

**AUBURN UNIVERSITY  
SYLLABUS**

**Course Number:** EDLD 7220  
**Course Title:** Organizational and School Management  
**Credit Hours:** 3 semester hours  
**Prerequisites:** None  
**Corequisites:** None

**Date Syllabus Prepared:** May 25, 2010

**Texts:** Munro, J.H., ed. (2008). Organizational leadership.  
Dubuque, Iowa: McGraw-Hill.

Each student should have a copy of the 6<sup>th</sup> edition of the  
*Publication Manual of the American Psychological Association*.

**Course Description:** Procedures and practices in school educational management. Covers business management, facilities, student activities, library services, transportation, and student records. (*Auburn University Bulletin*, 2008-2009).  
*Note.* This description precedes the reorganization of higher education studies at Auburn and is no longer applicable.

**Course Objectives and Content:**

Overview of management theory and practice, individual and organization behavior, economics, accounting, and ethics. Technical, human, and conceptual issues in leadership and management.

## **Course Calendar (TENTATIVE)**

May 25	Introduction
June 1	Munro, Issue 1, The newest approaches to organizational leadership Financial management in higher education: Overview
June 8	Munro, Issue 2, The role of social responsibility in organizations Economic history
June 15	Munro, Issue 3, Ethics in organizations History of management Financial management in higher education: Revenue generation – Tuition and state appropriations
June 22	Munro, Issue 5, Diversity in the workplace Individual behavior Financial management in higher education: Revenue generation - Development
June 29	Munro, Issue 7, A systems approach to organization leadership Motivation Financial management in higher education: Cost control
July 6	Munro, Issue 9, Strategic planning Individual paper presentations
July 13	Munro, Issue 10, Organizations in the future Individual paper presentations
July 20	Exam
July 27	Project presentations

### **Course Requirements:**

1. Reading all assigned material and participating in class discussion.
2. Acting as discussant for readings assigned by the instructor.
3. Writing an individual paper on some aspect of management, prepared formally and presented informally to the class. The paper shall be 4 to 6 pages in length.
4. Completing an examination.
5. Participating in a group project, which culminates in a formal presentation and paper on some aspect of management. The paper shall be at least 10 pages in length and shall contain references to not less than five (5) journal sources.

### **Grading and Evaluation:**

Discussant.....	35 points
Individual paper.....	40 points
Exam.....	40 points
Project presentation.....	20 points
Project paper.....	<u>40</u> points
Total.....	175 points

#### **Grading Scale**

157 and above	= A
140-156	= B
122-139	= C
105-121	= D
below 105	= F

## **Class Policy Statements:**

Auburn University, Office of the Provost

- A. Attendance: Although attendance is not required, students are expected to attend all classes, and will be held responsible for any content covered in the event of an absence.
- B. Excused absences: Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of the student's immediate family, the death of a member of the student's immediate family, trips for student organizations sponsored by an academic unit, trips for university classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please see the *Tiger Cub* for more information on excused absences.
- C. Make-Up Policy: Arrangement to make up a missed major examination (e.g., hour exams, mid-term exams) due to properly authorized excused absences must be initiated by the student within one week of the end of the period of the excused absence(s). Except in unusual circumstances, such as the continued absence of the student or the advent of university holidays, a make-up exam will take place within two weeks of the date that the student initiates arrangements for it. Except in extraordinary circumstance, no make-up exams will be arranged during the last three days before the final exam period begins.
- D. Academic Honesty Policy: All portions of the Auburn University student academic honesty code (Title XII) found in the *Tiger Cub* will apply to university courses. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.
- E. Disability Accommodations: Students who need special accommodations in class, as provided by the Americans with Disabilities Act, should arrange for a confidential meeting with the instructor during office hours in the first week of classes (or as soon as possible if accommodations are needed immediately). The student must bring a copy of their Accommodations Letter and an Instructor Verification Form to the meeting. If the student does not have these forms, they should make an appointment with the Program for Students with Disabilities, 1288 Haley Center, 844-2096 (V/TT).
- F. Course contingency: If normal class and/or lab activities are disrupted due to illness, emergency, or crisis situation, the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs, an addendum to your syllabus and/or course assignments will replace the original materials.

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- G. Professionalism: As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behaviors as defined in the College's conceptual framework. These professional commitments or dispositions are listed below:
- Engage in responsible and ethical professional practices
  - Contribute to collaborative learning communities
  - Demonstrate a commitment to diversity
  - Model and nurture intellectual vitality

**Instructor:**

Olin L. Adams III earned his Ph.D. in Higher Education at Ohio University (Athens, Ohio). He also holds the M.B.A. in Accounting, *cum laude*, from Mount Saint Mary's College (Emmitsburg, Maryland) and the A.B. in History from Centre College (Danville, Kentucky).

Adams joined the faculty of EFLT at Auburn in Fall 2000, following 10 years on the Accounting faculty at Ohio University. Licensed as a C.P.A. by the State of Maryland, he practiced accounting in that state for eight years prior to pursuing an academic career.

Adams' primary research interests are the business affairs of higher education and of intercollegiate athletics. He has conducted two national studies of managerial accounting practices in four-year institutions. Adams also has published research on leading issues in higher education finance, cost control in higher education, the business model in intercollegiate athletics, and the tax exempt status of intercollegiate athletics. His continuing research includes studies of the changing revenue structure in public higher education institutions, the NCAA system of revenue and cost management, cost control in intercollegiate athletics, and the costs and benefits of college football stadium expansion. Adams serves as chair of the sport management minor at Auburn.

Adams is the son of Juanita V. Adams and the late Olin L. Adams, Jr. His father was a veteran of World War II, with service in the Army Air Corps. He received his doctorate from the University of Maryland and served as a school superintendent for 31 years in five districts across four states. Adams' mother remains active in her community garden and women's clubs. Her second cousin, Fred M. Vinson, was chief justice of the United States from 1946 until his death in 1953.

Adams grew up in the Midwest and Knoxville, Tennessee. At Centre he was a sports writer for the campus newspaper, public address announcer for home football games, and official scorer at home basketball games. Adams' outside interests today include exercise, college athletics, and Thoroughbred horse racing. He enjoys the music of Frank Sinatra and Elvis Presley.

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