Welcome!
Welcome to AHED 752: College and University Administration. The course is designed to introduce you to the theories, models, and concepts of higher education administration and management. The course is taught from an organization and management theories perspective. I use a constructive-developmental approach to teaching and learning. I believe students learn best by organizing and making meaning of what they are learning, when they have an opportunity to apply what they are learning in practice. During this course, you will have an opportunity to reflect critically on how colleges work and help you develop your knowledge and competences as administrator or faculty members in higher education.

Textbook & Materials
There are three required textbooks for this course which you can purchase through Barnes and Noble at USD [http://usd.bkstore.com/bkstore/content](http://usd.bkstore.com/bkstore/content) or Online.


Technology Requirements
The University of South Dakota has established minimum technology requirements for participation in online courses. These are outlined under the “Technology Support and Requirements” section in the [Online Student Handbook](http://www.usd.edu/~media/files/usd-online/online-orientation-guide.ashx).document in the Getting Started widget on the course homepage.

All written assignments much be submit in format that is compatible with Microsoft Word.

General Course Schedule
In general, a 2-week module in this course will be sequenced as follows:

**Week 1 Content.** The first week we will learn about major theories and practices of college and
university administration. Please plan to complete the assigned readings (estimated at four hours) and complete the online quiz in D2L as a self-assessment that you learned the key concepts. Please note some of the quiz questions are based on the case study. Guided notes and short video will be provided for each module under the D2L course content link. These notes & video are to help you identify the key concepts from the readings, prompt you to think critically about what you are reading, as well as to provide you with additional information and references on the topic. I suggest that you review the guided notes and add your notes as you do the reading assignments for each module.

**Week 2: Application and Collaborative Online Learning.** During the second week of the module, you will apply what you have learned within the context of your current institution and then share what you learn from studying your own institution with other students in online collaborative learning. For an online discussion to be collaborative, it is important that you post what you learned in applying the theories by Saturday noon and give feedback to at least two fellow learners by Monday evening at 11:30 pm. I will review and give feedback on the following Tuesday. Again, I recommend that you schedule 2 hours to do the application learning activities and an hour to participate in the online discussion.

Please note that I am restructuring the course content so I will be uploading the modules two-weeks in advance, but the structure of the course and the assignments are listed in syllabus are set.

**General Course Requirements and Expectations**

**Getting Started**

First, you will need to access the course in Desire2Learn (D2L). This can be done via the USD student portal, [http://myu.usd.edu](http://myu.usd.edu), or directly via [https://d2l.sdbor.edu](https://d2l.sdbor.edu). The course should be listed in under “My Courses.”

Next, you should familiarize yourself with the CDE Online Orientation, which can be found in the Getting Started widget on the course homepage. It contains important information on accessing USD’s resources online.

Once in the course, you should do the following:

1. Read through the items in the Getting Started section on the top, left-hand side of the course homepage.
2. Orient yourself to the other important areas (widgets) of the homepage:
   - **News:** important information, updates and new modules will appear here
     note: this is also available under Course Schedule in the Getting Started widget from step 1 above
   - **Need Help?:** if you are ever lost, refer to this widget
3. Familiarize yourself with the various tools that will be used throughout the semester:
   - **Content:** where all course materials reside
   - **Assessments:** where you will access your Grades, Quizzes (and exams), and the Dropbox (to submit papers)
   - **Communications:** where you will access the weekly Discussions
○ **Resources**: where you will find the Classlist (which you can use to contact me), the FAQ, etc.

○ **Course Mail**: this is located at the very top, right-hand side of the course, and will be used for all official correspondence in the course; when you have unread Course Mail, a red badge will appear on the email icon.

4. Please introduce yourself to group members as part of the first week’s discussion topic under **Communications → Discuss**.

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**Contacting Me**

The best way to contact me is via D2L email. I check my D2L and USD email ([kcard@usd.edu](mailto:kcard@usd.edu)) once a day Monday through Friday. I do not regularly check my mail over weekends. I will try to respond to email message within 24 hours Monday through Friday. The best way to contact me is through D2L email.