

**HS 2370  
ADMINISTERING HUMAN SERVICES PROGRAMS  
DEPARTMENT OF HUMAN SERVICES**

**GRANDE PRAIRIE REGIONAL COLLEGE**

**JANUARY 2007**

**GRANDE PRAIRIE REGIONAL COLLEGE**

HUMAN SERVICES DEPARTMENT

HS370

Administering Human Services programs

Semester: Winter, 2007

Instructor: Jane Howes, ECD Diploma, Bed. BA, Med

HOURS: 30

CREDITS: 2 PHONE: 539 2046

DATES: Jan. 4- Feb. 19 E-MAIL: [jhowes@gprc.ab.ca](mailto:jhowes@gprc.ab.ca)

DAYS: Tuesdays &amp; Thursdays OFFICE HOURS: Mondays 1:30 - 4:30 p.m.

CLASS TIMES: Tuesday 1- 2:50 Thursday 1 – 3:20 p.m.

LOCATION: H135

**COURSE DESCRIPTION:**

Students examine the role of an administrator in a human service program, including effective staff supervision models and techniques for evaluating and motivating staff. Students will learn about funding available from all levels of government as well as service organizations in the private sector. The budgeting process, advertising and marketing strategies will be explored.

**PREREQUISITES:** Successful completion of first year or consent of department.**REQUIRED TEXTS:**

No text. Students assume photo copying costs.

**COURSE OBJECTIVES:**

On completion of this course the learner will:

1. gain an understanding of the role of an administrator in a human services program
2. become familiar with effective staff supervision practices and recognize the importance of regularly reviewing staff performance.
3. develop strategies to provide and support on-going staff development.
4. be familiar with the funding and budget process involved in the operation of a day care facility.
5. gain an understanding of marketing and advertising strategies.

**CLASS FORMAT:** Classes will be comprised of lectures, independent and small group tasks, class discussion, and field trips.**ATTENDANCE REQUIREMENTS:** Attendance in this course is important as a significant amount of the course content is covered through in-class tasks and discussions. Students are encouraged to regularly attend classes.**TEACHING METHODS:** Lectures will incorporate A.V. materials, discussion, in-and out-of-class activities and assignments.**Due Dates:**

- assigned in class.
- student contract is available if the student does not think she will be able to meet the deadline. This contract must be negotiated with the instructor prior to the due date.

Assignment Standards: The student is required to be familiar with and actively apply the guidelines for assignments as outlined in the ELCC program student manual.

Assignment and final grades will be based on the 4-point grading system.

#### CLASS CONDUCT:

It is the right of the student and of the instructor to a favorable learning/teaching environment. It is the responsibility of the student and of the instructor to engage in appropriate adult behaviour that positively supports learning. This includes, but is not limited to, treating others with dignity and being punctual. The student must be familiar with the ECD Department student manual, and students rights and responsibilities found in the college calendar.

#### GRADING POLICY:

A final grade of D (1.0) must be obtained in order to pass this course. The final grade is based on: Assignments (90%). In class assignments and discussions (10%).

ALPHA GRADE	4-POINT EQUIVALENCE	DESCRIPTOR
A+	4.0 (90-100)	Excellent
A	4.0 (85-89)	
A-	3.7 (84-80)	First Class Standing
B+	3.3 (79-75)	
B	3.0 (74-71)	Good
B-	2.7 (70-66)	
C+	2.3 (67-69)	Satisfactory
C	2.0 (64-66)	
C-	1.7 (60-63)	
D+	1.3 (55-59)	Poor
D	1.0 (50-54)	Minimal Pass
F	0.0 (49-0)	Failure

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#### HS 2370 Schedule

The following course schedule is tentative and subject to revision:

DATE	TOPIC
January 4	Course over view / Role of an administrator
January 9	Role of an administrator
January 11	Role of an administrator
January 16	Employment standards.

January 18	Employment standards.
January 23	Performance review models, staff development
January 25	Performance review models, staff development
January 30	Financial management, reading a financial statement
February 1	Financial management, reading a financial statement
February 6	Funding and budgeting
February 8	Funding and budgeting
February 13	Funding and budgeting
February 15	Marketing & advertising

**ASSIGNMENT Overview:**

Assignment One (compulsory)                      Weight 30%  
Take home focusing on marketing, budgets and financial statements.

Assignment Two    Weight 30%  
Assist in a fund raising project for a human service agency or program.

Assignment Three    Weight 60%  
Develop and manage a web page to promote a human service program. i.e. Spring Nursery.

Assignment Four    Weight 30%  
Interview an administrator of a human service agency and summarize an article focusing on building an organization.

Assignment Five    Weight 30%  
Identify, describe, and access professional development resources related to the field of human services.

Assignment Six    Weight 30%  
Facilitating / planning the development of a professional development activity for human services providers. ie. a work shop or guest speaker for Spring Nursery Staff or another group of human service providers in the community.

**Assignment selection for final grade:**

You require a total of 100 %

Assignment 1    30 % (compulsory)  
Assignment 2    30 %  
Assignment 3    60 %  
Assignment 4    30 %  
Assignment 5    30 %  
Assignment 6    30 %

In class work 10 %

You can choose 2 assignments from 2, 4, 5 & 6 and assignment #1 plus class participation or

Assignment #3 and assignment #1 plus class participation.

This will constitute your final grade in HS2370.

Submit the choices you have made for these assignments by Thursday, January 11<sup>th</sup>.  
Based on what you have chosen you will decide your due dates for these assignments by January 11<sup>th</sup>.