



EDU 610 L02.A Organizational Management

Dr. Jeff Medina

jmedina@criswell.edu

N/A (office)

402.305.2205 (cell)

Fall 2018

3 hours

Course description: 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, leadership, and facilities, encouraging a Christian concept of stewardship. Students gain an understanding of management concepts that encourage Christian stewardship of resources.

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.

Course Texts:

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 evaluation procedures:

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 Blackboard site. Responses are to be thoughtful, professional, of graduate quality writing, and a minimum of one page, double-spaced, in Word.

DUE: 10-15-18 to 12-14-18

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: 12/10/18

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: 12/10/18

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: 12/14/18

POINTS: 20 points

Assignment	Due Date	Point Value
Discussion Questions	10-15 to 12-14	10 each/60
Leadership Covenant	12-10-18	10
Leader Interview	12-10-18	10
Book Review	12-14-18	20
	TOTAL	100

Class

Participation/Class Discussion: (6) 60 Points (10 Points Each)

In order to receive full credit for class participation every week, each student must respond to the professor's Class Discussion question for that week by Thursday at 11:55 P.M. of that week. Next, the student must respond to at least two other students' posts by Saturday at 11:55 P.M. of that same week. Finally, the student must answer any questions that are asked of him/her by other students by Sunday at 11:55 P.M. in your time zone at the end of that week. Please be courteous to other classmates by not waiting until the last minute each week to post on the Discussion Board.

Additional Discussion Board Guidelines:

- An acceptable post to the Discussion Board would contain accurate, original, and relevant comments. The comments should stimulate additional thought about the issue being discussed. A simple "I agree" or "I disagree" will not be counted as an adequate comment.
- Your postings should reflect a) facts, b) logical reasoning, c) be related to the topic, d) be written well (no spelling errors, etc.), and e) be on time. Try to avoid sharing your personal opinions if you cannot back them up with facts and/or statistics.
- You may certainly express your views and beliefs in the context of the discussion topic, but DO NOT use your views to attack others. Simply use your best judgment and treat others with respect. This will be important to bear in mind as we discuss very sensitive and controversial issues.
- **Read the assigned chapters before you post your response to the question so that you can tie in the main ideas and facts in the readings to your postings.**
- You will be evaluated on the quality and thoughtfulness of how you present your point of view. A quality message is well thought out, clearly presented, and well-formulated.

- When posting, be sure to present your thoughts and point of view in an unbiased way. You can and should cite evidence for your assertions where appropriate. Use your textbook, and other selected web resources as educational aids.
- Your postings should be clear, yet concise. Please do not feel as though you have to write a lot. Think quality over quantity.
- Please try to keep messages to one paragraph (150-200 words), if possible, for each discussion question.
- Once you have posted, check back frequently to see if anybody has responded to you.

Grading Rubrics:

GRADE SHEET #1-6

NAME _____

WEEKLY DISCUSSION BOARD SUBMISSIONS

DUE: 10/15/18 to 12/14/18

You will work in Discussion Groups to complete a set of questions that pertain to chapters and articles posted on the course Blackboard site. Responses are to be thoughtful, professional, of graduate quality writing, and a minimum of one page, double-spaced, in Word. **(60 points)**

___ Part I (10 points)

___ Part II (10 points)

___ Part III (10 points)

___ Part IV (10 points)

___ Part V (10 points)

___ Part VI (10 points)

GRADE SHEET #7

NAME _____

LEADERSHIP COVENANT

DUE: 12/10/18

Each student will produce a typed, one page leader's covenant to bear witness of what stakeholders can expect from him/her as the leader of their organization. **(10 points)**

___ Covenant is typed and a minimum of one page

___ Hard copy of covenant submitted

___ Covenant shared with peers by due date

GRADE SHEET #8

NAME _____

LEADER IINTERVIEW

DUE: 12/10/18

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 Mistake*. During class, you will share the information gleaned from this project and submit a hard copy of your interview. **(10 points)**

- ___ Written copy of interview questions and responses
- ___ Interview questions reflect *Top Ten Mistakes* principles
- ___ Discussion of leadership characteristics learned from interviewee

GRADE SHEET #9

NAME _____

Book Presentation & Review

DUE: 12/14/18

You will select one book from the supplemental book list to read and explain to your peers. Presentations are to consist of a 15-20 minute overview accompanied by a PowerPoint (10-20 slides).

(20 points)

- ___ PowerPoint (5 points)
- ___ Comments to peers' book review posts (5 points)
- ___ Five page book explanation (10 points)

Attendance: online courses

Grading scale:

A	97-100	4.0 grade points per semester
A-	93-96	3.7 grade points per semester
B+	91-92	3.3 grade points per semester
B	88-90	3.0 grade points per semester
B-	86-87	2.7 grade points per semester

C+	83-85	2.3 grade points per semester
C	80-82	2.0 grade points per semester
C-	78-79	1.7 grade points per semester
D+	75-77	1.3 grade points per semester
D	72-74	1.0 grade point per semester
D-	70-71	0.7 grade points per semester
F	0-69	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."

Institutional policies:

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.

Learning Disabilities:

In order to ensure full class participation, any student with a disabling condition requiring special accommodations (e.g., tape recorders, special adaptive equipment, special note-taking or test-taking needs) is strongly encouraged to contact the instructor at the beginning of the course or if a student has a learning disability, please inform the professor so assistance can be provided.

Auditing and Sit-in Students:

Any student may enroll in a course as an Auditor or Sit-in as long as the class is below capacity. A student's permanent transcript will reflect which courses have been completed as audits. Sit-in students are not given grades by professors and their transcripts will not reflect

enrollment in the course. Taking tests and participation in course activities are afforded to credit students in the syllabus and is at the discretion of the professor.

Course outline by date, topic, and session:

Date	Topic	Reading Assignment	Assignment	Assignment Due Date
Session 1				
10-10-16	Syllabus			
	Management Essentials	Part I pp. 13-58	Discussion 1	10-21-18
Session 2				
10-17-16	Planning	Part II pp. 59-157	Discussion 2	10-28-18
Session 3				
10-24-16	Organizing	Part III pp. 158-243	Discussion 3	11-04-18
Session 4				
10-31-16	Staffing	Part IV pp. 244-296	Discussion 4	11-11-18
Session 5				
11-07-16	Directing	Part V pp. 297-386	Discussion 5	11-18-18
Session 6				
11-14-16	Evaluating	Part VI pp. 387-426	Discussion 6	11-25-18
Session 7				
11-28-16	Finzel Chapters 1-5	pp. 13-110	Leadership Covenant	12-10-18
			Leader Interview	12-10-18
Session 8				
12-5-16	Finzel Chapters 6-10/Final	pp. 111-222	Book Review (Final)	12-14-18

Recommended 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