

**ORIGINATOR'S SECTION:**

1. College: Arts & Sciences Desired Term: Fall and Year 2006 of implementation for change(s).

2. Current Course abbreviation and Number: HD 300

**TYPE OF CHANGE(S). Check  all that apply.**

Course Number Change	<input type="checkbox"/>	Delete Prerequisite	<input type="checkbox"/>	Other Prerequisite Change	<input type="checkbox"/>
Course Title Change	<input checked="" type="checkbox"/>	Add Corequisite	<input type="checkbox"/>	Grading Method Change	<input type="checkbox"/>
Unit Value Change	<input type="checkbox"/>	Delete Corequisite	<input type="checkbox"/>	Mode of Instruction Change (C/S Number)	<input checked="" type="checkbox"/>
Description Change	<input checked="" type="checkbox"/>	Add Consent for Enrollment	<input type="checkbox"/>	Consider for G.E. If yes, also fill out appropriate GE form.	<input type="checkbox"/>
Add Prerequisite	<input type="checkbox"/>	Delete Consent for Enrollment	<input checked="" type="checkbox"/>	Cross-list	<input type="checkbox"/>

Information in this section— both current and new — is required only for items checked () above.

**NEW INFORMATION:**

<b>CURRENT INFORMATION:</b>			Course abbreviation and Number:																										
3. Title: <u>Administration in Social Service Settings</u> Administration in Social Service Settings			Title: (Titles using jargon, slang, copyrighted names, trade names, or any non-essential punctuation may not be used.) <u>Administration in Human Service Settings</u>																										
4. Abbreviated Title for Banner (no more than 25 characters): <u>Admin in Soc Svc Settings</u>			Abbreviated Title for Banner: (no more than 25 characters, including spaces) <u>Admin in Hum Svc Settings</u>																										
5. Number of Units:			Number of Units:																										
6. Catalog Description:  Theory and research in the effective management and administration of social services. Subject matter includes funding and grant-writing, licensure, decision making and leadership, personnel management, public relations, and program evaluation. <i>May not be taken for credit by students who have received credit for MGMT 302 and HD 302.</i>			Catalog Description: (Not to exceed 80 words; language should conform to catalog copy. Please consult the catalog for models of style and format; include all necessary information regarding consent for enrollment, pre- and/or corequisites, repeated enrollment, crosslisting, as detailed below. Such information does <u>not</u> count toward the 80-word limit.)  Theory and research in the effective management and administration of human service organizations. Subject matter includes ethics, confidentiality, funding and grant-writing, licensure, decision making and leadership, personnel management, public relations, and program evaluation.																										
7. Mode of Instruction* (See pages 17-23 at <a href="http://www.calstate.edu/cim/data-elem-dic/APDB-Transaction-DED-SectionV.pdf">http://www.calstate.edu/cim/data-elem-dic/APDB-Transaction-DED-SectionV.pdf</a> for definitions of the Course Classification Numbers)																													
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9. If the NP or CP grading system was selected, please explain the need for this grade option.																													

\*If Originator is uncertain of this entry, please consult with Program Director/Chair.

**CURRENT INFORMATION:**

**NEW INFORMATION:**

<b>10. Course Requires Consent for Enrollment?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Faculty _____ Credential Analyst _____ Dean _____ Program/Department - Director/Chair	<b>Course Requires Consent for Enrollment?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No _____ Faculty _____ Credential Analyst _____ Dean _____ Program/Department - Director/Chair
<b>11. Course Can be Taken for Credit More than Once?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many times _____ (including first offering)	<b>Course Can be Taken for Credit More than Once?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many times _____ (including first offering)
<b>12. Is Course Cross-listed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate which course _____	<b>Is Course Cross-listed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate which course _____ and check "yes" in item #17 below.
<b>13. Prerequisite(s):</b>	<b>Prerequisite(s):</b>
<b>14. Corequisite(s):</b>	<b>Corequisite(s):</b>
<b>15. Documentation attached:</b> Syllabus or Detailed Course Outline	

**PROGRAM DIRECTOR/CHAIR - COLLEGE CURRICULUM COMMITTEE SECTION:**

*(Mandatory information - all items in this section must be completed.)*

**16. Does this course fulfill a requirement for any major (i.e. core course or elective for a major, majors in other departments, minors in other departments)?** YES  NO   
 If yes, please specify: Required course in the Human Development major.

**17. Does this course change impact other discipline(s)?** *(If there is any uncertainty as to whether a particular discipline is affected, check "yes" and obtain signature.)* Check "yes" if the course is cross-listed.  Yes  No  
 If yes, obtain signature(s). Any objections should be stated in writing and attached to this form.

Psychology Discipline	<i>Sharon B. Harniel</i> Signature	<i>5/31/06</i> Date	<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Oppose
Sociology Discipline	<i>Ruth P. Shaw</i> Signature	<i>9/25/06</i> Date	<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Oppose
Biological Sciences Discipline	<i>Denise Garcia</i> Signature	<i>9-26-06</i> Date	<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Oppose
Health & Human Services Discipline	<i>Mary Elizabeth Steiner</i> Signature	<i>10/12/06</i> Date	<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Oppose

**18. Reason(s) for changing this course:** The title change is more appropriate since the course is more narrowly focused on management of human service agencies. Elimination of references to MGMT 302 and HD 302 in description is no longer necessary, since few students exist who had these course options. Need for mention of specific areas to be covered in course, including ethics, confidentiality, funding and grant-writing, licensure, decision making and leadership, personnel management, public relations, and program evaluation. Course is a seminar and not a lecture course.

**SIGNATURES : (COLLEGE LEVEL) :**

**(UNIVERSITY LEVEL)**

1. Original (Please Print) Fernando Soriano Date 10-17-06

2. Program Director/Chair [Signature] Date 11-2-06

3. College Curriculum Committee [Signature] Date 11/7/06

4. College Dean (or Designee) [Signature] Date 11/7/06

5. UCC Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

6. Vice President for Academic Affairs (or Designee) \_\_\_\_\_ Date \_\_\_\_\_

7. President (or Designee) \_\_\_\_\_ Date \_\_\_\_\_

**HD 300 Administration in Social Service Settings**  
**Fall 2006**  
**M/W 1030-1145**  
**ACD 406**  
**Luis Terrazas, Ph.D.**

Office Hours: M/W 1145-1245 and 1415-1545 in CRA 6238  
 Voice Mail: (760) 741-7006      Mail Bin: CRA 6119  
 E-mail: terrazas@csusm.edu

**Syllabus**

**Class Schedule**

August 28 and 30	Introduction and Orientation
September 4	Labor Day Holiday
September 6 and 11	Brody: Preface, Chapters 17, 18, and 19
September 13 and 18	Brody: Chapters 12, 15, and 16
September 20	Library Research Demo/ <b>Class meets in LIB 4400</b>
<b>September 25*</b>	<b>Group Meeting/Groups meet in ACD 406</b>
September 27; October 2	Brody: Chapters 3, 13, 14, and 20
<b>October 4*</b>	<b>Group Meeting</b>
October 9 and 11	Brody: Chapters 1, 2, 4, and 5
October 16	Brody: Chapters 6 and 7
<b>Due (October 16): Grant/Program Evaluation Proposal (Draft Version I)</b>	
October 18	Brody: Chapters 8 and 9
<b>October 23*</b>	<b>Group Meeting/Groups meet in ACD 406</b>
October 25 and 30	Brody: Chapters 10 and 11
<b>November 1*</b>	<b>Group Meeting</b>
November 6 and 8	Professional Issues
<b>Due (November 6): Grant/Program Evaluation Proposal (Draft Version II)</b>	

**November 13\***                      **Group Meeting/Groups meet in ACD 406**  
**Due (November 13): Management Paper**

**November 15\***                      **Group Meeting**

November 20, 22, 27, 29;        **Individual Presentations: Management Topics**  
December 4 and 6  
**Due (November 27): Grant/Program Evaluation Proposal (Final Version and Credits Page)**

November 27 and 29;              **Group Presentations: Grant/Program Evaluation Proposals**  
December 4 and 6  
**Due (November 29): Reflections Paper**

\* Attendance for the Group Meeting grade will be taken at these six designated class meetings: September 25; October 4 and 23; and November 1, 13, and 15.

**Note:** Guest speakers will be scheduled as feasible during the semester.

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**Required Text:**

Brody, R. (2005). *Effectively managing human service organizations* (3rd ed.). Thousand Oaks, CA: Sage.

**Course Description:**

This course focuses on management in social service or human service organizations as well as grant writing and program evaluation in these settings.

**Course Objectives:**

1. To develop a basic understanding of leadership styles, decision making, personnel management, public relations, and funding in social service or human service settings.
2. To introduce basic skills in grant and program evaluation proposals in these settings.
3. To foster awareness of professional issues, including licensure and ethics.

**Course Requirements:**

1. A maximum of six groups (around 5 students in each group) will meet during six designated class meetings as listed in the Class Schedule. Each group will complete a “mock” grant/program evaluation proposal involving an educational, health, human service, or related setting. Please note: Most of the group project related time will be in addition to the designated class meetings. This project also provides practical experience in management issues.
2. The Group Meeting grade consists of attendance at the six designated class meetings. You will earn 10 points for each of these meetings you attend; you will receive 0 points for each of these meetings you miss. You are solely responsible for listing your name on an attendance

roster at each of these meetings. Your attendance and participation in these group meetings are essential to the group project. Your group is responsible for turning in these rosters to me for each of these meetings. The six designated class meetings are shown with asterisks in the Class Schedule and are also listed at the end of the Schedule.

