

AEC 6704
Extension Administration & Supervision
3 Credits; Section 715G
Summer 2018

Instructors:	Dr. Hannah S. Carter	Dr. Matthew Bengé
Office:	121B Bryant Hall	126B Bryant Hall
Phone:	(352) 392-1038	(352) 294-1996
Fax:	(352) 392-0589	(352) 392-0589
Email:	hscarter@ufl.edu	mattbenge@ufl.edu
Office Hours:	By appointment	By appointment

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

Class Location: McCarty B Room 2102

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 leadership, administration and management principles, administrative and supervisory responsibilities, organizational management, and issues and trends facing organizations and institutions.

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 instructors 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 instructors 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:

Reflection Questions:

Starting Week 2 of classes, by Tuesday at 5:00 p.m. every week, please post two questions that you had in regard to the reading assignment for that week in the “Discussion Questions” folder in Canvas (or email them to us?) These questions will be the basis for our class discussions and will account for 10% of your total grade. Questions can center on what stood out to you as you read the article, what you might disagree with the authors about or something that you had an additional question about in regards to the reading and/or topic.

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 6th** 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 11th**.

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 or three 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.

Instructors will assign teams, topics and dates by **May 23rd**. 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 Canvas.

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 1st**. 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), <http://edis.ifas.ufl.edu/>, 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 **August 8th**. 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
Reflection Questions	10%	100
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:

<u>Letter Grade</u>	<u>Points</u>
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.

2018 Tentative Class Schedule:

Date	Topics & Readings	Guest Speakers	Student-Led Discussions
<i>Week 1 May 16</i>	Syllabus review & overview of the course Peer introductions Housekeeping items Introduction to Extension Administration & Supervision		
<i>Week 2 May 23</i>	Historical perspectives of management and administration Approaches to management and administration Teams, dates, and topics for student-led discussion assigned		
<i>Week 3 May 30</i>	Administrator, manager and leader functions and competencies	Dr Michael Gutter Associate Dean, Extension	
<i>Week 4 June 6</i>	Part I – Organizations Organizational planning from different perspectives -Visioning, strategic planning, etc. Instructor Approval of Interview Guide and Interviewee	Dr. Tracy Irani Chair, Dept. of Family, Youth and Community Sciences	
<i>Week 5 June 13</i>	Part II – Organizations Organizational change and communication	Dr. Nick Place Dean of Extension	
<i>Week 6 June 20</i>	Developing human capital from different perspectives		
<i>Week 7 June 27</i>	Summer Break – No Class		
<i>Week 8 July 4</i>	Holiday – No Class		
<i>Week 9 July 11</i>	Human Resource Management Part I Administrator Interview Paper Due	Ms. Mary Ann Morgan Ms. Susan Hudson IFAS Human Resources	
<i>Week 10 July 18</i>	Human Resource Management Part I	Dr. Jeanna Mastrodicasa Associate VP for Operations IFAS	

<i>Week 11 July 25</i>	Evaluation & performance from different perspectives	Ms. Brenda Rogers Southwest District Extension Director	
<i>Week 12 August 1</i>	Miscellaneous issues in administration <ul style="list-style-type: none"> - Fiscal management - Balance - Professionalism - Program development - Utilizing power effectively <p>Analysis of an Administration System Paper Due</p>		
<i>Week 13 Aug 8</i>	Presentations on Administration Systems EDIS Publication Due Wrap-Up and Evaluation		

*****The instructors 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/