



PST / CED 311 Program Planning

Fall & Spring Semesters 2003 - 2004

Instructor: Tim Moore

Contacting the Instructor

Class Times:

Class Location:

Office Phone:: 419-2000

Office:

Office Hours: Available by appointment

Email Address:

Course Description

This course extends over two semesters. These two semesters focus on the principles and practices of programming with exposure to related skills such as preparation of materials for printing, leading and recruiting committees, budgeting, facilities planning, appropriate reporting and other major responsibilities. Opportunity will be given to do programming through the planning of *Youth Conference, March 19-21, 2004 (YC2004)*.

Course Objectives

To give the student training in and exposure to, leading a task team, planning YC2004 and implementing YC2004 all the while keeping with the *Statement of Objectives* set by Canadian Bible College. (See the attached statement).

To allow students to discover their leadership style through chairing the various committees required in the planning and implementing of YC2004.

To expose the student to long range planning as the necessary tracks for future Youth Conferences are reviewed, revised and refined.

To expose the student to the challenges of working within a budget and within a team all striving for the same goal.

To expose the student to the challenges of working within report structures.

To learn to maintain a Christ-like attitude in serving the student body and the Canadian constituency.

Course Requirements

Active Participation

40% of final grade

In the planning and delegating of work of the Central Planning Team.

This specifically refers to the work that happens in the context of the Central Planning meetings.

Each CPT member will be required to work within the reporting structures that are in place from past Youth Conference experiences. This includes:

- The creation of a P.E.R.T. (Program Evaluation Review Technique) chart. The PERT chart is to be designed using a computer found in our YC office. This computer has MS Project 2000 installed for you to accomplish this task. This PERT Chart is to be copied and given to the DYCs and Student Directors.
- The creation of sub-committee agendas and minutes
- Weekly up-date reports of your sub-committee
- Other reports and meetings as assigned

The grade distribution is as follows:

- 10% PERT Chart. Due: October 20
- 10% Sub-committee agendas. Due: weekly at the beginning of each class
- 10% Sub-committee minutes. Due: weekly at the beginning of each class
- 10% Weekly reports. Due: weekly at the beginning of each class

Notebook and Journal.

60% of the final grade

Each CPT member will be required to keep and submit a notebook/journal, which will include:

- A journal with a minimum of one entry every two weeks
- A typewritten evaluation of each assigned area
- Helpful information for next year's CPT member
- A copy of the PERT Chart for each area
- Part of this notebook must include the budget and how budget challenges were met
- A three-page reflection paper based on the reading of *A Work of Heart*. Reggie McNeal. Jossey-Bass. 2000. (Available second semester at Christian Pub.)

The journal portion of this assignment will be turned into the DYC for an interim evaluation (pass/fail) Dec 8th.

The grade distribution is as follows:

- 20% Journal (Reflection paper is part of the Journal.)
- 20% Evaluation, helpful information, participation

- 10% PERT Chart, budget
- 10% Leadership qualities, participation

This notebook is due the last day of classes, April 14th, 2004. (That seems so far away!)

Attendance

Each CPT member will be allowed 2 (two) “skips” for the academic year. It should be understood that Youth Conference weekend itself cannot be “skipped” except in the most extreme circumstances.

Assignments

“To receive credits, students must meet the requirements of a course to the satisfaction of the professor. When the work in any course is not completed within the specified time and no arrangements have been made with the professor, the course is entered on the student’s transcript as a failure.”

Pg 38/ academic policies - CBC Catalogue

Every assignment (agendas, minutes, weekly reports, etc.) *must* be handed in to receive a passing grade in this course.

NOTE: A “Pass” will be issued to all students doing acceptable work during the first semester. A final letter grade will be given at the end of the second semester, which will apply to the entire year’s work.

4. Report Structures

There are a number of components within report structures:

“Academic Meetings”

Each student will meet with the DYC early each semester (by Sept 29/Jan 26) with a schedule of all due dates of all assignments for that semester and a realistic plan for balancing the competing demands of: academics, a social life, and a devotional life. This first semester meeting will also include a job description review.

Meetings

Each student will be prepared to meet with the DYC as deemed necessary or desirable.

Weekly Reports

Each student will write a weekly report, to be given to the DYC. See the attached sample for rationale, instructions and format. Weekly reports must be submitted within one week of the week’s completion. These are to be handed in at the beginning of each class.

Sub-Committee Agendas and Minutes

Agendas and minutes are vital to both the “paper trail” of YC2004 and to all subsequent Youth Conferences, therefore, agendas and minutes for each sub-committee meeting must be submitted within one week, and no later than

immediately prior to the following Monday evening class, of the meeting. Make three copies of all agendas and minutes and distribute them to: DYC and each Student Director.

Weekly report rationale and instructions:

The weekly report has been implemented for the following reasons:

- It will enable Barry and I to make sure that the work of YC is being done equitably spread out and that the combination of tasks or responsibilities are reasonable and workable;
- It will help us sure you aren't killing yourself;
- It gives you an opportunity to reflect (in the *comments:* section of the report) on issues that are happening for you;
- It is also another accountability vehicle...if you need one;
- It will enable me to track with you, the ebb and flow of YC planning and work;
- The reporting will help me learn what in the world I have gotten myself into; and,
- These reports help us to work smart together to make YC2004 happen.

Name:

Elementary I know but some may need a reminder

Area:

- Recreation, apparel;
- If you have a responsibility for more than one area then you need to fill out a weekly report for each area

Week Of:

Weeks begin on Sunday; therefore something that happened on Wednesday, Sept 27, 2003 is recorded in the Week of: Sept 29.

Time Spent:

- This is measured in hours & minutes: e.g. 2:15 (meaning 2 hours and 15 minutes) were spent on this area this week.
- If you have a week where you do not work on one of your areas then you need to submit a weekly report with 0:00 recorded in it. This Is Fine, but this is not fine for every week. Not every week will require you to work on YC 2004.

Important Notes:

Anything you want to note, question, mention, admonish or/and rebuke