

**GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF HUMAN SERVICES
HS2370: ADMINISTERING HUMAN SERVICES PROGRAMS
COURSE OUTLINE**

SEMESTER: Winter 2008
DAYS: Tuesday: 1:00 - 2:50 pm, Thursday: 1:00 - 3:20 p.m.
LOCATION: ~~H135~~-J228
CREDITS: 2
HOURS: 30
INSTRUCTOR: Marg Valiquette
OFFICE: CFSA - 500 Nordic Court
PHONE: 538-5593 days or 532-0537 evenings
E-MAIL: margv@telusplanet.net
OFFICE HRS: TBA

COURSE DESCRIPTION: This course examines the role of the administrator in human services programs. Students will study and learn about leadership, management practices, and selecting, supervising and evaluating human resources. Students will learn about the financial aspects of running a human services program including the budget process, advertising and marketing strategies.

PREREQUISITES: successful completion of first year or consent of department

REQUIRED TEXT: Course shrink pack
A good quality (preferably Canadian) dictionary

CLASS FORMAT: Classroom instruction will be a combination of lecture and small group work, a field trip and professional development activities. Additional reading resources will supplement course package.

ATTENDANCE: Attendance in this course is important as a significant amount of the course content is covered through in-class tasks and discussion. Students are encouraged to regularly attend classes. Students are responsible for missed class time, including the gathering of resources handed out during class.

GRADING POLICY: Check the GPRC Calendar for program information on minimal pass requirements

Alpha Grade	4-point Equivalence	Descriptor	Raw Score
A+	4.0	Excellent	90-100
A	4.0	Excellent	85-89
A-	3.7	First class standing	80-84
B+	3.3	First class standing	76-79
B	3.0	Good	73-75
B-	2.7	Good	70-72
C+	2.3	Satisfactory	67-69
C	2.0	Satisfactory	64-66
C-	1.7	Satisfactory	60-63
D+	1.3	Poor	55-59
D	1.0	Minimal pass	50-54
F	0.0	Fail	Less than 50

COURSE REQUIREMENTS:

The student's final grade will be based on the following:

Attendance and participation - 10%

Assignments - 70%

Learning Activities - 20%

The course will be divided in three Units comprised of several short learning activities and an assignment.

LATE POLICY: Assignments are to be submitted at the end of the class on the due date. Unless arrangements have been made with the instructor prior to the assignment due date, late assignments will be docked an initial 5%, then 5% a week. If the assignment is not received within two weeks of the initial due date, a grade of zero will be given.

CLASS CONDUCT: It is the right of the student and of the instructor to a favorable learning/teaching environment. It is the responsibility of the student and of the instructor to engage in appropriate adult behaviors that supports learning. This includes but is not limited to, treating others with dignity and being punctual. The student must be familiar with the student rights and responsibilities outlined in the College calendar.

PLAGIARISM: Plagiarism will not be tolerated. Any submitted work may be investigated for this possibility. Please ensure that you have read and understand the College's policy on plagiarism and cheating as published in the 2007/2008 Calendar.

Class Schedule: Note: the attached schedule is a tentative schedule and is subject to change.

Date	Topic	Reading	Assignments
January 3	Course Introduction: Overview of the Role of the Administrator		
January 8	Leadership and Administrator Styles		
January 10	Management Practices		Assignment I
January 15	Management of Human Resources Overview - Selection and Orientation		Assignment I due
January 17	Supervision of Human Resources		
January 22	Performance Reviews and Staff Development		Assignment II
January 25	Employee Handbook and Employment Standards		Assignment II due
January 29	Field Trip		
January 31	Financial Administration Overview - Funding		

	Process		
February 5	Budgeting and Financial Statements		
February 7	Budgeting and Financial Statements		Assignment III
February 12	Marketing and Advertising		Assignment III due
February 14	Review - Wrap-up What have we learned and how can we apply it to our work in a human services program?		