



Online Course Syllabus

MIN 612 F2.L1

Organizational Management

Fall 2019

Contact Information

Instructor Name: Tiniesha Menete

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Instructor Office Hours: n/a

Course Description and Prerequisites

An advanced course focused on understanding the purposes, processes, and problems involved in organizational administration, including the area of Christian education. Areas of study include budgeting, scheduling, staff management, committee structure and leadership, and facilities, encouraging a Christian concept of stewardship.

Course Objectives

- Synthesize a biblical basis for a personal management and leadership philosophy.
- Write objectives, goals, and action plans for achieving growth in an organization.
- Write job descriptions for various vocational ministries, as well as, volunteer positions in a typical church setting.
- Plan explicit ways to encourage:
 - Motivation for volunteer leadership.
 - Church planning and budgeting.
 - Personnel policies applicable to a ministry organization.
 - Planning and development of new facilities.

Required Textbooks

- Anthony, M. & Estep, J. *Management Essentials for Christian Ministries*. Broadman & Holman Publishers. 2005. ISBN 9780805431230
- Finzel, H. *The Top Ten Mistakes Leaders Make*. David Cook. 2007. ISBN 9780781445498

Course Requirements and Assignments

1-6. Weekly Discussion Questions: You will work in Discussion Groups to complete a set of questions that pertain to chapters and articles posted on the course Canvas site. Responses are to be thoughtful, professional, of graduate quality writing, and a minimum of one page, double-spaced, in Word.

DUE: 10-21-19 to 12-13-19

POINTS: 10 points each/60 points total

7. Leadership Covenant: Each student will produce a typed, one-page covenant to bear witness of what stakeholders can expect from him/her as the leader of their organization.

DUE: 12/10/19

POINTS: 10 points

8. Leader Interview: Each student will choose someone whom he/she considers to be a leader and interview him/her for this course. The interview should last approximately one (1) hour and address a minimum of twelve (12) questions which reflect many of the principles found in *The Top Ten Mistakes*. You will share the information gleaned from this project on this week's Discussion Board and submit a hard copy of your interview to the professor.

DUE: 12/10/19

POINTS: 10 points

9. Book Review and Presentation (Final): You will select one book from the supplemental book list to read and explain to your peers. You will submit a 5-page analysis of the book and its major points. Along with your analysis, you will create a presentation that consists of either PowerPoint or Prezi slides (10-20 slides).

DUE: 12/13/19

POINTS: 20 points

Assignment	Due Date	Point Value
Discussion Questions	10-21 to 11-25-19	10 each/60
Leadership Covenant	12-10-19	10
Leader Interview	12-10-19	10
Book Review	12-13-19	20
	TOTAL	100

Course/Classroom Policies and Information

Attendance

Students are responsible for enrolling in courses for which they anticipate being able to participate weekly during the weeks appearing on course schedules, and then making every effort to do so. Such participation may include the following: completing quizzes or exams; emailing faculty or class members as part of an assignment; discussion board posting or response; turning in an assignment; or other communication reflecting ongoing

learning in the course. When unavoidable situations result in non-participation, students are responsible for acquiring any information missed. Professors are not obliged to allow students to make up missed work. Per their independent discretion, individual professors may determine how participation affects students' ability to meet course learning objectives and whether participation affects course grades..

Grading Scale

A	93-100	4.0 grade points per semester hour
A-	90-92	3.7 grade points per semester hour
B+	87-89	3.3 grade points per semester hour
B	83-86	3.0 grade points per semester hour
B-	80-82	2.7 grade points per semester hour
C+	77-79	2.3 grade points per semester hour
C	73-76	2.0 grade points per semester hour
C-	70-72	1.7 grade points per semester hour
D+	67-69	1.3 grade points per semester hour
D	63-66	1.0 grade point per semester hour
D-	60-62	0.7 grade points per semester hour
F	0-59	0.0 grade points per semester hour

Incomplete Grades

Students requesting a grade of Incomplete (I) must understand that incomplete grades may be given only upon approval of the faculty member involved. An "I" may be assigned only when a student is currently passing a course and in situations involving extended illness, serious injury, death in the family, or employment or government reassignment, not student neglect.

Students are responsible for contacting their professors prior to the end of the semester, plus filing the appropriate completed and approved academic request form with the Registrar's Office. The "I" must be removed (by completing the remaining course requirements) no later than 60 calendar days after the grade was assigned, or the "I" will become an "F."

Academic Honesty

Absolute truth is an essential belief and basis of behavior for those who believe in a God who cannot lie and forbids falsehood. Academic honesty is the application of the principle of truth in the classroom setting. Academic honesty includes the basic premise that all work submitted by students must be their own and any ideas derived or copied from elsewhere must be carefully documented.

Academic dishonesty includes, but is not limited to:

- cheating of any kind,
- submitting, without proper approval, work originally prepared by the student for another course,
- plagiarism, which is the submitting of work prepared by someone else as if it were his own, and
- failing to credit sources properly in written work.

Institutional Email Policy

All official college email communications to students enrolled in this course will be sent exclusively to students' institutional email accounts. Students are expected to check their student email accounts regularly and to respond in an appropriate and timely manner to all communications from faculty and administrative departments.

