AEC 6704
Extension Administration & Supervision
3 Credits; Section 717C
Summer 2014

Instructor: Dr. Hannah S. Carter
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Office Hours: By appointment.

Class Meeting Time: Wednesday   Period 4-6   12:30 p.m. – 4:45 p.m.

Class Location: 306 Rolfs Hall

Required Textbooks: None

Course Description:
The course is designed for graduate students who are interested in pursuing a career in Cooperative Extension or other formal and nonformal education settings, particularly those with administrative aspirations. The course focuses on organizational philosophy, leadership and management principles, administrative and supervisory responsibilities, organizational management, instilling change through education; and, issues and trends facing organizations.

This course utilizes adult education principles; therefore, student participation in class is emphasized. Coursework is practical and hands on in nature. Classes will consist of discussion, case studies, guest speakers, student-led instruction and lectures.

Objectives:
The general objectives of this course are to:
  1. Develop an understanding of the science of management and an understanding of the differences between management, administration and leadership.
  2. The administrative scope, functions, philosophy and general objectives of different types of systems.
  3. Management principles and practices of planning, organizing, directing, staffing and evaluating as applied to management and supervision.
  4. Administrative/supervisory responsibilities, including policies and procedures, program development and management, fiscal management, human resource management, office/facility management; and, relationship and liaisons.

Assignments, Grades, and Dates

Attendance and participation:
Attendance in class is expected, and it will be taken into account in your final grade. Contact the instructor ahead of a scheduled class, in the event of an emergency that would prevent you from attending a class. Attendance and participation in class are both vitally important to a thorough understanding of the material. Attendance and participation in class/group activities will comprise 175 points of your overall grade. A number of individual and group assignments will take place in class, but some will require additional time outside of class. **In addition, many classes will include a guest speaker—they are sharing their thoughts and experiences—please engage with these individuals by asking questions!**

Reading Assignments:
There will be a collection of readings that will be made available by the instructor for your use in class preparation. Other online reading materials from journals, magazines, books, etc. may also be used. Each student is expected to read the materials denoted for each class prior to our discussion of the topic, thus enabling you to participate in class. Time will be taken at the beginning of each class to address questions and discuss issues that arise from the readings. Readings will also be critical for incorporation into class assignments and papers.

Assignments:

Opinions on Administration
What are your thoughts on administrators or administration in organizations like extension, higher education, non-profits, etc.? By **May 21st**, you will watch the youtube video clip "The Fall of the Faculty" and reflect on the ideas presented in addition to your thoughts on administration. Your reflection paper can include references (but it is not required). This paper should be 3-4 pages in length and will be due in class on **May 28th**.

In addition to the reflection paper, please post 2-3 comments, opinions, thoughts on the video by **May 21st** on Sakai—a topic will be created in the "Discussions" section. Also, please comment on at least 3 other postings on this topic between May 21st and May 28th.

This assignment will be worth 100 points. The on-line discussion will be worth 50 points and the reflection paper will be worth 50 points.

Administrator Interview:
For this assignment, identify a key administrator that you respect and admire and conduct an interview. This assignment will have two parts—the first will be due on **June 4th** and will include an interview guide (list of questions) and the name of your potential administrator. Both will require instructor approval before you proceed with the interview. At the conclusion of the interview, prepare a 4 to 6 page summary of the interview. This assignment counts as 125 points of your overall grade and the summary will be due by **July 2nd**.

Think about questions to ask that pertain to why this person is successful or considered a good manager/administrator/leader? What are their strengths and weaknesses? What is their management/leadership style? What did you learn that could be applied to this class?

Student-Led Discussions:
The area of administration and management is diverse and wide in scope. Students will form teams of two and choose a topic within administration and management that interests them—within extension or within other organizations or institutions. Once this topic area is chosen, you will find an article (or several articles) that have been written within the past 7 years in peer reviewed research journals. Your team will then lead an hour long class on this topic—this will include: discussion on the readings, activities, lecture, etc.

Instructor will assign teams, topics and dates by **May 28th** . Your article(s) should be approximately 20 pages. Please provide these to the instructor a week prior to the day your team has chosen to instruct—copies of the article(s) will be made available to the class on Sakai.

Your team will be graded on the topic and articles chosen, the discussion facilitated about this topic/articles with the class, activities, how well the team worked together and participant evaluations.

This assignment will be worth 150 points of your total grade.

Analysis of an Administration System:
For this assignment, please choose an organization or institution that has a well-defined administration system. This system could be local or international in scope—you may have access to it through your own personal connections, or you may only be able to access it through on-line avenues. You will be conducting a review of this system—the criteria for your review will be defined by you—think about the structure, roles and functions, human resource dimensions, evaluations, etc.

Your analysis will include a 5-10 page paper and a 10-15 presentation on the system. Both will be due on **August 6th**. The paper will be worth 150 points and the presentation will be worth 50 points for a total of 200 points for this assignment. More information on this assignment will be provided.

