

**Gallaudet University**  
**Graduate School and Professional Programs**  
**Department of Administration and Supervision**

ADM 711.01 Basics of Management

Credits: Three Graduate Credits

Course Syllabus, Fall 2008

Class Schedule: August 26-December 8, 2008; Tuesdays 4:00-7:00 PM

Instructor: Dr. Madan M. Vasishta

[Madan@vasishta.net](mailto:Madan@vasishta.net)

[Madan.Vasishta@gallaudet.edu](mailto:Madan.Vasishta@gallaudet.edu)

Phone/VP: 202-651-5525

Office: 207 Fowler Hall

Office Hours: By appointment

Pre-requisite: Instructor's permission

### **1. Gallaudet Graduate School Mission Statement**

The Graduate School at Gallaudet University draws on Gallaudet's rich heritage, distinguished faculty and staff, and ASL-English bilingual environment to carry out its multifaceted mission to:

- prepare deaf, hard of hearing, and hearing scholars, leaders, and practitioners from diverse backgrounds to excel in their professions and disciplines; and
- generate knowledge, via research and other scholarly activities to inform theory and practice in the professions and disciplines represented by graduate programs.

The knowledge, skills, and dispositions addressed in the various graduate programs are aligned with professional accreditation standards as well as the Graduate School's own high academic expectations.

### **2. Course Description**

This course includes a comprehensive overview of the concept of management, the historic evolution of the practice of management, and trends in modern management concepts and practices. It will have a major focus on the acquisition of knowledge, skills and self-reflection as related to results-oriented management in today's rapidly changing and diverse market place; emphasis will be on the basic management functions of planning, organizing, decision-making, staffing, leading, budgeting, reporting and communicating.

## 2. Course Objectives

Students will demonstrate knowledge and skills in applying theories and current issues to daily and long-range management of programs, policies and processes: Planning staffing, organizing, operating, developing and evaluating education and human services programs. Students will analyze various management issues in a variety of thought-provoking settings.

- 5.1 Demonstrate the ability to communicate effectively to a variety of audience on an assigned topic
- 1.1 Demonstrates the ability to develop a District Vision of Learning.
- 1.2 Demonstrates the ability to articulate a District Vision of Learning.
- 2.1 Demonstrates the ability to promote a Positive District Culture.
- 3.1 Demonstrates the ability to manage the District Organization.
- 3.2 Demonstrates the ability to manage District Operations.
- 4.3 Demonstrates the ability to mobilize Community Resources.
- 5.2 Develops the ability to act Fairly.
- 5.1 Develops the ability to act with Integrity.

The course also includes Gallaudet University's conceptual framework for professional educational leadership which embodies multiple contexts and relationship among these contexts: families, schools, programs, communities and cultures. The discussions, papers and presentations should incorporate connections across cultures, disabilities, local/global perspectives, traditional/innovative approaches, theory and practice.

Students will be expected to reflect on values and knowledge impacting on program-community relations as well as to become committed to interactive inquiry and continuing professional development

## 4. Required Text and Resources

Robin, S.P. and Coulter M. (2005). *Management (8<sup>th</sup>. Edition)* Upper Saddle River, NJ: Pearson Prentice Hall Publisher.

Journals, Periodicals, Newspapers and Internet resources will be assigned on weekly basis.

## 5.0 Expectations

**5.1.** Regular attendance is expected. The course depends heavily on learning together and from each other. No absence allowed. Adherence to assigned deadline for projects papers and presentation is required.

**5.2.** Active course participation:

- a. Meaningful participation in classroom activities and discussions.
- b. Sharing research-based information
- c. Providing erudite response to questions posed by other class members

**5.3.** A research papers on a topic pertaining to educational management is required. The paper must be between 10-12 pages long and follow the writing style of the American Psychological Association (APA). Agreement on the specific topic and an abstract term paper (proposal) for each topic will be required. The term paper will be accompanied by a (4-6 slide Powerpoint) classroom presentation.

## **OR**

A team project related management. Teamwork is the backbone of management. This group project will help you pool your skills and learn from each other. The topic should be related to a real-life management problem.

**4.4.** One presentation/discussion on one of the chapters in the book for 1.5 hours. The lecture on the chapter itself should not exceed 50 minutes. The remaining time will be used for discussions, questions, and class activities.

**4.5.** An analytic paper on management style of a past or present manager. This paper will be 3-4 pages long. You will share your analysis with classmates.

