

FCS 5846 - ADMINISTRATION OF HUMAN SERVICE PROGRAMS

(Formerly HEC 5846)

Fall 2012

Instructor: Dr. Lucy Campanis

Office: 1046 Klehm Hall

Telephone: (217) 581-6348

Office Hours: MTWR 1:00- 1:50

Other times by appointment

E-Mail: lacampanis@eiu.edu

Course Description: Includes information on development, implementation, and administration of programs for individuals and families across the lifespan; strategic planning; legislation and public policy; grantsmanship and funding; working with boards, councils and volunteers; facilities planning; program evaluation; networking; program accountability; and evaluation.

Texts:

Barry, B. W. (1997). Strategic planning workbook for nonprofit organizations. (Revised) St. Paul, MN: Amherst H. Wilder Foundation

Miner, L. E., Miner, J. T., & Griffith, J. (1999). Proposal planning and writing, Second Edition. Phoenix: The Oryx Press.

Wolf, T. (1999). Managing a nonprofit organization in the twenty-first century. New York: Simon & Schuster.

Course Objectives:

By the completion of this class, the student will be able to:

1. relate public policy decisions to program development and implementation.
2. review the legislative process and identify ways to monitor it.
3. develop public policy fact gathering skills in the area of your concerns. (Congressional Record, bill related to your concerns, Federal Register, etc.)
4. identify decision making structures in federal and state legislative bodies, agencies, and executive departments.
5. understand the role of agencies as "implementors" of public policy decisions.
6. identify his/her role and responsibility as a professional in the public policy arena.
7. develop skills impacting on public policy/legislation and regulations.
8. examine selected pieces of legislation related to student's interests and concerns.
9. examine selected issues and aspects of administration and operation of human services programs including funding, staffing, use of volunteers, working with clients, roles of boards and councils, fiscal management, evaluation, public relations, staff development, and others as determined by needs of the group.
10. examine the role of strategic planning as a way to facilitate program development.
11. identify the role of grants and contracts in the development, implementation, and operation of human services programs.
12. write a letter proposal appropriate for submission to a private foundation or corporation.
13. develop a proposal suitable for submission to a government agency.

Evaluation Activities/Assignments:

1. Administration Chapter Presentation – Each student, individually or with a partner, will review and present a topic related to human services program administration. The presentation will be based on

a related chapter from the text with additional information as appropriate. Specific directions and criteria will be provided separately. (50 points)

2. Identify and review a public policy issue. Review a selected piece of legislation and the public policy issues and/or implementation or regulation issues associated with this piece of legislation. The legislation must have been signed into law and currently in effect. Develop a 2 - 3 page review to be submitted, a one page summary to share with the class, and present a 3-5 minute summary of your review. The written review will include a background of the policy issue, major provisions of the legislation, and implications for non-profit programs/agencies and/or the population they serve. The one page summary handed out to the class will provide basic information on the provisions of the legislation. The oral summary will give an overview of the policy issue which influenced the legislation and implications of the legislation. The AAFCS "Five I's" Policy Analysis Tool will be used develop the review. (Policy analysis form, written review, one-page summary, and oral summary) (50 points)
2. Strategic plan assignment - In a small group, work through the strategic planning process. Submit a written summary of the process and the strategic plan, using forms identified in class. Each group will share the results with the class. (100 points)
3. Write a 1½ to 2 page letter proposal appropriate for submission to a private foundation or corporation. (50 points)
4. Develop a grant proposal using an actual format from a federal agency as provided in class. (150 points)
5. Quizzes. (50 points)
6. Short-term and in-class activities. (points will vary)

Grading Scale:

- A = 90% of total possible points
- B = 80% of total possible points
- C = 70% of total possible points
- D = 60% of total possible points

All papers will be evaluated on the basis of quality of information, logical support of your perspective, use of appropriate bibliographical format in documenting resources, and application of good writing practices.

Disability Statement:

If you have a documented disability and wish to discuss academic accommodations, please contact the Office of Disability Services at 581-6583.

FCS 5846: Administration of Human Services Programs
 Fall 2012
 Tentative Class Schedule

<u>Date</u>	<u>Topic</u>	<u>Assignment</u>
Aug 23	Course Overview Human Services Organizations, Introduction Developing a Non-Profit Organization Public Policy	Wolf, Ch. 1
Aug 30	Legislative Process Advocacy	
Sept 6	Human Services Organizations Personnel Policies	Individual Chapter Presentations
Sept 13	Human Services Organizations Financial Management	Individual Chapter Presentations
Sept 20	Legislative Report Presentations Organizational Planning Overview (Strategic Planning)	Legislative Report Due Quiz
Sept 27	Strategic Planning Process Getting Organized	Wolf (W): Ch 9 Barry (B), Section I
Oct 4	Steps in the Strategic Planning Process Vision Statement, Mission Statement Situation Analysis	B: Section II, 23-51
Oct 11	Planning Method and Approaches Critical Issues, Scenario, Goals, Alignment	
Oct 18	Refinement and Adoption of Plan Planning with Multiple Agencies	B: Section II, 52-75
Oct 25	Introduction to Grant Writing Sources of Funding Types of Proposals	Miner, Miner, & Griffith (M), Ch 1 M: Ch 2, 3, 16
Nov 1	Proposal Development Letter Proposals	M: Ch 4, 5 Quiz
Nov 8	Share Final Strategic Plans Government Proposals	Strategic Plan Due M: Ch 6 - 9

Components: Introduction, Problem Statement,
Objectives, Methods

Nov 15	Government Proposals Components: Evaluation, Dissemination, Budget, Appendices, Abstract	M: Ch 10 - 14 Letter Proposal Due
Nov 22	Thanksgiving Recess	
Nov 29	Writing and Editing Techniques Grant Proposal Work Session	M: Ch 15, 17
Dec 6	Grant Review Process Grant Administration Human Services Programs Review Non-Profit Organizations	W: Ch 1, 2 Full Grant Proposal Due
Dec 13	Final Exam: Thursday, 5:15-7:15	