EDIS Publication:
To culminate this course (and to add to your CV), you will write an EDIS publication for UF/IFAS. EDIS (Extension Digital Information Source) is the primary reference source for all extension publications and this assignment will give you the opportunity to put together a fact sheet that could be utilized by those in extension and the general public. It will be worth 250 points and due on **July 23rd** . A separate handout and information will be provided to complete this assignment mid-way through the semester.

Course Assignments and Grading Values

Final grades in this class will be comprised of six parts:

Attendance and Participation	17.5%	175
Opinions on Administration	10%	100

        On-line Postings & Discussion = 50 points
        Reflection Paper = 50 points

Administrator Interview	12.5%	125

        Interview Guide and Name = 25 points
        Final Paper = 100 points

Student Led Discussions	15%	150
Analysis of an Administration System	20%	200
EDIS Publication	25%	250
TOTAL	**100%**	**1000 points**

Course Grading Scale:

Letter Grade	Points
A	900 – 1000
B+	860 - 899
B	800 - 859
C+	760 - 799
C	700 - 759
D+	660 - 699
D	600 - 659
E	599 or less

Any assignment turned in late will be penalized 10% off the final grade per day the assignment is late.

Notes on written assignments:
1. All assignments will be type-written, 12 point font, 1 inch margins, double-spaced.
2. APA style should be used for citations and references. If your discipline utilizes another style guide, that can be used instead, please inform the instructor what style guide is being used on the assignment if it is not APA.
3. In grading, I am looking for application of theories, principles, concepts, ideas, approaches, etc. that have been covered in readings, class, etc.

2014 Tentative Class Schedule:

Date	Topics – Readings – Guest Speakers
Week 1 *May 14*	Syllabus review & overview of the course Peer introductions Housekeeping items Introduction to Extension Administration & Supervision
Week 2 *May 21*	Class will not meet formally—watch "The Fall of the Faculty: Governing Universities in the 21st Century" (Available on Youtube at: https://www.youtube.com/watch?v=4vWrTmLe7TA) **Post comments about the video on Sakai**
Week 3 *May 28*	Discussion on video, reflection paper and comments Historical perspectives of management and administration Approaches to management and administration **Reflection Paper Due** **Teams, dates, and topics for student-led discussion assigned** **Comment on student postings** **Guest Speaker TBA**
Week 4 *June 4*	Administrator functions and competencies Management functions: planning, organizing, staffing, delegating, directing, etc. **Guest Speaker:** **Mr. John Rebar** **Executive Director of Cooperative Extension** **University of Maine** **Instructor Approval of Interview Guide and Interviewee**
Week 5 *June 11*	Organizational planning Visioning and mission statements Organizational change and strategic initiatives **Guest Speaker TBA**
Week 6 *June 18*	Organizational decision-making, behavior and performance **Guest Speaker TBA**
Week 7 *June 25*	**Summer Break – No Class**
Week 8 *July 2*	Human Resource Management Part I **Guest Speaker:** **Dr. Nick Place** **Dean of Extension**

	UF/IFAS **Administrator Interview Paper Due**
Week 9 *July 9*	Human Resource Management Part I **Guest Speaker:** **Dr. Rick Rudd** **Chair** **Department of Agricultural, Leadership, and Community Education** **Virginia Tech**
Week 10 *July 16*	Developing human capital in organizations Motivation **Guest Speaker:** **Dr. Wayne Ganpat** **Lecturer** **Department of Agricultural Economics and Extension** **The University of the West Indies**
Week 11 *July 23*	Work Day – No Class **EDIS Publication Due**
Week 12 *July 30*	Miscellaneous issues in administration - Fiscal management - Communication - Balance - Professionalism - Program development - Utilizing power effectively
Week 13 *Aug 6*	**Analysis of an Administration System Paper Due** **Presentations on Administration Systems** **Wrap-Up and Evaluation**

**The instructor reserves the right to adjust the syllabus throughout the semester.
Academic Honesty
As a student at the University of Florida, you have committed yourself to uphold the
Honor Code, which includes the following pledge: *"We, the members of the University of
Florida community, pledge to hold ourselves and our peers to the highest standards of
honesty and integrity."* You are expected to exhibit behavior consistent with this
commitment to the UF academic community, and on all work submitted for credit at the
University of Florida, the following pledge is either required or implied: *"On my honor, I
have neither given nor received unauthorized aid in doing this assignment."*

It is assumed that you will complete all work independently in each course unless the
instructor provides explicit permission for you to collaborate on course tasks (e.g.

assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: http://www.dso.ufl.edu/SCCR/honorcodes/honorcode.php.

Software Use:
All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

Campus Helping Resources
Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- *University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575,* **www.counseling.ufl.edu/cwc/**
  - Counseling Services
  - Groups and Workshops
  - Outreach and Consultation
  - Self-Help Library
  - Training Programs
  - Community Provider Database

- *Career Resource Center,* First Floor JWRU, 392-1601, **www.crc.ufl.edu/**

Services for Students with Disabilities
The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation

0001 Reid Hall, 352-392-8565, **www.dso.ufl.edu/drc/**