I. IDENTIFYING INFORMATION

Course: MSA 503
Course Title: Gender and Generational Supervision
EPN: 22311570
Term: Spring I
Location: Joint Base Andrews
Course Dates: 1/8, 1/9, 1/22, 1/23, 2/5, 2/6/2016
Course Days and Times: Fri 5:45PM-9:45PM; Sat 8:30AM-5:00PM;
Prerequisites: 86 semester hours completed or admission into a graduate program.

Blackboard:
Blackboard is a web-based learning management system licensed by CMU. Within Blackboard, a course website, also known as a shell, is automatically created for every CMU course. Face-to-face courses may or may not incorporate Blackboard, whereas Blackboard course shells are always used for online courses and will be available to you prior to the course start date. Seeing the course shell listed in Blackboard with unavailable adjacent to its title is an indication that your instructor has not made it available and is in no way indicative of registration status. To access Blackboard, open a web browser and enter https://blackboard.cmich.edu/webapps/login/. After the site loads, enter your CMU Global ID and password in the respective spaces provided. Click the "login" button to enter Blackboard and then the link to the appropriate course to enter the course's Blackboard shell. If you need assistance, contact the IT Helpdesk at 989-774-3662 / 800-950-1144 x. 3662. Self-guided student tutorial resources are also available at https://blackboard.cmich.edu/webapps/login/.

Instructor: Rosa Cassell
Primary Phone Number: 804-920-1717
Secondary Phone Number: N/A
E-Mail Address: casse1rp@cmich.edu
Availability: 10:00 AM - 7:00 PM EST (Mon - Thurs); Noon - 7:00 PM EST (Sunday)

Academic Biography:

- Doctor Executive Leadership from the University of Charleston
- Master of Science in Administration (MSA) in Human Resources Administration degree from Central Michigan University
- Certification: SHRM-SCP

II. TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Order books from MBS at http://bookstore.mbsdirect.net/cmu.htm

Textbooks and Course Materials:
Title: Generations, Inc.
Author: Johnson, Meagan and Johnson, Larry
Edition: N/A
Publisher: AMACOM
III. COURSE DESCRIPTION
The course analyzes how gender and generational differences manifest themselves in the workplace, and how to effectively work within and manage those differences.

IV. COURSE GOALS AND OBJECTIVES
After successful completion of this course, the student will be able to:
1. Identify the different generations in the workforce
2. Analyze the similarities and differences between the generations, and compare strategies to effectively manage and supervise those differences.
3. Demonstrate an understanding of gender differences in communication styles and differentiate methods to recognize and react to those differences.
4. Evaluate gender issues and examine the challenges in working with diverse teams and leading people.
5. Demonstrate an understanding of sexuality in the workplace, as well as work/family issues.
6. Develop specific approaches to address situations where gender/generational issues can lead to conflict or misunderstanding.

V. METHODOLOGY
This course is based on an adult learning model, which means students are highly encouraged to participate in their own learning. The course content will be delivered using several modalities.

1. Chapter Discussions
2. Individual concept and reflective papers
3. Team collaboration and presentation
4. Threaded discussion questions

A threaded discussion question will be posted on Blackboard before each of the three scheduled face-to-face sessions. Discussion questions are designed to stimulate further discussions on knowledge learned from assigned and recommended readings and videos.

VI. COURSE OUTLINE/ASSIGNMENTS
Pre-Class Assignment:

Required: Yes
Title: Women and Men in Management
Author: Powell, Gary N.
Edition: N/A
Publisher: Sage Publications, Inc.
Required: Yes

Course Reserves:
N/A

Required Materials:
N/A

Recommended Materials:
N/A
Review the following article before the first session:

The miniature guide to critical thinking by Paul & Elder

(http://www.criticalthinking.org/files/concepts)

Review the following Youtube videos before the first session:

https://www.youtube.com/watch?v=APBUOx4zp10

https://www.youtube.com/watch?v=_VlKEwHT2YQ

https://www.youtube.com/watch?v=Ohs-44RMEUM

**Course Outline:**

**First Session (January 8 and 9)**

Chapter 6 - Leading People
Text: Women & Men in Management

Chapter 1 - Sex, Gender, and Work
Text: Women & Men in Management

Chapter 2 - Yesterday and Today
Text: Women & Men in Management

Chapter 3 – Becoming Women and Men
Text: Women & Men in Management

Chapter 1 - Signposts: Harbingers of Things to Come
Text: Generations Inc.

