8. Due to the disturbances laptops may cause students and the professor, laptops are not allowed unless a student has a letter from the Office of Disability Support Services stating one is needed for note-taking or other purposes.

9. Assignments and schedules may change at the professor’s discretion.

LEARNING METHODS
This course will utilize a variety of methods to ensure students learn the material. These may include lectures, readings, writing assignments, video presentations, case studies, group assignments, experiential activities, campus events, guest speakers, and service-learning opportunities.
INCOMPLETE GRADE
As presented in the 2014-15 Graduate Catalog, an Incomplete (INC) grade is assigned when, for reasons beyond her/his control, a student who was engaged in passing work is unable to complete all class assignments. A student must have documentation of the extenuating circumstances that necessitate an INC. An INC may not be requested after the course has ended. The professor and the students must complete the required DEF/INC Completion Agreement Form before the end of the term, otherwise an INC will not be given. Please see the Graduate Catalog for more information about the INC grade.

STUDENTS WITH DISABILITIES OR THOSE NEEDING SPECIAL ACCOMMODATIONS
Any student with a physical or learning disability that may require reasonable accommodations (hearing, testing, reading, etc.) should contact the professor early in the course for assistance. Any other special accommodations should also be made known (seating, etc.).

ACADEMIC DISHONESTY
Plagiarism is defined as the use, without proper acknowledgement, of the ideas, phrases, sentences, or larger units of discourse from another writer or speaker. Unauthorized copying of software and violation of copyright laws are also serious infractions. Each will result in the grade of an F on the assignment and will be reported to the dean.

EMERGENCY PROCEDURES
The professor will provide guidance and direction to students in the classroom in the event of an emergency. It is important that you stay with your professor during an evacuation or sheltering emergency.

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Book Chapter Reports (2)

Due February 14th  50 points each

For each book, Leadership Jazz and Leadership is an Art, choose a chapter that you would like to review. In 2-3 pages, answer/complete the following:

1. What is the theme or purpose of the chapter?

2. Summarize the chapter’s main concept(s).

3. How is/are the main concept(s) related to the topic of the course?

4. Connect a personal example, either experienced or witnessed, to the concepts of the chapter.

5. Was this chapter enlightening or confirming?

Five points will be deducted for incomplete reports. Five points will be deducted for late reports.
Article Summaries (2)

Due March 6th 100 points each

You are responsible for finding two scholarly articles about a leadership concept discussed in class. The article must include a research study. In 2-3 pages, complete the following:

1. Cite the article in correct APA style at the top of the page.

2. Explain why you chose this article.

3. Discuss the purpose of the article.

4. Describe the study.

5. Explain the findings.

6. Describe what you learned about leadership.

7. If you had to extend and improve the study, explain what you would include in your study.

8. Describe how this article is useful to workforce educators/human resources personnel/supervisors (choose one).

Five points will be deducted for each missing component above. Ten points will be deducted for late reports.