

ADELPHI UNIVERSITY

GRADUATE CERTIFICATE PROGRAM FOR MANAGERS OF VOLUNTEER SERVICES

-24 to 26 credits-

Course Descriptions

A. Specialization in Volunteer Services (12-14 credits)

VOL 510. FOUNDATIONS OF VOLUNTEERISM. 3 credits

An analysis of the historical antecedents to volunteerism, terminology in the field, and trends and issues facing volunteerism today. Emphasis will be placed on developing a personal and professional philosophy of volunteerism. Students will be expected to take Part I of Issues in Volunteer Services Management in conjunction with this course.

VOL 610, 611. ISSUES IN VOLUNTEER SERVICES MANAGEMENT. 1/2 credit each

This course will provide a forum for discussion and debate of topical issues in the management of volunteer services programs. The course will be divided into 2 parts. Part I will be taken in conjunction with Foundations of Volunteerism and Part II in conjunction with Volunteer Services Administration in Action.

VOL 650. APPLIED MANAGEMENT OF VOLUNTEER SERVICES PROGRAMS. 3 credits  
(prerequisite VOL 510)

A thorough exploration of the management functions of planning, organizing, staffing, directing and controlling all phases of a volunteer services program. This course is designed to be taken in conjunction with the practicum in the Management of Volunteer Services Programs.

VOL 651. PRACTICUM IN THE MANAGEMENT OF VOLUNTEER SERVICES PROGRAM. 2-4 credits  
(Prerequisite VOL 510, corequisite VOL 650)

This course provides a fieldwork experience in the administration of a volunteer services program. Practicum supervision is provided by an agency staff member approved by the Certificate Program for Managers of Volunteer Services. This course is designed to be taken in conjunction with Applied Management of Volunteer Services Programs.

VOL 720. VOLUNTEER SERVICES ADMINISTRATION IN ACTION. 3 credits  
(prerequisite VOL 510, 650, and 651)

An in-depth exploration of the administrative and management concerns encountered by the experienced administrator of a volunteer services program. Attention will focus on management problems; fiscal planning, government regulations and legislation; advocacy and change; and research and evaluation issues. This course will be taken in conjunction with Part II of Issues in Volunteer Services Management.

B. Related Courses (9 credits)

BUS. 560 THE PROCESS OF MANAGEMENT. 3 credits

An introduction to the administrative processes of management in terms of planning, organizing, communicating, motivating, and evaluating. Emphasizes the importance of effective interpersonal relationships to successful management of every business enterprise. Content is drawn from research in human relations and organizational behavior as related to management principles and functions. Cases which describe the actions, relationships, and conflicts among individuals and groups in practical business situations form the core of the course. Each student is presented with repeated occasions to perceive and analyze the interrelationships of complex human, technical, and economic factors. This leads to evaluation of the consequences of alternative courses of action in terms of resultant human behavior. It also develops ability to analyze the human and social factors in business organizations.

BUS. 561 ORGANIZATIONAL BEHAVIOR. 3 credits

Organizational behavior and organization structure as a system. An advanced discussion of those research findings from the behavioral sciences which serve as the foundation for understanding organizational structures through which people relate. Topics include perception, division of labor, organizational socialization, status and role, power, needs and motivation, trust formation, information theory, conflict resolution, and bureaucracy and organizational change. Discussion of cases which are representative of the topic under study, practice in human relations through role-taking demonstrations, and experimentation with new roles.

SWK 508. SMALL GROUP DYNAMICS AND INSTITUTIONAL PERSPECTIVES ON BEHAVIOR. 3 credits.

This course includes a twofold perspective. It emphasizes the dynamic interaction of the small group with special emphasis on current theories which explain group formation, structure, leadership and communication. It also emphasizes the influence of major social institutions on individual and group behavior. Consideration is given to the relevance of such knowledge to work with clients.

Or

SOC 633. GROUP RELATIONS. 3 credits

Small groups and complex organizations: interaction processes and dilemmas. Case studies from government agencies, unions, therapy groups, schools, etc. Group dynamics and organizational theories explored.

C. Elective (3 credits)

Each student will have the option of shaping the Certificate Program to his or her own needs. With appropriate academic advisement, the student may

select either a "skill" or "area" elective.

"Skill" electives are designed for those students wishing to develop in greater depth the generic skills necessary to function effectively as an administrator in the volunteer services. Skill electives are drawn from the Business sciences, the School of Social Work and the Sociology Department.

"Area" electives have been selected for those students desiring greater knowledge about the service field in which they plan to function as an administrator of volunteer services or in which they currently function.

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Total Program - 24 to 26 credits

**Adelphi University • Garden City, Long Island, New York 11530**

The Department of Education is pleased to announce the registration and commencement of a new 33 credit Masters of Science program in

**ADULT LEARNING AND DEVELOPMENT**

The program is designed for persons holding a minimum of a Baccalaureate degree and are, or have an interest in, working with adults in various educational capacities. The scope and functions in the field are broad, encompassing trainers, teachers, administrators, educational planners and evaluators in the following settings:

Higher and Continuing Education  
Business and Industry  
Libraries and Museums  
Public School Settings  
Institutional Settings (nursing homes, hospitals  
correctional facilities, etc.)  
Voluntary organizations (health, recreation)  
Religious Institutions  
Federal, State and local governmental agencies

The program combines courses in adult learning and education an area of specialization and course work to integrate the two.

<u>Core Courses</u> (12 Credits)	<u>Possible Areas of Specialization</u> (12 Credits)
Introduction & Foundations of Adult Education	Gerontology
Adult Development & Learning	Community Development
Development & Administration of Adult Learning Program	Volunteer Management
Instructional Dynamics	Suburban Studies
	Health & Recreation
	Business Administration

Integrative Courses  
(9 Credits)

Supervised Field Experience  
Special Topics such as:  
Women in Transition  
Mid-Career Counseling  
Seminar in Problems & Issues in  
Adult Learning

Please direct all inquiries to:  
Dr. Roberta Wiener, Coordinator  
(516) 294-8700 Ext. 7557

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