3. The Class Participation Grade reflects overall attendance and participation in class discussion. Please note: Attendance is taken at all regular class meetings in addition to the group meetings. You are solely responsible for signing an attendance roster at each regular class meeting.

4. You will participate in a Group Presentation on your group's project. Suggested presentation formats will be discussed in class. You will be assigned an individual grade. Be sure to safeguard any personal or agency confidentiality issues. Presentation time is around 20 minutes.

5. You will deliver an Individual Presentation on specific management issues derived from the management paper. Suggested guidelines will be discussed in class. You can arrange panel presentations. In any case, you will be assigned an individual grade. Safeguard any personal or agency confidentiality issues. This is a brief presentation of around 5 minutes.

6. The writing requirement for this course consists of three (3) papers. The due dates are listed in the Class Schedule. Use 12-point font size. Use Times Roman, Courier, or a similar font face. Use 1" margins on all sides, except for any page headers. These papers are as follows:

a. The Management Paper is an individual paper in which you take the role of executive director, medical director, principal, program administrator, program director, supervisor, or another managerial role as relevant to an educational, health, human service, or related setting. This can be an actual or a fictional organization. This organization typically is a nonprofit setting. It can also be a governmental agency or a public school, college, or university. As an alternative, the setting can also be a for profit entity as long as the specific program discussed primarily delivers privatized educational, health, human, or related services. Your assignment is to discuss and analyze management topics in terms of how you would enact a management role in your chosen organization. You do not need to consult with me concerning your selection of the organization or management topics. You must include specific APA style citations to material from at least two chapters in each Part (Parts I, II, III, and IV) of the Brody text, though you are not expected or required to include citations to every chapter in Brody. You can also include references to organizational materials, outside readings, class discussions, guest speakers, and other sources as pertinent to your topic. Safeguard any confidentiality issues. The Management Paper must be in APA style as discussed in class. There are no specific required headings for the body of this paper. Write from the first person perspective. The length of this paper must be at least 8 full pages but not more than 10 pages, in addition to the required title, abstract, and reference(s) pages. Any appendixes, figures, and tables are also in addition to the page requirement.

b. The Grant/Program Evaluation Proposal must be in modified APA style as discussed in class. This is a collaborative report on your group's project. The suggested outline for this report is covered in a separate handout, which describes various sample headings. Editing, formatting, and related details will be discussed in class. The length of this report varies. Your group must turn in Draft Versions I and II by the dates listed in the Class Schedule. The Final Version and an attached Credits Page (s), as discussed in class, are due as listed in the Class Schedule. Please note: You will be assigned an individual grade for your contribution to this proposal.

c. The Reflections Paper is an individual paper based on your personal learning experience as a

member of your group project. Please do not refer by name to any other group members. There are no specific required headings for this paper. Citations and references are optional. Write from the first person perspective. The length of this paper must be at least 3 full pages but not more than 5 pages, in addition to any title, abstract, or reference(s) pages. Note: APA style is not required for the Reflections Paper.

Grading Procedures:

A final letter grade for this course and grades for course requirements will adhere to letter grade standards as specified in the CSUSM General Catalog. All papers are expected on time; late individual papers will result in lower grades. Papers will not be accepted via e-mail or fax. Your papers will be evaluated for conceptualization, conciseness, and organization, inclusive of proper grammar, punctuation, spelling, and APA style as relevant. Your overall contribution, consisting of both your written work and other work on the group project, determines your individual grade for the grant/program evaluation proposal. Your presentations will be evaluated for both content and style. The proportional grading weights in percentages for course requirements are listed below. The total points possible for each requirement are listed in parentheses.

Management Paper	30%	(300)
Grant/Program Evaluation Proposal	25%	(250)
Reflections Paper	10%	(100)
Individual Presentation	5%	(50)
Group Presentation	10%	(100)
Group Meeting	6%	(60)
Class Participation	14%	(140)

Grading System:

The following plus/minus grading system will be used, based on a 100 points scale (1,000 total possible semester points): 93-100 = A; 90-92 = A-; 87-89 = B+; 83-86 = B; 80-82 = B-; 77-79 = C+; 73-76 = C; 70-72 = C-; 67-69 = D+; 63-66 = D; 60-62 = D-; 59 or below = F.

Academic Honesty:

Please refer to the CSUSM General Catalog section on Academic Honesty. Consult with me if you have any questions concerning the completion of course requirements.

Recommended Future Reading:

Barbato, J. & Furlich, D. S. (2000). *Writing for a good cause: The complete guide to crafting proposals and other persuasive pieces for nonprofits*. New York: Fireside/Simon & Schuster. (Optional text for this course.)

Robson, C. (2000). *Small-scale evaluation: Principles and practice*. London: Sage.

Weiss, C. H. (1998). *Evaluation: Methods for studying programs and policies* (2nd ed.). Upper

Saddle River, NJ: Prentice Hall.