

FCS 5450

Administration and Supervision in Family and Consumer Sciences

Instructor: Dr. Lisa M. Taylor **Class meetings:** 9/14-9/15, 10/12-10/13, 10/26-10/27
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Office hours: Tues 6pm-7pm, Wed 2pm-4pm, Thur 1pm-3pm, or by appointment

Course description

This course will focus on the principles and techniques of administration and supervision in family and consumer sciences.

Course objectives

Upon completion of this course, students should be better able to:

1. Identify the basic nature of administration and supervision.
2. Define the role of the administrator/supervisor as a manager, including the functions and principles of management, management duties, and problem solving.
3. Review basic management theories.
4. Identify motivational factors and their influence upon behavior.
5. Identify principles of effective leadership.
6. Review the development of ethical concerns and the application in supervision.
7. Identify the attitudes and abilities needed for effective communication.
8. Identify barriers to interpersonal communication.
9. Identify the administrator's/supervisor's role in employee selection, orientation, training, and performance evaluation.
10. Identify basic principles of time management and dealing with stress.
11. Identify issues and concerns of supervisor's in today's work world.
12. Develop one's own philosophy of supervision.

Teaching philosophy

My teaching philosophy developed from my own experiences as a student. When I was in a class where the instructor was passionate about what he/she taught, I was motivated to learn. When the instructor appeared to be approachable, I was more likely to ask questions and seek assistance when I needed it. Additionally, when given the opportunity to apply the concepts learned in class, I mastered the material more effectively. Thus, my own personal teaching style reflects these three basic concepts. I am passionate and enthusiastic about the topics I teach, I strive to be approachable both in and out of the classroom, and I use a problem-based learning model that encourages critical thinking skills.

COURSE EVALUATION

Exams (200 points)

Two take-home exams will be administered during the course of the semester; a mid-term and a final exam. Each exam will be worth 100 points and will cover class lectures, class discussions, videos, handouts, student article summaries, and any additional information as indicated by the instructor.

Employee evaluation form critique (25 points)

Students are to locate, review, and analyze an employee evaluation form (a real one). Specific requirements and criteria for evaluation of this assignment will be distributed separately. Critiques are due on October 26th.

Ethical situation case scenario and solution (50 points)

Students will create a fictional ethical workplace situation case scenario and turn them in on October 12th. Students will then work in small groups to effectively SOLVE the ethical case scenario assigned to them (instructor will select case scenario and groups). Solutions to case scenarios are due November 16th.

Job description assignment (75 points)

Students will develop a fictional job description and interview protocol. Specific requirements and criteria for evaluation of this assignment will be distributed separately. Assignment due on October 26th.

Training module assignment (150 points)

Students will develop a training module on an assigned topic. Specific requirements and criteria for evaluation of this assignment will be distributed separately.

<u>Evaluation activity</u>	<u>Possible points</u>
Exams	200
Training module	150
Job description	75
Employee evaluation form critique	25
Ethical case scenario (scenario & evaluation)	50
TOTAL POINTS POSSIBLE	500

A = 90 - 100% of total possible points
B = 80 - 89% of total possible points
C = 70 - 79% of total possible points

Policies and procedures

- Since this course meets in a weekend format students are expected to attend every class. If a student has to miss a class day, except for excused absences (as dictated by the University's policy on excused absences), their final grade in the course will go down an entire letter grade for EACH DAY the student misses. No exceptions will be made to this policy.
- Students are expected to **TURN IN ASSIGNMENTS ON TIME (AS INDICATED BY THE COURSE SCHEDULE)! No exceptions!**
- Students will need to check their WebCT email accounts on a regular basis (at least three times a week). **If students are unfamiliar with the discussion board on WebCT, they are responsible for contacting IT (581-HELP) for assistance.**
- **All written assignments** are to be submitted via WebCT.
- **Communication skills are crucial to the MS in FCS/Dietetics degree – all graduate students have to learn to communicate effectively in both a written and oral format to earn the Master's degree. As such, POINTS WILL BE DEDUCTED FOR SPELLING AND GRAMMATICAL ERRORS ON ALL WRITTEN ASSIGNMENTS AND EXAMS.**
- Students will be unable to **make up an exam** without documentation of an excused absence. A slip from Health Services does not, necessarily, equate to an excused absence. Refer to the University class attendance policy for information about excused absences:
http://catalog.eiu.edu/content.php?catoid=14&navoid=373#clas_atte
- Make-up work for **missed in-class assignments and activities** is at the discretion of the instructor and **only** in the case of **excused** absences (refer to the University's policy on excused absences).
- If you have a **documented disability** and wish to receive academic accommodations or services, please contact Julie or Kathy in the Office of Disability Services at 581-6583. If you need to know where the areas of rescue assistance are located in case the building must be evacuated, please see me.
- It is assumed that students will honor the tradition of **academic honesty**. Should incidents of suspected cheating or plagiarism occur, University policy as outlined in the "Academic Integrity" section (found under "Academic Regulations) of the 2005-2006 Eastern Illinois Undergraduate Catalog (<http://catalog.eiu.edu>) will be followed.

Dr. Taylor's classroom ground rules:

- ◆ Listen with an open mind, without judgment.
- ◆ Ask any questions. No question is dumb! Seriously!
- ◆ Participate as much as possible, but share the time with your peers.
- ◆ Be proactive about your learning experience (e.g., ask questions, clarify assignments).
- ◆ Keep what is said in the classroom confidential. Respect others' right to privacy.
- ◆ Do not generalize, stereotype, or stigmatize. I will NOT tolerate it in my classroom.
- ◆ Avoid making assumptions about other people. If anything, ASSUME DIVERSITY!
- ◆ Do not come into class with a negative attitude, I will not tolerate sarcasm or other negative comments during class.

Tentative schedule – REVISED LAST ON August 20, 2012

This schedule is tentative and subject to change. Please check your WebCT email for changes to the schedule on a regular basis. This syllabus will always include a date of revision so you will know whether or not you have the most recent version.

Week	Topic
9/14/12-9/15/12	<ul style="list-style-type: none">➤ Introduction to course➤ Leadership, supervision & management➤ Writing and APA formatting➤ Management theories➤ Training
10/12/12-10/13/12	<ul style="list-style-type: none">➤ Employee recruitment, selection, & placement➤ Decision making➤ Employee retention, morale, & motivation➤ Stress & time management➤ Communication process
10/26/12-10/27/12	<ul style="list-style-type: none">➤ Performance evaluation➤ Diversity➤ Confidentiality & ethics➤ Current workplace issues➤ Workplace expectations
Date	Exams or assignments due
10/12/12	➤ Ethical situations due (part I)
10/19/12	➤ MID-TERM EXAM DUE BY NOON (12PM)
10/26/12	<ul style="list-style-type: none">➤ Employee evaluation form critiques due➤ Job description assignment due
11/16/12	➤ Part II of ethical situations due BY NOON (12PM)
12/07/12	➤ FINAL EXAM DUE BY NOON (12PM)

All assignments must be submitted via WebCT. No exceptions to this rule. If you do not know how to use WebCT it is your responsibility to contact 581-HELP get assistance.