



*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.*

**Course Outline for:  
HLAD 3339 – Theory and Practice of Supervision**

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Prerequisite: Management 3304 or consent of instructor.

**Required resources:**

- The course textbook is Supervision: Key Link to Productivity, by L. W. Rue and L. L. Byars, 9<sup>th</sup> Edition, 2007.
- Access to a PC with Windows 95, 98 or higher operating system, or a Macintosh.
- Connection to the internet and a current email account
- Internet Explorer 5.0 or higher or another version 3 or higher java-enabled browser
- Microsoft Word.

**General statement of requirements:**

There will be two exams. Each exam will take approximately two hours to complete. There will be weekly online Discussion Questions posted. Responding to the questions and exchanging comments with other students will constitute the "attendance" portion of the class. Written homework assignments are required each week. They will be submitted via the Digital Drop Box feature within the Blackboard environment. All assignments are due by the last day of each class week. Assignments will not be accepted via email. I prefer to use Blackboard's drop box so a history is maintained on the school's server.

**Grading scheme:**

The end of course grade will be weighted proportionately as indicated below.

1. Online discussion questions	25%
2. Homework	25%
3. Mid-Term Exam	25%
4. Final Exam	25%
<b>Total</b>	<b>100%</b>