

<b>Instructor:</b>	<b>William McCormack</b>
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<b>Course Web Site:</b>	<b><a href="http://virtualcampus.wbu.edu/webapps/login/">http://virtualcampus.wbu.edu/webapps/login/</a></b>
<b>Class Location:</b>	<b>Virtual Campus Blackboard site</b>

**DESCRIPTION:** Study of methods of supervision with emphasis on skills and techniques used to facilitate optimum productivity in both profit and nonprofit organizations.

**PREREQUISITE(s):** MGMT 3304 or consent of Professor.

**TEXTBOOK:**

<b>BOOK</b>	<b>AUTHOR</b>	<b>ED</b>	<b>YEAR</b>	<b>PUBLISHER</b>	<b>ISBN#</b>
<u>Supervision: Concepts &amp; Practices of Management</u>	Leonard/Hilgert	10th	2007	Thomson	0-324-31624-0

**OUTCOME COMPETENCIES:**

- Define Supervision.
- Discuss the four functions of supervisors and the relationship each function has to one another.
- Discuss the essentials skills needed to fulfill the supervisory role including; communications, problem solving, decision making, managing groups, leadership, time and stress management, employee selection, training, evaluation, and counseling, managing change, and conflict resolution.
- Identify and discuss personal characteristics that contribute to the making of an effective supervisor.
- Discuss the importance of ethics in the workplace.
- Identify the basic reasons for proper supervision.
- Cite historical components and sources of supervision management theories.
- Contrast and compare the manager verses the leader.
- Explain the purpose and significance of good human relationships on the workplace.

## **COURSE REQUIREMENTS AND EVALUATION:**

### Grading Criteria:

On-line Discussion Participation	30%
Homework	40%
Mid-Term Exam	15%
<u>Final Exam</u>	<u>15%</u>
Total	100%

Note: Online discussion counts as classroom participation

### Grading Scale:

100-90	= A
89-80	= B
79-70	= C
69-60	= D
Below 60	= F

W= Approved Withdrawal  
WP= Approved Withdrawal Passing  
WF= Withdrawal Failing  
I= Incomplete

### **Student Responsibilities:**

Students are responsible for reading, understanding, obeying and respecting all academic policies, with added emphasis being placed upon academic progress policies, appearing in the Wayland Baptist University Academic Catalog applicable to their curriculum and/or program of study. This class will adhere to zero tolerance for using someone else's work as your own.

### **Class Participation:**

Participation is the key requirement to succeed in any on-line course. This class requires vigorous student participation in discussion threads, which by design should enrich your knowledge as we see how other students and the Professor apply the text's theory to real-life.

### **Discussion Requirements:**

Students MUST respond to each new session discussion question by Wednesday of the week presented. Students MUST then reply to one or two other student's posts for each numbered Discussion Thread by the close of that session. This is only a minimum requirement and most students enjoy the dialog and post more often than the minimum.

**Key Dates:** Mid Term Exam in Session 6; Final exam in Session 11

**Make Up/Absence Policy:**

Students must participate in on-line courses, submitting on-time assignments for each week. Student participation failures during a week should be rare exceptions and not the rule. Before any part of course work is missed the student will inform the Professor of the circumstances, all work, either excused or unexcused, must be completed to pass this course. Assigned homework is measured out across each session and is manageable week by week.

**Make-up homework.:**

Make-up assignments may be given if a student fails to submit required assignments on a timely basis without a reasonable excuse. The instructor will make the determination if the excuse is reasonable.

**Effort:**

Students are expected to schedule adequate time each week for their work. At a minimum students should Login to the course site, participate in the Discussion Questions, and do the assigned homework and submit it when due.

**Special Needs/Accommodation:**

"It is university policy that no otherwise qualified disabled person be excused from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the University. Students should inform the instructor of existing disabilities at the first class meeting.

**Course Assignments:**

All Reading and Homework Assignments are posted on Blackboard under the "ASSIGNMENTS" tab. There is a Midterm Exam and a Final Exam. Exams will be available via the Blackboard Course Site. A proctor is not required.