

**COURSE NAME: Extension Organization, Management and Supervision**

**COURSE CODE: ARD 503**

**COURSE TITLE:**

**NUMBERS OF CREDIT: (2 units)**

**Course duration: Two hours per week for 12 weeks (24hours)as taught in 2010/2011**

**Course were developed by Dr E. O. Fakoya**

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Course consultation hours:8.00-10.00am Tuesdays

**COURSE DETAILS:**

**3.1 EXTENSION ORGANIZATION, MANAGEMENT AND SUPERVISION:**

Administration is an act of directing, coordinating, controlling and managing the efforts of group of people towards the attainment of an organization objective.

**3.2 COURSE CONTENT:**

Principle of Extension organization, Management and Supervision will familiarize student of Agricultural Extension and rural Development with the meaning, scope and principle of supervision in a rural settings. It will examine theories, models used at various managerial level. The use of management principles and procedures for identifying personal and organization need will be explained. Agricultural extension organization and their structures will also be explored. The reasons why we need to delegate, motivate, coordinate and budgeting will also be part of the course.

**3.4 COURSE JUSTIFICATION**

Administration in extension lays emphasis on the management of recourses in any sector to achieve organizational goals. The principles of extension administration serve as pillar in which other discipline hang on. It will enable the students to define the concept of extension administration. The knowledge acquired from the course will help the students to identify and manage resources required to make successful and friendly organization.

**3.4 COURSE OBJECTIVES:**

The general objective of this course is to enable students acquire knowledge of the extension administration which are needed to manage an organization effectively, as well as solving various challenges confronting a firm.

At the end of this course student will be able to:

Describe the principle concepts, meaning, definition of administration, extension organization, management and supervision

Discuss various theories and models of management and administration

Explain the planning function and application of planning models to agricultural extension

Discuss agricultural extension organization and their structures and functioning

Explain the meaning of managerial leadership styles

Explain the concept of motivation, Coordination, Delegation, Budgeting and financial management and marketing

Discuss the concept of organization of Training and Visit system of extension

### **3.6 METHOD OF GRADING**

<b>NO</b>	<b>ITEM</b>	<b>SCORE</b>
3.5	<b>COURSE REQUIREMENT:</b>	
	Students are expected to participate in all course activities and have a minimum of 75% attendance to qualify for writing the final examination. Students will be required to submit a time paper of web research on ay of this topic highlighted above. This will account for part of the continuous assessment. Students will be expected to submit the	
1.	Class assignment	5
2.	Class participation	5
3.	Class test	15
4.	Internet contribution	5
5.	Comprehensive examination	final 70
	Total	100

### **3.7 COURSE DELIVERY STRATEGIES:**

The course objectives will be achieved by the traditional face to face weekly lecture on designed topics, lecture note provided by the lecturer in charge of the course. The course delivery strategies will be supported through tutorial and study review at the end of the semester. Students will be encouraged and required to read more on the

topic and study more administrative procedure in any organization. Different group will be created within the class to enhance web discussion based on extension administration and students will be required to have a yahoo e-mail account

#### **4.0 LECTURE CONTENT**

##### **Week 1 Principle concepts, meaning, definition of administration, extension organization, management and supervision**

**.Objective:** Students will be able to discuss the importance of studying home management.

##### **Description:**

1<sup>st</sup> hour: A general overview of the course will be introduced to students. The need for the study of extension administration will be examined. The course requirements, methods of grading and some of the course delivery strategies will be described.

2<sup>nd</sup> hour: the concept and definition of administration, extension organization, management and supervision will be explained.

##### **Study Questions:**

1. What is Extension administration
2. Explain the meaning of organization, management and supervision

##### **Reading List**

1. Element of administration by Arokoyo
2. Rural sociology By Ekong Ekong 3<sup>rd</sup> edition

##### **Week 2: Theories and models of management and administration**

**Objective:** students will be able to explain in detail the theories of administration

##### **Description:**

1<sup>st</sup> hour: brief introduction of various theories in administration will be introduced to the students

2<sup>nd</sup> hour: The reason why these theories is essential in any organization will also be explained to the students

##### **Study question:**

1. Explain 4 theories of administration.

##### **Assignment**

1. Of what importance is these theories to any organization

##### **Reading list**

1. Agricultural extension a comprehensive treatise with model question ad glossy

### **Week 3: The planning function and application of planning models to agricultural extension**

**Objective:** Students will apply different planning models to agricultural extension

**Description:**

1<sup>st</sup> hour: various planning function will be explained to the students and how we can apply these functions.