## **6. Grading Policy**

There will be no formal tests. Grades will be determined according to the following criteria:

**6.1.** Class participation (5.2): attendance, active participation, level of preparedness, quality of questions and comments and level of contribution to class discussions—25%

**6.2.** Term paper or class project (5.3): Quality and depth of research, variety of sources, inclusion of legal, historical and current human resources issues, policy formulation, case study and PPT summary—30%

**6.3.** Class presentation (5.4): Delivering and leading class discussion, innovative and relevant class activities as related to the topic, quality of ppt presentation—25%

**6.4.** Paper analyzing management style—20%

## **Grading Scale**

A+ = 97-100	B+ = 87-89
A = 94-96	B = 84-86
A- = 90-93	B- = 80-83

## **7. Class Meetings and Assignments:**

We will have 15 sessions of 2.6 hours each. The last class will be on December 1. We will also cover some work on line.

**August 26**—Orientation to Course. Assignment of topics & Chapter 1: Overview of Basics of Management and Organization.

**September 2**—Chapters 2: Management Yesterday and Today.  
**Term paper topics due**

**September 9**—Chapter 3: Organizational Culture and the Environment: The constraints.

**September 16**—Chapter 4: Managing in a Global Environment.

**September 23**—Chapter 5: Social Responsibilities and Managerial Ethics.

- September 30**—Chapter 6: Decision Making: The Essence of the Manager’s Job.
- October 7**—Chapters 7-8: Foundations of Planning and Strategic Management.
- October 14**—Chapters 9: Planning Tools and Techniques.
- October 21**—Chapters 10-11: Organizational Structure and Design & Communication and Information Technology.
- October 28**—Chapter 12: Human Resource Management.
- November 4**—Chapters 13: Managing Change and Innovation.
- November 11**—Chapter 14. Foundation of Behavior.  
**Term paper due on November 20.**
- November 18**—Chapter 15-16 Understanding Groups and Teams & Chapter 16. Motivating Employees
- November 25**— Chapter 17. Leadership
- December 2**—Student presentations and discussions on term papers.

## **8. Policy on Plagiarism**

*Gallaudet University has an account with an automated plagiarism detection service which allows instructors to submit student assignments to be checked for plagiarism. I reserve the right to 1) request that assignments be submitted to me as electronic files and 2) electronically submit assignments to Safe Assignments. Assignments are compared automatically with a huge database of journal articles, web articles, and previously submitted papers. The instructor receives a report showing exactly how a student's paper was plagiarized.*

## **9. Academic Integrity**

Students are expected to complete all coursework in keeping with Gallaudet University’s policy on academic integrity. Academic dishonesty is a very serious offense. It will be treated accordingly and will not be tolerated. If a student is involved in unethical practices in connection with coursework or examinations, the professor has full discretion to give a failing grade for the particular assignments, a failing graduate for the course, and/or recommend dismissal. The policy published in the Graduate School Catalog will be adhered to. The policy can also be found online in Graduate School Catalog at

[http://gradschool.gallaudet.edu/gradschool/catalog/catalogs/2007\\_08/pdf/standards.pdf](http://gradschool.gallaudet.edu/gradschool/catalog/catalogs/2007_08/pdf/standards.pdf)

**10. Policy on Accessibility:**

Check pp. 10-11 in the current Graduate Catalog for information on the Office of Students with Disabilities.

[http://aaweb.gallaudet.edu/Documents/Academic/GSPP/catalog/08-09/gradcatalog\\_08\\_09.pdf](http://aaweb.gallaudet.edu/Documents/Academic/GSPP/catalog/08-09/gradcatalog_08_09.pdf)

**11. Electronic Devices:**

All electronic devices must be turned off and put away during class. This includes pagers, cell phones, ipods/mp3 players, connection to the internet. If you use a laptop, you may be connected to the internet during class only if you are presenting the material to the class. If you need to be contacted in case of an emergency,

Please establish a procedure for contact when you are not available and speak with your professor about this before class begins.

**12. Assessment:**

All student output will be assessed using **rubrics attached**.

To Assess mastery of the topics and subtopics included in Section 2 (Course Objectives), the following assessment will be used:

1. Students will provide accurate responses to questions posed by the instructor and class members.
2. Students will research, analyze and report on a topic related to laws and policies that affect special education
3. Students will lead discussion on an assigned topic showing their ability to organize material, present in a professional manner and respond to audience questions