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:


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


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

GRADING Grades will be determined on a numeric score: ≥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.