



School of Education and Exercise and Sports Science

Virtual Campus – Winter 2008
Nov. 10, 2008 – Feb. 14, 2009

Mission: Wayland Baptist University exists to educate students in an academically challenging, learning focused and distinctively Christian environment for professional success, lifelong learning and service to God and humankind.

Tentative Syllabus (some elements are still under construction)

COURSE NUMBER AND TITLE: CTED 3321 Principles of Supervision
TERM AND DATES: Winter 2008 (Nov 10, 2008 to Feb 14, 2009)
INSTRUCTOR'S NAME: Barbara Allen Carr, Ed.D.
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OFFICE HOURS: MWF 10-12 AM; TR 11-12 AM

CATALOG COURSE DESCRIPTION: Perspectives are presented regarding supervision in the workplace and how through supervisory activities the needs of adults can be met. Students will demonstrate the use of supervisory techniques.

PREREQUISITES: None

REQUIRED RESOURCE MATERIALS:

- Text – Robbins, S. P., & DeCenzo, D. A. (2007). *Supervision Today!* Upper Saddle River, NJ: Pearson Prentice Hall.[ISBN 0-13-172609-9]
- Access to WBU Learning Resources www.wbu.edu/lrc

COURSE OUTLINE: *This course is designed to introduce students to the world of work and the functions of a supervisor. Emphasis is placed on the roles of supervisors and the skills needed to be successful in today's ever-changing work environment. Specific areas of study include:*

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|---|---------------------------------|
| I. Defining the Supervisor's Job | IX. Effective Leadership |
| II. Understanding Challenges of the Workplace | X. Communications |
| III. Establishing Goals | XI. Groups & Work Teams |
| IV. Organizing a Department | XII. Appraisals |
| V. Acquiring People | XIII. Safe Working Environments |
| VI. Implementing Controls | XIV. Conflicts & Discipline |
| VII. Problem Solving & Decision Making | XV. Change & Innovation |
| VIII. Motivating Employees | XVI. Labor Relations |

COURSE REQUIREMENTS: Professionalism is a key component to being an effective educator, and this semester is an opportunity to demonstrate professionalism. Professionalism will be expected at all times, but most especially with interactions online. Because the university classroom is a place designed for the free exchange of ideas, we will frequently encounter the opinions of others which may seem novel and, occasionally, outlandish. We must show respect for one another in all circumstances. I will show respect for you by not belittling or ignoring you. You will show respect for me by giving attention to assignments. We will show respect for one another by exhibiting patience and courtesy in our exchanges. Appropriate language and restraint from verbal attacks upon those whose perspectives differ from your own is a minimum requirement. Courtesy and kindness is the norm for those who participate in my classes. This component will be evaluated based upon the Teacher Education Code of Conduct, my perspective, and your actions. Additionally, because

it is so important for teachers to effectively communicate ideas to colleagues, parents, and administrators, writing clear and error-free English is a priority at Wayland School of Education. Therefore, your ability to express your knowledge of educational concepts and theories within the conventions of academic discourse will be assessed through both oral presentations and written assignments. Criteria for evaluation will be based on both content and mechanics. Integration of information from lectures, readings, and discussions will be taken into consideration as will correct and appropriate format and construction. All assignments are due as noted on the course calendar. All assigned work must be word processed. Assignments not completed on time will reflect a lowered grade of 10% deduction per day minimum. Late work will not be accepted after 7 calendar days; late work for discussion board entries will not be accepted at all.

1. The student will **read** all assigned materials, participate in class activities, and **complete assignments** at the appropriate time; due dates are important.
2. Weekly online **discussion board interactions** will allow **dialogue** among class members and provide opportunities for discussion among those persons who may exhibit a different perspective from your own. You are required to consider these perspectives and respond in an appropriate professional manner. There will be no tolerance for inappropriate responses including, but not limited to, vulgar or inappropriate language, name-calling, or demonstrations of anger. Students will **post** an answer to the question or statement and **respond** to two (2) others. **Posting and responses must be completed at the appointed time to ensure interaction with other students and will not be accepted late.**
3. The student will **complete short assignments** for demonstrating understanding of the primary concepts introduced in the course (such as, **reading quizzes, summaries, essays, charts, organizers, mind maps, or minute papers**).
4. The student will **incorporate media and technology** to create a PowerPoint **presentation or project** related to the course (a list of possible topics will be provided).
5. The student will complete a **midterm** and a **final exam**.

