

# PREWORK SYLLABUS

## 1. ADMINISTRATIVE INFORMATION:

<b>LESSON NUMBER:</b> PRE-01	<b>EDITION DATE:</b> March 2004
<b>LESSON TITLE:</b> Army Management Staff College Guidelines	
<b>TYPE OF LESSON:</b> Reading	
<b>CLASSROOM TIME:</b> None	<b>OUTSIDE PREP TIME:</b> 2 hours

## 2. PURPOSE:

The Army Management Staff College Guidelines provide you with general information about the Army Management Staff College, its environment, and its academic policies and procedures.

The Academic Guide will outline AMSC's educational philosophy and explain your AMSC seminar process. It will also provide you with the policy and procedures that will govern your attendance to the Sustaining Base Leadership and Management Program.

The Administrative Guide will acquaint you with the AMSC environment and answer most of your questions associated with your travel to and from AMSC as well as your stay here with us.

**3. ASSUMPTIONS:** You will read the Academic Guide and the Administrative Guide by the dates indicated on the Due Dates list located at the online SBLM Prework Headquarters.

**4. LESSON OUTCOMES:** You will:

**a.** Examine the environment, administrative procedures, and academic policies and procedures of the Army Management Staff College.

**b.** Study the organization, functions, and policies of the Sustaining Base Leadership and Management (SBLM) Program.

**c.** Inspect the living environment, campus, and travel requirements for attending the SBLM Program.

## **5. KEY CONCEPTS:**

### **a. Academic Guide**

- (1)** General Information such as background and history of AMSC
- (2)** AMSC's educational philosophy
- (3)** Guest speaker guidelines
- (4)** Seminar process
- (5)** Academic policy and procedures
- (6)** AMSC Student Awards and Recognition Program

### **b. Administrative Guide**

- (1)** AMSC Campus environment
- (2)** Lodging information (Knadle Hall)
- (3)** Getting to and around Fort Belvoir, VA
- (4)** Clothing requirements
- (5)** Resource management issues
- (6)** Automation requirements
- (7)** Library services
- (8)** Dining at AMSC
- (9)** Financial/notary information
- (10)** Health Services
- (11)** Quick reference phone numbers

**6. MEASUREMENT OF OUTCOMES:** You will demonstrate your knowledge throughout the program by adhering to AMSC's policies and procedures.

## **7. ASSIGNMENTS:**

### **a. Required Readings:**

**(1)** Army Management Staff College. (2002). Academic guide.  
Fort Belvoir, VA: Army Management Staff College.

Available online at the SBLM Pework Headquarters Reference tab. It is not necessary to print out the Academic Guide. Reference copies will be available in your seminar rooms at AMSC.

**(2)** Army Management Staff College. (2002). Administrative guide.  
Fort Belvoir, VA: Army Management Staff College.

Available online at the SBLM Pework Headquarters Reference tab.

**b. Other:** None

## **8. OTHER USEFUL REFERENCES:** None

## **9. AMSC POINT OF CONTACT:**

**a. Academic Inquiries**—Mike Bizer at e-mail address [Michael.Bizer@us.army.mil](mailto:Michael.Bizer@us.army.mil) or telephone (703) 805-4800 or DSN 655-4800.

**b. Administrative Inquiries**—AMSC Registrar at [registrar@amsc.belvoir.army.mil](mailto:registrar@amsc.belvoir.army.mil) or telephone (703) 805-4757/4756 or DSN 655-4757/4756.