**Study question:**

1. Identify and explain 4 function of administration
2. Discuss in detail planning model to agricultural extension.

### **Week 4: Agricultural extension organization and their structures and functioning**

**Objective:** Students will be able to explain the concept of Agricultural extension organization and their structure.

**Description:**

1<sup>st</sup> hour: The meaning of organization will be explained to the students that is what/who make up an organization.

2<sup>nd</sup> hour: How can organization be structured and what are the functions of each structure.

**Study question:**

1. Develop an organization structure of your own.

**Assignment**

1. Draw a well structure of an organization

**Reading list:**

As described above

### **Week 5: Managerial leadership styles**

**Objective:** Students will describe managerial leadership style

**Description:**

1<sup>st</sup> hour: The problem of leadership has been one of man's major concerns since his creation will be discussed fully

2<sup>nd</sup> hour: types of leader will also be examined and characteristics of a leader will be explored

**Study question:**

1. Who is a leader
2. List five type of leader.
3. What are the characteristics of a good leader

**Reading lists:**

As described above

**Week 6: Concept of motivation**

**Objective:** Students will explain the concept of motivation

**Description:**

1<sup>st</sup> hour: ways by which motivation can be described

2<sup>nd</sup> hour: In what ways can manager motivate an individual? This will be explained in detail to the students.

**Study question:**

1. What is motivation?
2. In what way can a manager motivate his subordinate?

**Assignment:**

1. Present a time paper on the concept of motivation

**Reading lists:**

As described above

**Week 7: Coordination**

**Objective:** Students will explain the concept of coordination

**Description:**

1<sup>st</sup> hour: Different ways by which coordination can be described, Conditions for securing better coordination.

2<sup>nd</sup> hour: In what ways can manager coordinate an individual? This will be explained in detail to the students.

**Study question:**

3. What is coordination?
4. In what way can a manager coordinate his subordinate?

**Reading lists:**

As described above

**Week 8: Delegation**

**Objective:** Students will explain the concept of delegation

**Description:**

1<sup>st</sup> hour: Different ways by which delegation can be made will be explained to the students, who delegates?

2<sup>nd</sup> hour: Process of Delegation

- Write a complete list of your responsibilities
- Prepare job specification for each person in the organization so that they know their responsibilities and authority
- Get each subordinate to define. All these will explained to the students
- .

**Study question:**

1 What is delegation?

2 In what way can a manager delegate his subordinate?

3 who delegates?

**Assignment:**

2. Present a time paper on the concept of delegation

**Reading lists:**

As described above

**Week 9: Budgeting and financial management**

**Objective:** Students will explain the meaning of budgeting and financial management

**Description:**

1<sup>st</sup> hour: The purpose of a budget will be discussed among the students

2<sup>nd</sup> hour: How can a firm managed financially?

**Study question:**

1 What is budgeting?

**Reading lists:**

As described above

**Week 10: Training and Visit in extension**

**Objective:** students will be able to explain the meaning of training and visit in agricultural extension

**Description:**

1<sup>st</sup> hour: Organization of Training and Visit System of Extension. These will be explained to the students

2<sup>nd</sup> hour: The basic features/principles of the Training and Visit, Advantages/disadvantages of Training and Visit Systems, Criticisms of Training and Visit System

**Study question:**

1. Explain the meaning of training and visit in agricultural extension
2. Highlight six features of training and visit in extension

**Assignment:**

1. The history of Training and visit can be traced back to 1998, discuss

**Week 11:** Revision Exercise.

**Objective:** students will revise all topics thought during the semester.

**Description:** All topic dealt with in this course will be reviewed. The study question and assignments will be given special attention. Students will discuss what they have learnt from the course. Advanced courses that will treat this course in future will also be highlighted.

**Study questions:**

1. What is Extension administration
2. Explain the meaning of organization, management and supervision
3. Explain 4 theories of administration.
4. Identify and explain 4 function of administration
5. Discuss in detail planning model to agricultural extension.
6. Develop an organization structure of your own.
7. Who is a leader
8. List five type of leader.
9. What are the characteristics of a good leader
10. What is motivation?
11. In what way can a manager motivate his subordinate?
12. What is coordination?
13. In what way can a manager coordinate his subordinate?
14. What is budgeting?
15. Explain the meaning of training and visit in agricultural extension

16. Highlight six features of training and visit in extension

**Key for reading list:**

Available in the University Library

Available in bookshop

Available on the internet

Departmental library