


SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: FOREMANSHIP AND ADMINISTRATION  
Code No.: BUS 214-2  
Program: FORESTRY  
Semester: IV  
Date: DECEMBER, 1983  
Author: G. L. STONE

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APPROVED:

  
Chairperson

December, 1983  
Date

FORESTRY TECHNICIAN  
BUS 214-2  
FOREMANSHIP AND ADMINISTRATION

CALENDAR DESCRIPTION

FOREMANSHIP & ADMINISTRATION  
Course Name

BUS 214-2  
Course Number

PHILOSOPHY/GOALS:

Foremanship is the art of working with a group of people. A foreman exercises authority over these people in such a way as to achieve their greatest combined effectiveness. The purpose of this course is therefore, to increase the students' understanding of people in the workplace and to acquire supervisory skills. Basic communication and human relation skills will be covered as well as actual case studies.

The ability to direct ones own learning is an important skill for any foreman to develop. The resourceful individual will not wait for opportunities, he/she will create his/her own. This course is designed to help students direct their own learning.

GENERAL COMPETENCIES\*

1. Planning - plan and implement a personal learning program.
2. Communicating effectively - be aware of the importance of, and be reasonably capable of communicating clearly and concisely in written, graphic and oral form.
3. Motivating - understand what motivates people to work and be reasonably capable of motivating others.
4. Learning - understand the learning process and identify own style.
5. Teaching/Training - understand basic principles of teaching and be able to create situations where others learn.
6. Negotiating - understand basic principles of negotiation and be able to apply them to a contract situation.
7. Leading - understand various styles of leadership and demonstrate own style.

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8. Evaluating - understand processes of self-evaluation and evaluation of others, and demonstrate ability to do same.

\* All competencies involve the proper use and interpretation of common terminology related to forestry.

METHOD OF ASSESSMENT:

Evaluation will be on the basis of:

- (1) Student self-evaluation
- (2) Class evaluation, and
- (3) Teacher evaluation

Criteria for evaluation:

- (1) Completion of stated objectives (learning contract)
- (2) Two student/teacher interviews
- (3) Class participation
- (4) Attendance

Each student will contract for a given grade. Individual student and teacher will decide on what constitutes adequate performance. Generally, student will demonstrate his/her ability in several of the stated competencies.