

Syllabus

HMSR-430: Administration in Human Services

Written By:

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Course Description

This class will focus on the leadership and management of human and fiduciary resources utilized in social service organizations.

Credit Hours: 3

Prerequisite Courses: HMSR-420

Prerequisite Skills and Knowledge: None

Course Outcomes

Upon completion of this course, you should be able to:

1. Demonstrate knowledge of managing organizations through the development of a strategic plan.
2. Exhibit knowledge of supervision and human resource management.
3. Develop simple budgets and monitor expenditures.
4. Prepare appropriate resources and materials for contract negotiation.
5. Analyze legal and regulatory issues and risk management in a social service organization.
6. Synthesize professional development concepts in order to address the needs of staff.
7. Formulate a plan for volunteer recruitment and management.

Course Textbook

Lewis, J. A., Packard, T. R., & Lewis, M. D. (2012). *Management of human service programs* (5th ed.). Boston, MA: Cengage.

Course Technology

- Computer with Internet access

Grading Scale

Grade	Quality Points Per Credit	Percentage	Score
A	4.0	95%-100%	950-1000
A-	3.7	92%-94.9%	920-949
B+	3.3	89%-91.9%	890-919
B	3.0	85%-8.9%	850-889
B-	2.7	82%-84.9%	820-849
C+	2.3	79%-81.9%	790-819
C	2.0	75%-78.9%	750-789
C-	1.7	72%-74.9%	720-749

D+	1.3	69%–71.9%	690–719
D	1.0	65%–68.9%	650–689
F	0.0	0%–64.9%	0–649

Grading Policies

Your grading policy for this course depends on your school and program. Your grading policies can be found in the IWU Catalog.

Letter Grade Equivalencies

Grade	Description of Work
A	Clearly stands out as excellent performance. Has unusually sharp insights into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines. Anticipates next steps in progression of ideas. Example "A" work should be of such nature that it could be put on reserve for all cohort members to review and emulate. The "A" cohort member is, in fact, an example for others to follow.
B	Demonstrates a solid comprehension of the subject matter and always accomplishes all course requirements. Serves as an active participant and listener. Communicates orally and in writing at an acceptable level for the degree program. Work shows intuition and creativity. Example "B" work indicates good quality of performance and is given in recognition for solid work; a "B" should be considered a good grade and is awarded to those who submit assignments of quality less than the exemplary work described above.
C	Quality and quantity of work in and out of class is average. Has marginal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at least minimally.
D	Quality and quantity of work are below average. Has minimal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at below-acceptable levels.
F	Quality and quantity of work are unacceptable and do not qualify the student to progress to a more advanced level of work.

Course Workshop Summary

Workshop	Devotional*	Discussion*	Dropbox*	Meet with Instructor*	Total Points per Workshop
Workshop One	1/0	2/60	1/80	0/0	140
Workshop Two	1/0	2/60	1/100	0/0	160
Workshop Three	1/0	2/60	1/130	0/0	190
Workshop Four	1/0	2/60	1/160	0/0	220
Workshop Five	1/0	1/30	1/210	1/50	290
TOTAL	5/0	9/270	5/680	1/50	1000

* Number of Activities/Sum Point Totals

Course Assignments

Workshop One Outline

Title	Due Dates	Time	Points
1.1 Reading: Reflection	Due by the end of the workshop.	30 minutes	0
1.2 Discussion: The Challenges of Management	Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop.	2 hours	30
1.3 Discussion: Supervisors, Managers, and Leaders	Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop.	2 hours	30
1.4 Assignment: Planning for Your Social Services Program	Due by the end of the workshop.	8 hours	80
Totals		12:30 hours*	140

Workshop Two Outline

Title	Due Dates	Time	Points
2.1 Reading: The Power of Peace	Due by the end of the workshop.	30 minutes	0
2.2 Discussion: Managing Your Staff	Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop.	2 hours	30
2.3 Discussion: Developing Staff	Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop.	2 hours	30
2.4 Assignment: Developing a Strategic Staffing Plan	Due by the end of the workshop.	8 hours	100
Totals		12:30 hours*	160

Workshop Three Outline

Title	Due Dates	Time	Points
3.1 Reading: Forgiveness	Due by the end of the workshop.	30 minutes	0
3.2 Discussion: Identifying Vendors	Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop.	2 hours	30
3.3 Discussion: Negotiation	Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop.	2 hours	30

3.4 Assignment: Property and Advertising	Due by the end of the workshop.	8 hours	130
Totals		12:30 hours*	190

Workshop Four Outline

Title	Due Dates	Time	Points
4.1 Reading: Being a Leader	Due by the end of the workshop.	30 minutes	0
4.2 Discussion: Legalities of Human Services Programs	Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop.	2 hours	30
4.3 Discussion: Identifying Risk	Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop.	2 hours	30
4.4 Assignment: Risk Management	Due by the end of the workshop.	8 hours	160
Totals		12:30 hours*	220

Workshop Five Outline

Title	Due Dates	Time	Points
5.1 Reading: Being a Better Person, Leader, and World Changer	Due by the end of the workshop.	30 minutes	0
5.2 Discussion: Budgeting	Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop.	2 hours	30
5.3 Assignment: Draft of Your Human Services Program	Due by the end of the workshop.	8 hours	210
5.4 Assignment: One-on-One Communication: Presenting Your Human Services Program	Due by the end of the workshop.	1 hour	50
End-of-Course Survey	Due by the end of the workshop.	30 minutes	10 Extra Credit
Totals		12 hours*	290

* These times are only estimates. Actual assignment completion times will vary.

Course Development Resources

File501c3.com. (2011). Indiana non-profit filing requirement. Retrieved from <http://file501c3.com/state-indiana.html>

Guardian Angel Settlement Association. (2014). Social services expansion. Retrieved from <http://www.youtube.com/watch?v=O9Argsfb2lg>

IDEO.org. (2015). About IDEO.org. Retrieved from <http://www.ideo.org/>

Internal Revenue Service. (2014). Filing requirements. Retrieved from <http://www.irs.gov/Charities-%26-Non-Profits/Churches-%26-Religious-Organizations/Filing-Requirements>

National Council of Nonprofits. (2015). Federal law audit requirements. Retrieved from <http://www.councilofnonprofits.org/nonprofit-audit-guide/federal-law-audit-requirements>

Quality Gurus.com. (2013). Introduction to risk management. Retrieved from https://www.youtube.com/watch?v=Cp_XEhexcDw

Stafford Publications. (2011). Risk assessments for non-profit organizations. Retrieved from <http://media.straffordpub.com/products/risk-assessments-for-non-profit-organizations-2010-02-10/presentation.pdf>

TEDx Talks. (2012). Supporting and scaling social programs (that work): Jeffrey Bradach at TEDxNewEngland. Retrieved from <http://www.youtube.com/watch?v=CE84O9LK2A8>

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Expectations, Policies, and Important Student Information

School/Division	Link
DeVoe School of Business Division of Liberal Arts School of Services and Leadership	View School/Division Expectations, Policies, and Student Information
School of Educational Leadership	View School/Division Expectations, Policies, and Student Information
Wesley Seminary @ IWU	View School/Division Expectations, Policies, and Student Information
Nursing - Undergraduate	View School/Division Expectations, Policies, and Student Information
Nursing - Graduate	View School/Division Expectations, Policies, and Student Information