PROFESSIONAL COMPETENCIES FOR CAREER AND TECHNICAL EDUCATION:

Scans Competencies	21 st Century Learning Goals
A high performance workplace requires workers who have a solid foundation in basic literacy and computational skills, in the thinking skills necessary to put knowledge to work, and in the personal qualities that make workers dedicated and trustworthy.	<i>The skills, knowledge, and expertise individuals should master to succeed in work and life in the 21st Century.</i>
5 Competencies	4 Elements
C1 Resources – know how to allocate time, money, materials, space, and staff	E1 Core Subjects and 21st Century Themes – moving beyond a focus on basic competency to promoting understanding of academic content at much higher levels by weaving in interdisciplinary themes (Global Awareness; Financial, Economic, Business, and Entrepreneurial Literacy; Civic Literacy; Health Literacy)
C2 Interpersonal skills – work on teams, teach others, serve customers, lead, negotiate, work well with people from culturally diverse backgrounds	
C3 Information – acquire and evaluate data, organize and maintain files, interpret and communicate, and use computers to process information	
	E2 Learning and Innovation Skills – skills that separate those who are prepared for increasingly complex life and work environments and those who are not (Creativity and Innovation Skills;

C4 Systems – understand social, organizational, and technological systems; monitor and correct performance; and design or improve systems	Critical Thinking and Problem Solving Skills; Communication and Collaboration Skills) E3 Information, Media and Technology Skills – preparing to live in a technology and media driven environment marked by access to abundance of information, rapid changes in technology tools and the ability to collaborate and make individual contributions on an unprecedented scale (Information Literacy; Media Literacy; Information, Communications, and Technology Literacy) E4 Life and Career Skills – skills for navigating the complex life and work environments in the globally competitive information age and developing adequate life and career skills (Flexibility & Adaptability; Initiative & Self-Direction; Social & Cross-Cultural Skills; Productivity & Accountability; Leadership & Responsibility)
C5 Technology – select equipment and tools, apply technology to specific tasks, and maintain and troubleshoot equipment	
3 Foundation Skills	
F1 Basic Skills – reading, writing, arithmetic and mathematics, speaking and listening	
F2 Thinking Skills – the ability to learn, to reason, to think creatively, to make decisions, and to solve problems	
F3 Personal Qualities – individual responsibility, self-esteem and self-management, sociability, and integrity	

Pedagogy and Professional Responsibilities (8-12) Standards for Trade and Industrial Education [Field 170]

Standard 4	Professional Responsibilities: The T & I teacher exhibits professional roles and responsibilities and adheres to legal and ethical requirements of the profession.
Standard 9	Leadership: The T & I teacher understands and fosters the development of appropriate leadership skills through the delivery of the Trade and Industrial curriculum (TEKS) and the implementation of the T & I student organization.

STUDENT LEARNING OUTCOMES (correlated to competencies):

1. Students will exhibit continuing growth in the development of interpersonal and technology skills (**C1, C2, C3, F2, F3, PPR 4 & 9**).
2. Students will demonstrate understanding of supervisory skills (**C2, C4, F3, E2, E4, PPR 4 & 8**)
3. Students will define key concepts presented in the course, i.e., characteristics of leadership, conflict resolution, problem solving, legal and ethical practices, and community service (**F3, PPR 6 & 8**).
4. Students will develop and utilize critical thinking and problem solving skills (**C2, F2, E4, PPR 4 & 9**)
5. Students will recognize and understand the unique challenges inherent in supervision of the workplace (**C2, PPR 9**).

MEANS FOR ASSESSING STUDENT ACHIEVEMENT OF THE OUTCOME COMPETENCIES:

1. discussion boards (outcomes 1, 2, 3, 4, 5)
2. short assignments (outcome 3, 4)
3. presentation (outcomes 1,5)
4. exams (outcomes 1, 2, 3, 4, 5,)

ATTENDANCE POLICY:

1. **Campus Attendance Policy:** Students enrolled at Wayland Baptist University should make every effort to attend all class meetings. The University expects students to make class attendance a priority. All absences must be explained to the instructor who will decide whether omitted work may be made up. When a student reaches a number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an Unsatisfactory Progress Report in the office of the dean. Any student who misses twenty-five (25%) or more of the regularly scheduled class meetings will receive a grade of F for that course. Student grade appeals should be addressed, in writing, to the campus dean.
2. **Instructor's Additional Policies:** Additional attendance policies for each course, as defined by the instructor in the course syllabus, are part of Wayland's attendance policy. Attendance for this virtual course will be documented by the student's online participation in class and submission of online assignments, thus attendance will be determined by the student's online participation in course activity—not the last log in.

