

EDUCATION 486-4 SPECIAL TOPIC

CANCELLED

YOU AND YOUR SCHOOL ADMINISTRATORS:

STRATEGIES FOR OPERATING SUCCESSFULLY WITHIN EDUCATIONAL ORGANIZATIONS

FALL, 1980

INSTRUCTOR: P. Coleman

CAMPUS

Thursdays 4:30 - 8:30

RATIONALE:

The purpose of this course is to provide students with some basic information on how educational organizations, particularly schools and school districts, are administered. Some implications of this information will be discussed, in particular in form of strategies for operating successfully in those organizations, and reconciling personal purposes and needs with organizational imperatives. The course is intended for prospective organizational members.

OUTLINE:

Major questions arising for organizational members, in each of the following areas, will be discussed. The questions which follow are illustrative.

1. ORGANIZATIONAL GOALS AND PURPOSES

Can one reconcile personal and professional goals with organizational purposes in a **successful** manner?

2. AUTHORITY AND CONTROL

What is the nature of a professional bureaucracy, and how does it affect its members?

3. PROGRAMS AND INSTRUCTION

Who **decides** on what and how to teach, and why?

4. COMMUNICATION AND MORALE

Why do messages flow downwards in hierarchies more easily than upwards?

5. RESOURCES: "GETTING AND SPENDING"

How are the major resources, time and money acquired and allocated, and how can you get your share?

6. SOME ORGANIZATIONAL PROCESSES: DECIDING, CHANGING, EVALUATING

How do major decisions get made, how do lasting organizational changes occur, how is evaluation handled, and how can you usefully participate in these processes?

TEXTS:

CAPLOW, T.; HOW TO RUN ANY ORGANIZATION: A MANUAL OF PRACTICAL SOCIOLOGY; Dryden Press, Huisdale, Illinois, 1976