

SOME SUGGESTED ADMINISTRATION & COMMUNITY DEVELOPMENT FIELD ACTIVITIES

ALWAYS: Discussions with field instructor, briefings before meetings, debriefings after.

“See previous column” means that the student should become an increasingly active participant, first with field instructor or other observation and eventually autonomously, with reports back to the field instructor.

SKILL AREA	READING	OBSERVING	DOING
Planning & Governance	Strategic plans, proposals, annual reports, retreat minutes, board minutes, program descriptions	Board meetings, executive team meetings, project team meetings, planning sessions	Participate in meetings, planning sessions
Structure, roles	Organizational charts, program descriptions, job descriptions	Interview managers and program staff re: roles & activities	
Power structures		Interview managers and other staff	
Human Resource Management	Personnel manual, job descriptions, job announcements, performance evaluation forms, staff benefits, training materials, salary scales, reward systems	Development of job descriptions and job announcements; interviews with managers, supervisors, and staff	Participate in hiring process including interviews
Financial Management	Budgets and financial reports, grants and contracts, audits, budget planning processes	Budget development and review meetings, meetings re: pending or current audits, meetings with grant/ contract monitors	See previous column
Information Systems	Program goals & objectives, data collection forms & procedures, client records, data reports, evaluations	Meetings re: information systems, data system development, program reviews and evaluation	See previous column
Diversity, Social & Economic Justice	Affirmative action/ diversity documents & reports	Meetings of diversity/EEO committees, interview managers and staff	See previous column
Program Design & Development	Grants and contracts, pending proposals, program descriptions	Meetings to develop proposals, meetings to review & refine existing programs	See previous column
Leadership	Annual reports, memos from executives to staff, values & vision statements	Executive and other team meetings, other staff meetings, task forces	See previous column