Organization and Program Management

COL 710

Fall Semester

Kristie Egge, MPH

Cell phone: 715-579-9967 (cell- best number to reach me; call or text)

E-mail: Krautere@uwsp.edu (You may expect a response within 24-36 hours Monday through Friday 8am-5pm.

Office hours: Phone or online (zoom, google hangout…) hours available by appointment.

**COURSE DESCRIPTION**

This course examines theoretical and practical aspects of leading and managing organizations and programs. It addresses theories of leadership, organizational behavior, and organizational change. Topics include subjects such as: leadership style, ethics and professionalism, communication, conflict resolution, teamwork, marketing, finance, and strategic planning.

**ENDURING UNDERSTANDINGS**

* Students will understand different leadership styles influence organizational behavior and program outcomes.
* Students will understand effective internal and external communication is essential to the vitality of an organization.

**LEARNING OUTCOMES**

Upon completion of this course, students will be able to:

* Describe how different leadership styles influence organizational behavior and compare the strengths and weaknesses of each style.
* Compare and contrast the concepts of leadership versus management and describe characteristics of both an effective leader and an effective manager.
* Describe personal leadership style and how it applies to different leadership situations.
* Recognize personal response to conflict and identify effective strategies to resolve conflict.
* Identify key elements in implementing change within an organization and apply effective techniques to carry out change.
* Interpret a financial statement for an organization and identify sources of income and expenses.
* Identify different marketing strategies for an organization and evaluate the effectiveness of different marketing plans.

**CLASS LOCATION AND TIME**

Online, Weekly units. While this is an Asynchronous course, assignments will be given at the beginning of each week, students will then have 3-5 day windows within which to complete them at their convenience, allowing flexibility, but also unity, as we learn from one another at a scheduled pace.

**COURSE MATERIALS**

On-line readings

**LEARNING ENVIRONMENT**

Rights and Responsibilities

UWSP values a safe, honest, respectful, and inviting learning environment. The *Rights and Responsibilities* document explains how instructors and students are expected to maintain this environment. For more information go to: <http://www.uwsp.edu/dos/Documents/CommunityRights.pdf>

Academic Integrity

Academic integrity is central to the mission of higher education and dishonesty is not tolerated. Please refer to the UWSP “Student Academic Standards and Disciplinary Procedures” section of *the Rights and Responsibilities* document, Chapter 14.

Special Accommodations

If you require classroom and/or exam accommodations, please register with the Disability Services Office and then contact me at the beginning of the course.

<http://www4.uwsp.edu/special/disability/>

**POLICY ON LATE ASSIGNMENTS**

Assignments are **accepted up until midnight** on the due date, except for discussion responses to at least two classmates; those are due by **noon on Sunday**. Late assignments are then assigned a 10% penalty for each day they are late**.** This allows for some flexibility on your part (we all have things happen) such that an assignment late once probably will not hurt you immensely, but consistently late work, may.

**Approximate Point Totals (may change as assignments flex throughout term)**

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| --- | --- | --- |
| **Assessments** | **Percentage** | **Points Possible** |
| Scholarly Integration of Relevant Comment Material (2) | **14%** | **50** |
| On-line Discussion | **20%** | **70** |
| Integrative Oral/Audio/Visual Presentation | **26%** | **90** |
| Self-reflections  | **14%** | **50** |
| Short-Essay Leadership Topic | **26%** | **90** |
| **TOTAL POINTS** |  | **350** |

**“Tentative” Schedule Weekly**

|  |  |
| --- | --- |
| **Date** | **Topic** |
| **Sept 5** | **Course Overview and Introduction to Leadership** |
| **Sept 12** | **Leadership Style and Organizational Behavior**  |
| **Sept 19** | **Leadership versus Management** |
| **Sept 26** | **Ethics and Professionalism** |
| **Oct 3** | **Communication** |
| **Oct 10** | **Communication** |
| **Oct 17** | **Conflict Resolution/work on Final Presentations** |
| **Oct 24** | **Work on Final Presentations/Conflict Resolution** |
| **Oct 31** | **Teamwork** |
| **Nov 7** | **Work on Final Project** |
| **Nov 14** | **Strategic Planning** |
| **Nov 21** | **Marketing** |
| **Nov 28** | **Finance** |
| **Dec 5** | **Fundraising Infrastructure** |
| **Dec 16 (Fri)** | **Final Integrative Oral/Vid Presentation Post** |

**Please see D2L Course Instructions for assignments and exact due dates.**

|  |  |
| --- | --- |
| **Percent** | **Letter Grade** |
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 60-69 | D |
| <59 | F |