

107 Management. (Spring 2001)  
MH 526 @ 1030-1145 hrs. t/th  
Instructor: P.C. Unsinger

Course Description: This course looks at various aspects of management used in criminal justice agencies and the private security world, here and abroad. Topics examined are Management by Objectives (MBO), Planning, PERT, controlling (benchmarking), trade unionism, budgeting, auditing (creativity), coaching, assessment, empowerment, leadership, to name but a few. A general atmosphere of the work situation (simulation) and the application of managerial principles will be given. Some specific skills will be provided, like writing objectives and doing PERT charting.

Office and hours: Consultation is available at 0700-0730 t/th, 0930-1030 t/th and 1315-1415 t/th. Office is located at MH 521. Phone (4089241350) and facsimile (4089242953) are monitored only on t/th during office hours so any communications of an emergency nature should be avoided.

Textbook. There is none. There are, however, many excellent books on the topic and can be obtained in bookstores and libraries. Since general management is the course theme, specific management texts for the trade are not really applicable.

Grades and grading. There will be four "examinations" during the course. All material should be on 8 1/2x11 paper and given possible scores of 100 pts. At the end of term, points are divided by four and the grade assigned. Roughly, ninety to one hundred points is an "A" grade. Plus and minus are assigned if points are within two of the next/last letter grade (88-89 is B+, 90-91 is A-). The remainder of grading is eighties is "B," seventies is "C," sixties is "D," and below is "F."

Neatness, grammar and spelling is important and points can be taken off for problem papers. Also, late submissions will be penalized.

Dates when papers are due are provided in the class schedule.

Safety Procedures. A review of university safety procedures will be made the first class meeting. Students should familiarize themselves with them.

Schedule (107):

25 Jan (th) Course Introduction. Managerial functions.

30 Jan (t) History of Managerial Functions

01 Feb (th) Behavioral Aspects of Management

06 Feb (t) video; "Tom Peters on Management"

08 Feb (th) Management by Objectives

13 Feb (t) Management by Objectives (practicum)

15 Feb (th) Planning Principles

20 Feb (t) Planning Matrix Exercise

22 Feb (th) first hands-on exam distributed

27 Feb (t) PERT

01 Mar (th) PERT

06 Mar (t) Controlling

08 Mar (th) benchmarking

13 Mar (t) Creativity Audit

15 Mar (th) Motivational Theory

20 Mar (t) videos: AMA "Motivating Employees"

22 Mar (th) videos: "Badges of Shame" and "B.F. Skinner's Positive Reinforcement"

26-30 March – Spring Break for Pagan Rites

03 Apr (t) Personal Assessment

05 Apr (th) Personal Assessment

10 Apr (t) second hands-on exam distributed

12 Apr (th) Trade unionism

17 Apr (t) Budgeting

19 Apr (th) Managerial Styles, video "Styles of Management"

24 Apr (t) Theory X and Y. video: "Managing Values"

26 Apr (th) third hands-on examination

01 May (t) Leadership Theories

03 May (th) Hersey & Blanchard Leadership Theory

08 May (t) "Maturity-Immaturity Continuum"

10 May (th) movie: "12 O'Clock High"

15 May (t) movie: "12 O'Clock High"

23 May (w) 1200 hrs. Final examination due.