IDENTIFYING INFORMATION
Course: MSA 503, Gender/Generational Supervision
Term: Summer II, 2017
CRN: 22322422
Location: Online
Course Dates and Times: 06/19 to 08/11/17

Instructor: Dr. David Freed
E-Mail Address: freed1de@cmich.edu
Phone Numbers: Cell: 517-290-0564
Office Hours: Before and after class sessions, by appointment, and always available by phone

Academic Biography:
The instructor holds a B.A. degree from the University of Michigan-Flint, an M.S. degree from Michigan State University, and a Doctorate in Public Administration from Western Michigan University. He has held a variety of managerial and executive positions working for the State of Michigan for over 32 years, and has taught in the MSA Program for 17 years. Dr. Freed is currently an Assistant Professor in the Master of Science in Administration Degree Program at Central Michigan University. He teaches MSA 502, 503, 510, 600, 601, 603, 604, 698 and 699.

I. 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.

II. Prerequisites
Must be enrolled at the master’s or undergraduate senior’s level.

III. Rationale for Course Level
This course assumes a basic level of understanding of workplace dynamics, and previous exposure to literature relating to management/supervision/leadership.

IV. Textbooks and Other Materials To Be Furnished by the Student

V. Special Requirements of the Course
None
VI. General Methodology Used in Conducting the Course
Lectures, discussions, group work (including small and large group projects and activities), papers, presentations and examinations.

VII. Course Objectives
After successful completion of this course, the student will be able to:
1. Identify the different generations in the workforce
2. Understand the similarities and differences between the generations, and how to effectively manage and supervise those differences.
3. Demonstrate an understanding of gender differences in communication styles, and how to recognize and react to those differences.
4. Understand the gender issues and challenges in working with diverse teams and leading people.
5. Demonstrate an understanding of dealing with sexuality in the workplace, as well as work/family issues.
6. Identify specific approaches to address situations where gender/generational issues can lead to conflict or misunderstanding.

VIII. Course Outline
A week starts on Monday and ends on Sunday in this course. Most assignments/tasks are due by the end of the assigned week unless otherwise specified or announced. All Week 8 tasks are due by the last day of the class - Friday at 11:59PM.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic(s)</th>
<th>Reading(s) / Material(s)</th>
<th>Assignment(s) Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>- Sex, Gender, and Work</td>
<td>Johnson and Johnson – Chapter 1</td>
<td>- Discussion 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Havens – Chapter 1</td>
<td>- Chapter Groups</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Powell – Chapter 1</td>
<td>formed for presentation of assigned material</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Chat*</td>
</tr>
<tr>
<td>2</td>
<td>- Yesterday and Today</td>
<td>Powell – Chapters 2 and 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Becoming Women and Men</td>
<td>Havens – Chapters 2 and 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Baby Boomers</td>
<td>Johnson and Johnson – Chapters 2 and 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Chat*</td>
</tr>
<tr>
<td>3</td>
<td>- Making Employment</td>
<td>Powell – Chapter 4</td>
<td>- Scholarly journal article paper</td>
</tr>
<tr>
<td></td>
<td>Decisions</td>
<td>Havens – Chapters 4 and 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Generation X</td>
<td>Johnson and Johnson – Chapters 4 and 5</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Midterm Examination</td>
<td>- Midterm Exam</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Chat*</td>
</tr>
</tbody>
</table>
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| 5 | - Generation Y  
- Working in Diverse Teams | Johnson and Johnson – Chapters 6 and 7  
Havens – Chapter 7  
Powell – Chapter 5 | - Chapter group presentations  
Interview paper**  
- Discussion 3  
- Chat* |
|---|---|---|
| 6 | - Traditional Generation  
- Linkster Generation  
- Leading People  
- Dealing with Sexuality in the Workplace | Johnson and Johnson – Chapters 8, 9, 10, and 11  
Havens – Chapter 8  
Powell – Chapters 6 and 7 | - Chapter group presentations  
- Chat* |
| 7 | - Managing the Work-Family Interface  
- Promoting Nondiscrimination, Diversity, and Inclusion | Powell – Chapter 8 and 9  
Havens – Chapters 9, 10, and 11 | - Personal Effectiveness Game Plan Paper  
- Discussion 4  
- Chat* |
| 8 | Closing | Final Examination | - Final Exam |

* Chat date and time will be announced.  
** This Interview Paper is the additional requirement for graduate students only!!

