

**WIS 6544**  
**ADMINISTRATION IN NATURAL RESOURCES**  
**SPRING 2012 (3 Credits)**

INSTRUCTOR: H. Franklin Percival  
Building 810  
Phone: 352-846-0534  
Office Hours: TBA

ASSISTANTS: TBA

TEXTBOOKS: None

BIBLIOGRAPHY: Current literature on each course topic will be discussed during class. Each student is required to read extensively on his own course topic in preparation for class presentations. Examples of references are as follows:

Tvosvold, D. 1993. Learning to manage conflict: getting people to work together productively. Lexington Books, Macmillan. Inc. NY. 176 pp.

Jones, C. 1993. How to speak TV, print, and radio: a self-defense manual when you're the news. 4<sup>th</sup> ed. Video Consultants, Inc. 336 pp.

The Foundation Directory, compiled annually by The Foundation Center, 888 Seventh Ave, NY 10019

Roberts, H.M. III, W.J. Evans, and J.W. Cleary. 1990. Robert's Rules of Order Newly Revised. ScottForesman, Glenview, IL. 706 pp.

S. K. Jacobson. 1999. Communication skills for conservation professionals. Island Press. Washington, DC and Corvelo, CA. .352 pp.

Hampton, D.R., C.E. Summer, R.A. Webber. 1982. Organizational behavior and the practice of management. ScottForesman. Glenview, IL. 877 pp.

Griffith, Samuel B. 1971. Sun Tzu: The Art of War. Oxford University Press. London. Xviii + 197 pp.

Carnegie, Dale.1981 (1936). How to win friends and influence people. Pocket Books. New York. Xxv + 276 pp.

Covey, Stephen R. 1990. The 7 habits of highly effective people. A Fireside Book. New York. 360 pp.

The Arbinger Institute. 2002. Leadership and Self-deception: Getting Out of the Box. Berrett-Koehler Publishers, Inc. San Francisco, CA. viii + 180 pp.

Carlson, Richard. 1998. Don't sweat the small stuff. Hyperion. NY. xii + 284 pp.

Green, Joey. 1998. The Zen of Oz. Renaissance Books. Los Angeles. 140 pp.

Johnson, Spencer. 1998. Who moved my cheese? G. P. Putnam's Sons. NY. 94 pp.

Machiavelli, Niccolo. 1952. The Prince. The New American Library. 127 pp.

Morris, Desmond. 1967. The Naked Ape: A Zoologist's Study of the Human Animal. Larsen Books. Exeter, NSW, Australia.

Bonar, Scott A. 2006. The Conservation Professional's Guide to Working with People. Island Press. Washington, DC.

**LECTURE:** TBA; one 3 hour lecture/discussion period per week

**GRADING** Grades will be determined on a numeric score:  $\geq 90\%$  = A; 85-89% = B+; 80-84% = B; 75 - 79% = C+; 70-74% = C; 65 -69% = D+; 60-64% = D; <60% = E. Students will be evaluated based on leadership and participation. Each student will be responsible for researching and leading one discussion session. The leadership portion of the grade will be determined by a combination of scoring by instructor (20 points) and mean of student scores (20 points). The participation score will be determined by attendance (20 points)(each absence will deduct 5 points) and a combination of scoring by instructor (20 points) and mean of student scores (20 points). Students may negotiate with class to avoid losing points on any absence.

**COURSE OBJECTIVE:** To expose graduate students in natural resources to business principles and techniques which eventually will be required of them in the workplace.

**WHY THIS COURSE:** Generally, natural resource workers are extremely motivated/dedicated individuals. The educational focus is entirely scientific whereas the eventual application often has more to do with budgets, personnel management, program development and interactions with the public, the media, superiors, legislators, etc. Too often, the natural resource worker's vocation is his/her avocation, religion, and sole source of social contact and business is the enemy. This course is to

provide a primer for what will inevitably consume the largest share of their professional lives.

**COURSE DESCRIPTION:** This is a classical seminar in which students take an active role in leading and participating in discussions. Administrators of significant natural resource organizations will participate as guest lecturers. Instructor will be present at each class meeting to provide additional guidance, detail, and experience to class discussion. Class will be limited to 12 students. Class will meet for 3 hours once per week.

**COURSE TOPICS:** Week 1. Human behavior  
Week 2. History and characteristics of bureaucracies  
Week 3. Obtaining resources (competing for internal funding, grants, and contracts)  
Week 4. Budgeting and spending  
Week 5. Effective supervision  
Week 6. Leadership  
Week 7. Being supervised  
Week 8. Efficient and effective meetings  
Week 9. Time management  
Week 10. Politics  
Week 11. Policy  
Week 12. Strategic planning/Adaptive management  
Week 13. Workplace safety  
Week 14. Manners and social graces  
Week 15. Personal life management

## **GENERAL NOTICE TO STUDENTS**

### **Academic Honesty**

As a result of completing the registration form at the University of Florida, every student has signed the following statement: “ I understand that the University of Florida expects its students to be honest in all their academic work. I agree to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University.”

### **UF Counseling Services:**

Resources are available on campus for students having personal problems or lacking clear career and academic goals that interfere with their academic performance. These resources include:

1. University Counseling Center, 301 Peabody Hall, 392-1575, personal and career counseling;
2. Student Mental Health, Student Health Care Center, 392-1171, personal counseling;
3. Sexual Assault Recovery Services (SARS), Student Health Care Center, 392-1161, sexual counseling;
4. Career Resources Center, Reitz Union, 392-1601, career development assistance and counseling.

**Software Use:**

All faculty, staff and students of the University are required to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate.

**WE, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.**

Students requesting classroom accommodation must first register with the Dean of Students Office in Peabody hall. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation.