

MANAGEMENT...AJ 107. Taught Spring 2000 Semester. Code: 00195.

Instructor: P.C. Unsinger. Office is MH 521. Hours: 0700-0730 & 0845-1015 MW and TTh at 0800-0900.

Phone is 408 924 1350 (do not use it except in dire emergencies).

Class Place: MH 520.

Course Description: This course looks at various aspects of management used in criminal justice agencies. They are MBO, Planning, PERT, controlling, trade unionism, budgeting, styles of individuals, coaching, empowerment, leadership, to name but a few. A general atmosphere of the work situation will be given. Some specific skills will be provided.

Textbook: None is assigned. There are several excellent books in print and can be obtained either through the bookstore or through internet providers such as Edward Hamilton, Barnes & Noble or other providers.

Course Mechanics: There are four "exams." Several exercises will be given and they will be considered part of the exams. Each exam is worth 100 points.

Grades: Assigned according to each ten points like 90-100 is A, 80-89 is B, etc. The plus and minus system is employed and thus 80/81 is B- while 88/89 is B+. Neatness, grammar, spelling have an influence on grading. Also, content must reflect materials given in the class that includes concepts, terms and illustrations.

Make-ups: The instructor strongly disfavors make-ups. However, under compelling circumstances it does become necessary to miss an exam or turn in work late. DO NOT assume the grading will be done with any leniency or considerations if done after others have turned in or done their work. Exams will be made up on the day between the last day of class and the beginning of the exam period. Check schedule for date. Time for make-up exams will be 1000hrs in MH 520.

Being late: since the class has two entrances, please use the rear once class has begun. Enter or exit using the back door as a courtesy to others.

Emergency Instructions: familiarize yourself with them and follow them.

Adding/dropping: The instructor doesn't add or Drop anyone – you do.

26 Jan – Course Introduction; enrollment for the course

31 Jan – Introduction to Management Thought – The Functional School

02 Feb – Introduction to the Behavioral Aspects School

07 Feb – Tom Peters Video on Management Functions/Behavioralism

09 Feb – Management by Objectives (MBO)

14 Feb – Planning Principles

16 Feb – Planning Exercise

21 Feb – Introduction to Program Evaluation and Review Technique (PERT)

23 Feb – PERT Continued

28 Feb – Controlling & Evaluation; Benchmarking

01 Mar – Examination #1

06 Mar – Motivational Theory; video “Motivating Others”

08 Mar – Interpersonal Style – Introduction to Personality in Management (FIRO B/F)

13 Mar – FIRO B&F con’t

20 Mar – FIRO B&F Exercise distributed, explained

22 Mar – no class; group & individual work on FIRO B&F exercise

27 Mar – Spring Break

29 Mar – Spring Break

03 Apr – Decision Making; video “Making the Best Decisions You Can”

05 Apr – McGregor’s X & Y Theory, video “Managing Values”

10 Apr – Assessment Techniques; centers and evaluation

12 Apr – Coaching; mentoring and field training, video “Coaching for Performance”

17 Apr – Empowerment of employees

19 Apr – Examination #3

24 Apr – Trade Unions and Criminal Justice Management

26 Apr – Budgeting theory

01 May – Leadership Theory

03 May – The Hersey & Blanchard Model of Leadership

08 May – movie “Twelve O’Clock High”

10 May – movie “Twelve O’Clock High”

15 May – review of leadership unit

Final examination – turn in your paper on leadership by 0930; Friday 19 May