

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
COLLEGE OF EDUCATION
AND HUMAN SERVICES

Department of Workforce Education and Development

WED 566 – ADMINISTRATION AND SUPERVISION
Spring Semester 2009

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. 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. Introduce organizational culture and explore how it affects people within the organization.
7. Introduce concepts and strategies of team building
8. Demonstrate effective personnel management practices.

REQUIRED MATERIALS

1. DePree, M. (2004) Leadership is an Art, Dell Publishers.
2. Depree, M. (1992) Leadership Jazz. Dell Publishers.
3. Hirsh, (1998) Introduction to type in organizations, Consulting Psychologists Press.

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

ASSIGNMENTS:

1. Assigned readings
2. Participation in course activities
3. 3 Written Projects (assigned)
4. 1 Book report
5. 1 Quiz
6. 1 Exam

All written assignments must be key-boarded, well written in standard American English, submitted with a cover sheet and in the format given in the Publication Manual of the American Psychological Association, Fifth Edition. The book selected for the required book report should be made from books on the general topic of leadership; articles from journals or on-line are not acceptable, nor are procedure or workshop manuals. A report of from 3 to 5 pages in length should be written. In addition to reviewing the major points expressed by the author, the reviewer should critique them and relate them, where appropriate, to course content. If you are unsure about a title, check with the instructor. The book report is due no later than the last day of class, but may be submitted at any time.

At the beginning of selected class periods, a discussion will be held on readings assigned for that day from the two books by Max DePree which are required for this class. At the end of the course, you must submit a paper in which you give at least one quote from each chapter (including forwards, prologues and epilogues) and briefly interpret what you believe to be the major point of that chapter for each of the two books. Organize your paper by chapter titles, and give page numbers (as specified by APA) for all quotations. One-half of your participation grade will be based upon the discussions and submission of that paper. The paper is due on the last day of class. For more detail, please refer to the assignment on page 4 of this packet.

EVALUATION:

1.	Participation in class activities	30%
2.	Written projects	30%
3.	Book Report	10%
4.	Quiz	10%
5.	Exam	20%

GRADING:

A = 90% or above

B = 80%

C = 70%

All grades will be criterion based

INSTRUCTOR:

A.R. Putnam, Ed. D.

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Office hours:

Tuesday from 2:pm until 6: pm

Wednesday from 2:00 pm until 5:00 pm

After class, and by appointment Monday through Friday

Emergency Procedures:

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on the BERT's website at www.bert.siu.edu, Department of Public Safety's website www.dps.siu.edu (disaster drop down) and in the Emergency Response Guidelines pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. **It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.** The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.