**Second Session (January 22 and January 23)**

Chapter 2 – Baby Boomers: The Elephant in the Python
Text: Generations Inc.

Chapter 3 – Managing Boomers
Text: Generations Inc.

Chapter 4 - Big Bird, Wayne’s World, and Home Alone: Signposts for Generation X
Text: Generations Inc.

Chapter 5 – Managing Generation
Text: Generations Inc.

Chapter 6 - The Next Elephant in the Python: Signposts for Generation Y
Text: Generations Inc.

Chapter 7 – Managing Generation
Text: Generations Inc.

**Third Session (February 5 and 6)**

Chapter 8 – Old Dogs have lots to offer: Signposts for Traditional Generation
Text: Generations Inc.
Assignment Due Dates:

**Session 1: Individual Assignment – January 8, 2016**

Prepare a report comparing and contrasting generational and gender challenges facing today’s work environment. Include examples as appropriate.

- Discuss the impact these challenges have had (or are currently having) on your specific industry.
- Describe your organization’s strategy for addressing these challenges.
- Explain to what extent you believe your organization’s leaders have successfully addressed these challenges, creating minimal distractions in the workplace.

Support your assignment with at least three current scholarly articles (published within the last five years). Include information from your course text.

Length: 3 to 5 pages, not including title and reference pages.
Your response should adhere to APA 6 format standards.

Teamwork and Presentation – To be discussed Saturday, January 9, 2016

**Session 2: Individual Assignment – January 22, 2016**

Conduct an interview with someone in a leadership position. The leader may be within your organization or another organization, including faith-based or professional organization. Your role is to collect information on the leader’s view of gender and generational changes in their industry, specifically in their organization. Collect information only for this assignment. You will analyze what you collect for the session 3 assignment. Do not include the name of the organization.

- Include an introduction or background (excluding the name of the organization)
- Provide transcript of the interview

An interview outline will be posted on Blackboard on or before January 8, 2016.

Length: No minimum number of pages. Pages should reflect detailed interview. Include title page and reference page as necessary.

Teamwork and Presentation – To be assigned on Saturday, January 23, 2016

Midterm Assessment - Essay

**Session 3: Individual Assignment – February 5, 2016**

Prepare a report on the implications of data collected from interview conducted in session 2. Synopsis should be based on current literature, including course resources and activities. More details on this assignment will be posted in Blackboard on or before January 23, 2016.

Length: 5 to 7 pages, not including title and references pages.
Minimum 5 references

Your response should adhere to APA 6 format standards.
Post-Class Assignment:  
None.

Student Involvement Hours:  
Students should be prepared to devote 15 to 20 hours per week outside scheduled class meetings to complete reading assignments and discussion posts.

VII. CRITERIA FOR EVALUATION

Evaluation Criteria:
<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Individual Assignments</td>
<td>20%</td>
</tr>
<tr>
<td>Team Assignments</td>
<td>25%</td>
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<tr>
<td>Participation (Including response to</td>
<td>15%</td>
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<tr>
<td>Discussion questions)</td>
<td></td>
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<tr>
<td>Midterm Assessment</td>
<td>20%</td>
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<tr>
<td>Final Assessment</td>
<td>20%</td>
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<tr>
<td>Total</td>
<td>100%</td>
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</tbody>
</table>

There will be an essay midterm and final assessment for this course. No exemptions from these assessments, except a physician-documented illness or official work-related travel. All assessment make-up work will be scheduled at the instructor's discretion.

Learners will receive a zero (0) for missed assessments.

Team Assignments:

There will be team assignments each of the three scheduled face-to-face sessions. Teams will collaborate, produce and submit a PowerPoint presentation, and conducted a 20-30 minute oral presentation.

Team assignments and presentations will be graded on the following criteria:

- Organization
- Delivery
- Content
- Language relevant to course topics
- Appropriate use of time (20-30 minutes)

All team members are expected to participate in preparing and delivering the PPT presentation.

Individual Assignments:

There will be an individual assignment due each weekend session. Individual assignments will be evaluated using the following criteria:

- Introduction or background
- Content relating to assigned topic
- Appropriate use of examples
- Grammar/spelling/sentence structure
- Conclusion
- Proper use of APA 6
- Required number of references
Grading Scale:
94-100             A
90-93              A-
87-89               B+
84-86               B
80-83               B-
77-79               C+
74-76                C
Below 74          F

Late Assignments:
Assignment due dates are listed in the syllabus. Submissions after the specified due dates are subject to a 10% penalty for each day after the assignment due date. In case of emergency, learners should call me as soon as possible at 804-920-1717. A learner who is approved to submit late work, must submit late work within five days of the original submission date or receive a zero (0) for the work missed. Discussion posts cannot be made up.