IX. Evaluation

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Presentation (Group Project)</td>
<td>150 points</td>
</tr>
<tr>
<td>Personal Effectiveness Game Plan: Paper</td>
<td>150 points</td>
</tr>
<tr>
<td>Scholarly journal article review paper</td>
<td>100 points</td>
</tr>
<tr>
<td>Midterm exam</td>
<td>100 points</td>
</tr>
<tr>
<td>Final exam</td>
<td>100 points</td>
</tr>
<tr>
<td>Virtual Meeting Participation (6 times at 25 points each)</td>
<td>150 points</td>
</tr>
<tr>
<td>Discussion Boards (4 forums at 25 points each)</td>
<td>100 points</td>
</tr>
<tr>
<td>Interview paper* (Graduate Students Only!!)</td>
<td>150 points</td>
</tr>
</tbody>
</table>

Undergraduate Total: 850 points  
Graduate Total: 1,000 points
**Semester Grading Scale:** Please note that the grade of "C-" will not count towards a graduate degree.

<table>
<thead>
<tr>
<th>Graduate Students</th>
<th>Undergraduate Students</th>
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</thead>
<tbody>
<tr>
<td>94-100% A</td>
<td>94-100% A</td>
</tr>
<tr>
<td>90-93% A-</td>
<td>90-93% A-</td>
</tr>
<tr>
<td>87-89% B+</td>
<td>87-89% B+</td>
</tr>
<tr>
<td>84-86% B</td>
<td>84-86% B</td>
</tr>
<tr>
<td>80-83% B-</td>
<td>80-83% B-</td>
</tr>
<tr>
<td>77-79% C+</td>
<td>77-79% C+</td>
</tr>
<tr>
<td>74-76% C</td>
<td>74-76% C</td>
</tr>
<tr>
<td>&lt;74% E</td>
<td>73-70% C-</td>
</tr>
<tr>
<td></td>
<td>67-69% D+</td>
</tr>
<tr>
<td></td>
<td>64-66% D</td>
</tr>
<tr>
<td></td>
<td>60-63% D-</td>
</tr>
<tr>
<td></td>
<td>&lt;60% E</td>
</tr>
</tbody>
</table>

**Class Participation:**
A student's participation grade will be based on the Instructor’s assessment of the quality of the student's constructive contributions to the learning experiences of all course participants. Participation will be evaluated on the basis of (1) the regularity of the students’ participation in virtual meetings (just attending virtual meetings is not participation!), (2) whether the students take the leading roles in certain discussions, (3) asking reading-informed questions about course subject matter, (4) Discussion Board posts, and (5) in a group, whether the students play the roles of leaders and followers well.

**Late Assignments:**
Late assignments receive zero credit unless pre-approved by the professor, and are only accepted with emergency documentation, then with a 10% penalty per day late.

**Make-ups and Rewrites:**
None. There will be no extra-credit assignments or extra-credit work accepted at any time during this course.

**Attendance Policy:**
Attendance, demonstrated in task participation, is mandatory to be able to contribute in a timely manner to course learning experiences. There will be no exceptions to this policy.

**General:**
1. Academic Dishonesty: Written or other work which a student submits must be the product of her/his own efforts. Plagiarism, cheating and other forms of academic dishonesty, including dishonesty involving computer technology, are prohibited. Further information on Academic Dishonesty can be found in the current Bulletin.
2. 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 989-774-3018 or by e-mail at
at least 4-6 weeks prior to the start of class. SDS is located in the Park Library, room 120. Students may find additional information and forms at http://www.cmich.edu/Student_Disability_Services.htm.

**Student's Rights and Responsibilities:**
http://www.cmich.edu/policies-procedures/code-student-rights

### X. Bibliography

**ARTICLES**


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BOOKS