METHODS OF INSTRUCTION: The delivery system for the course will consist of internet supported instruction utilizing Blackboard interactions. In an effort to accommodate the specific needs of students, instructional methods may include, but will not be limited to, the following: lectures, presentations, demonstrations, practice, and observations. Independent study and reading are essential elements of this course in promoting skills of analysis and synthesis critical to completion of a course of study. Weekly submission of assignments is required during the course unless specific arrangements are made with the instructor.

EVALUATION: UNIVERSITY GRADING SYSTEM:

A	90-100	Cr	Credit	A grade of "CR" indicates that credit in semester hours was granted but no grade or grade points were recorded. *A grade of incomplete is changed if the work required is completed prior to the date indicated in the official University calendar of the next long term, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the <u>I</u> is converted to the grade of <u>F</u> . An incomplete notation cannot remain on the student's permanent record and must be replaced by the qualitative grade (A-F) by the date specified in the official University calendar of the next regular term.
B	80-89	NCR	No Credit	
C	70-70	I	Incomplete*	
D	60-69	W	Withdrawal	
F	below 60		WP	
Withdrew Passing			WF	
Withdrew Failing		X	No	
grade given		IP	In	
Progress				

COURSE GRADING CRITERIA: All assignments are due as noted on course calendar. All assigned work must be word processed. Assignments not completed on time will reflect a lowered grade of 10% deduction per day minimum. Late work will not be accepted after 7 calendar days; late work for discussion board entries will not be accepted at all.

Grading Rubric

Assignment	Possible	Earned
Discussion Boards (10 x 10)	100	
Short Assignment	50	
Short Assignment	50	
Short Assignment	50	
Short Assignment	50	
Short Assignment	50	
Midterm	200	
Short Assignment	50	

Short assignment	50	
Project or PowerPoint Presentation	100	
Short assignment	50	
Final Exam	200	
TOTAL	1000	





ACADEMIC HONESTY: University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. Disciplinary action for academic misconduct is the responsibility of the faculty members assigned to the course. The faculty member is charged with assessing the gravity of any case of academic dishonesty, and with giving sanctions to any student involved. Penalties may be applied to individual cases of academic dishonesty; see catalog for more information about academic dishonesty.

Plagiarism - The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e. music, media or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student. When a student submits oral or written work for credit that includes the words, ideas, or data of others, *the source of that information must be acknowledged through complete, accurate, and specific references*, and, if verbatim statements are included, through use of quotation marks as well. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. *A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness.*" - Source: <http://www.spjc.cc.fl.us/webcentral/admit/honesty.htm#plag>

DISABLED PERSONS: It is University policy that no otherwise qualified person with disabilities be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the University. It is the responsibility of the student to disclose and to provide documentation pertaining to the disability so that appropriate modifications may be made.

CTED 3321: Principles of Supervision

Tentative Calendar* - *I reserve the right to amend the tentative course calendar as needed during the

Date	Preparation Materials	Reading	Assignments
Nov 10-16 Session 1	Syllabus Basic Instructions Notes- ppt1	Ch1	Discussion Board 1 (DB1) Short Assignment
Nov 17-24 Session 2	Notes – ppt 2 & ppt 3	Ch 2-3	DB2 Short Assignment
			
Dec 1-7 Session 3	Notes – ppt 4 & ppt5	Ch 4-5	DB3 Short Assignment
Dec 8-14 Session 4	Notes – ppt6	Ch 6	DB4 Short Assignment
Dec 15-21 Session 5	Notes – ppt7	Ch 7	DB5 Short Assignment Midterm Test
			
Jan 5-11 Session 6	Notes – ppt 8 & ppt 9	Ch 8-9	DB6 Short Assignment
Jan 12-18 Session 7	Notes - ppt 10 & ppt 11	Ch 10-11	DB7 Short Assignment
Jan 19-25 Session 8	Notes – ppt 12	Ch 12	DB8 Short Assignment
Jan 26-Feb 1 Session 9	Notes – ppt 13 & ppt 14	Ch 13-14	DB9 Mini-project or presentation
Feb 2-8 Session 10	Notes – ppt15 & ppt 16	Ch 15-16	DB 10
Feb 9-12 Session 11	Final Exam Ch 8-16		