Make-ups and Rewrites:
Make-up work will be approved on a case-by-case basis, and depending on the circumstances surrounding the missed work. Make-up work will not be accepted after the third session of this course.

The learner may be given an opportunity to rewrite an assignment if it is evident to the instructor that the learner did not understand the assignment instructions. The learner will be given five days to resubmit an assignment. No requests for resubmission will be granted after the third session.

VIII. EXPECTATIONS

Attendance and Participation:
You are expected to complete reading assignments, research and paper assignment in preparation for active participation. You cannot participate if you are not present; therefore, it is expected that you will attend each scheduled class session.

Academic Integrity:
Because academic integrity is a cornerstone of the University's commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited. A breakdown of behaviors that constitute academic dishonesty is presented in the CMU Bulletin (https://bulletins.cmich.edu/).

Student Rights and Responsibilities:
Each member of the Central Michigan University community assumes an obligation regarding self conduct to act in a manner consistent with a respect for the rights of others and with the University's function as an educational institution. As guides for individual and group actions within this community, the University affirms the general principles of conduct described in the Code of Student Rights, Responsibilities and Disciplinary Procedures at https://www.cmich.edu/ess/studentaffairs/Pages/Code-of-Student-Rights.aspx.

IX. SUPPORT SERVICES AND OTHER REQUIREMENTS

Global Campus Library Services (GCLS)
CMU offers you a full suite of library services through its Global Campus Library Services (GCLS) department. Reference librarians will assist you in using research tools and locating information related to your research topic. The library's Documents on Demand office will help you obtain copies of the books and journal articles you need. Check out the GCLS website at http://gcls.cmich.edu for more information.
Reference librarian contact information:
1. By phone: (800) 544-1452.
2. By email: gclsref@cmich.edu
3. By online form: http://www.cmich.edu/library/gcls/Pages/Ask-a-Librarian-Request-Form.aspx

Documents on Demand office contact information:
1. By phone: (800) 274-3838
2. By email: docreq@cmich.edu
3. By fax: (877) 329-6257
4. By online form: https://illiad.cmich.edu/

Writing Center

The CMU Writing Center is a free online service for all CMU students, providing help with grammar, citations, bibliographies, drafts, and editing of academic papers. Suggestions and feedback are typically provided within two business days. For additional information and to submit work, visit http://global.cmich.edu/student/writing-center.aspx

Mathematics Assistance Center

The CMU Mathematics Assistance Center provides free tutoring in mathematics and statistics to students enrolled in select courses. Tutoring is available online and via telephone. To see what courses qualify and to register with the Math Assistance Center, visit http://global.cmich.edu/mathcenter/tutoring-request.aspx.

ADA

CMU provides individuals with disabilities reasonable accommodations to participate in educational programs, activities and services. Students with disabilities requiring accommodations to participate in class activities or meet course requirements should contact Student Disability Services at (800) 950-1144, extension 3018 or email sds@cmich.edu, at least 4 weeks prior to registering for class. Students may find additional ADA information and forms at https://www.cmich.edu/ess/studentaffairs/SDS/Pages/default.aspx

Note to faculty: CMU Administration will notify you if applicable; otherwise, the student will provide a "Notification Letter to the Instructor" outlining the accommodations the student is approved to receive.

X. BIBLIOGRAPHY


BOOKS


Joint Base Andrews is a secured military installation. If you do not have proper ID (active or retired military ID card or a DoD ID card) then you will need to contact the Andrews office to schedule an appointment, prior to the class start to obtain a student badge to access the base. You have to be a citizen or permanent resident for base access. If not a citizen but a permanent you will need to show your permanent resident card, social security card, plus the additional information, all needing base access will have to supply, driver's license, current vehicle registration and insurance. Once your course is complete please return the student badge to the Andrews Visitor’s Center or to the CMU office. Please check your CMU e-mail account, all e-mails will be sent there.

CMU Andrews Office Information (1413 Arkansas Road Andrews AFB MD 20762, room 109)

Program Administrator: Melissa
Phone Number 301-568-0545
E-mail: letch1mr@cmich.edu
Map: http://goo.gl/maps/Yy2Qc