Students are permitted to setup automatic forwarding of emails from their student email accounts to one or more personal email accounts. The student is responsible to setup and maintain email forwarding without assistance from college staff. If a student chooses to use this forwarding option, he/she will continue to be responsible for responding appropriately to all communications from faculty and administrative departments of the college. Criswell College bears no responsibility for the use of emails that have been forwarded from student email accounts to other email accounts.

Identity Verification

Students enrolled in Distance Education courses are required to present a photo ID to verify their participation in each course at the beginning of the term. Confirmation will occur through live-streamed meetings, video assignments, scheduled video conference calls, and/or another online video medium the professor assigns.

Disabilities

Criswell College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and similar state laws, which are designed to eliminate discrimination against qualified individuals with disabilities. Criswell College is committed to making reasonable accommodations for qualifying students, faculty, and employees with disabilities as required by applicable laws. For more information, please contact the Student Services Office.

Intellectual Property Rights

Unless otherwise specifically instructed in writing by the professor, students must neither materially nor digitally reproduce materials from any course offered by Criswell College for or with the significant possibility of distribution.

Resources and Support

Canvas and SONIS: Criswell College uses Canvas as its web-based learning tool and SONIS for student data. Students needing assistance with Canvas should contact the Canvas Help Support line at (844) 358-6140. Tech support is available at this number, twenty-four hours a day. Students needing help with SONIS should contact the Campus Software Manager at studenttechsupport@criswell.edu.

Student Services: The Student Services Office exists to foster and encourage success in all areas of life—physical, intellectual, spiritual, social, and emotional. Students are encouraged to reach out for assistance by contacting the office at 214.818.1332 or studentservices@criswell.edu. Pastoral and certified counseling services are also available to Criswell students. Appointments are scheduled through the Dean of Students, at deanofstudents@criswell.edu.

Wallace Library: Students can access academic resources and obtain research assistance by visiting the Wallace Library, which is located on campus. For more information, go to the library website, or email the Wallace Library at library@criswell.edu.

Writing Center: Students are encouraged to consult with writing tutors to improve and enhance their skills and confidence by practicing techniques of clear and effective writing. To consult with a tutor, students can visit the Writing Center located on the first floor near the Computer Lab, or they can schedule an appointment by emailing writingcenter@criswell.edu or calling 214.818.1373.

Distance Education

Students participating in courses through Distance Education, with or without live interaction, must complete the academic requirements for those courses with the integrity and commitment necessary to participate in and benefit from all of the exercises provided by the professor for learning the subject matter of the course. Therefore, credit for Distance Education courses is the same as credit for courses taken on campus.

Distance education students can access information about Criswell College’s Wallace Library at http://www.criswell.edu/current_students/library/. The Wallace Library manual is available at http://www.criswell.edu/current_students/library/library_handbook/.

Course Outline/Calendar

Date	Topic	Reading Assignment	Assignment	Assignment Due Date
Session 1				
10-10-19	Syllabus			
	Management Essentials	Part I pp. 13-58	Discussion 1	10-21-19
Session 2				
10-17-19	Planning	Part II pp. 59-157	Discussion 2	10-28-19
Session 3				
10-24-19	Organizing	Part III pp. 158-243	Discussion 3	11-04-19
Session 4				
10-31-19	Staffing	Part IV pp. 244-296	Discussion 4	11-11-19
Session 5				
11-07-19	Directing	Part V pp. 297-386	Discussion 5	11-18-19
Session 6				
11-14-19	Evaluating	Part VI pp. 387-426	Discussion 6	11-25-19
Session 7				

11-28-19	Finzel Chapters 1-5	pp. 13-110	Leadership Covenant	12-10-19
			Leader Interview	12-10-19
Session 8				
12-5-19	Finzel Chapters 6-10/Final	pp. 111-222	Book Review (Final)	12-13-19

Selected Bibliography

- Blanchard, K. *The Servant Leader*. Nashville, TN: J. Countryman, 2003. ISBN-10: 0849996597
- Cionca, John R. *Solving Church Education's Ten Toughest Problems*. Wheaton, IL: Victor Books, 1990. ISBN 9780896937871
- Connellan, T. *Inside the Magic Kingdom*. Austin, TX: Bard Press, 1997. ISBN-10: 1885167237
- Delnay, Robert G. *Teach as He Taught*. Chicago, IL: Moody Press, 1987. ISBN: 9780802443403
- Hendricks, H. *Teaching to Change Lives*. Sisters, OR: Multnomah Books. 1987. ISBN: 9781590521380.
- Johnson, S. *Who Moved My Cheese?* New York, NY: Putnam & Sons. 1998. ISBN-10: 0399144463
- Kotter, J. *Our Iceberg is Melting*. New York, NY: St. Martin's Press. 2005. ISBN-10: 031236198X
- Stanley, A. *Next Generation Leader*. Sisters, OR: Multnomah Books. 2003. ISBN: 1590525396
- Stanley, A. *Visioneering*. Sisters, OR: Multnomah Books. 1999. ISBN: 1576735389