

Wayland Baptist University
Phoenix, Arizona
Course Syllabus
Fall 2009

I. Course Number:

- a. CTED 3321 Principles of Supervision (Hybrid)
- b. Meeting times and location: Saturday 8:00-4:00, Building 219 (Mission Ready Airman/Library) Room 4.

II. Instructor Greg Daniels, M.Ed.

- a. Contact numbers:
 1. Office: 623-856-7157
 2. Cell: 623-703-3382
 3. E-mail: Gregory.daniels@wayland.wbu.edu
- b. Hours Available for Assistance: Arranged with student

Catalog Description: CTED 3321 Principles of Supervision for Education and Training - 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

I. Required Resources Materials:

- a. Student Textbooks: (Required) *Supervision Today*. (2010) (6th ed.) Stephen Robbins & David DeCenzo. ISBN: 0-13-503842-1
- b. Other books/Periodical Resource Materials: Supplemental reading material may be distributed in class, such as journal articles. In addition, the following resources will be used:
 1. Luke AFB Library
 2. Wayland Baptist University Library: <http://www.wbu.edu>
- c. Instructor's Resources:
 1. *Supervision: Key Link to Productivity* (1999) 6th edition, L. Rue, L. Byars, McGraw-Hill ISBN: 0-256-27173-9
 2. *Leadership Secrets of Attila the Hun* (1987), W. Roberts, Warner Books Inc. ISBN: 0-446-39106-9

II. Course Outline:

- a. The overall objective is to provide each student with the tools necessary to become effective supervisors. We will define supervision and supervisory challenges; learn how to plan, organize, staff and control; motivate and communicate; and deal with individual and group performance.
- b. A course study plan is located in section VI. This study plan lists topic discussions, and Blackboard assignments. The student will demonstrate knowledge competency by reflecting back his/her knowledge in responses provided on analysis papers and exercises.

III. Outcome Competencies:

- a. Course Final Objectives: Listed below are specific course learning objectives. The student within a given discipline will be able to discuss or demonstrate proficiency in these topics:
 1. State the foundations for effective supervision
 2. Define the key concepts of planning, organizing, staffing, and controlling
 3. Describe the methods for stimulating individual and group performance
 4. Describe the processes for coping with workplace dynamics
- b. Overarching Objective: Be able to apply the knowledge and skills acquired in this course to the student's specific selected discipline.

IV. Course Requirements:

- a. It is expected that all students will spend approximately two hours of study for each hour spent in class. All college-level work will be prepared in APA typed format, unless otherwise instructed.
- b. Late submissions of homework will result in an adjusted grade for the assignment. Listed below is a breakdown of course requirements:

Course Requirements

1. Mid term examination. (25 % of course grade)
2. Final examination (25% of course grade)
3. Blackboard discussions (25% of course grade)
4. Write a 900 word research paper with title and reference page in APA format (25% of course grade)

V. Expectations and Responsibilities:

- a. Instructor: I am responsible to communicate and instruct the course standards through identifying the adult learner specific learning objectives; present clear, meaningful lectures focused on learning objectives; stimulate classroom discussions; and give examinations focused on assessing knowledge achieved in learning objectives.
- b. Student: You are responsible to read the text material, address and complete homework, and properly prepare for examinations. My expectations of you are as follows:
 1. Read this syllabus completely and understand your responsibilities.
 2. Arrive to class having read the assigned chapters.
 3. Complete assigned course work and turn in all course work on time.
 4. Submit all assignments in rich text format (rtf)
 5. Ask questions when text or lectured material is unclear.
 6. commit yourself to the learning process.

VI. **This course is taught over an 11-week term.** The term begins August 17, 2009 and ends October 31, 2009. The study plan presented below is provided to assist in the student's preparation and time management. If changes to the study plan occur, then members of the class will be apprised of changes.

Week– Date	Session – Time	Classroom Activities	Requirements
17-21 August	On-line	Blackboard	Establish a WBU e-mail account and email your mentor describing your supervisory role and challenges
29 August	8:00-4:00	Discussion: Defining the Supervisor's job & Supervisory Challenges	Read Chapter 1 & 2
31 Aug-4 September	On-line	Blackboard	Read Chapter 4 Blackboard: Answer discussion questions
7-11 September	On-line	Research Topic	Blackboard: Submit research topic to mentor
19 September	8:00-4:00	Discussion: Problem Analysis & Motivating Followers	Read Chapter 7 & 8
21-25 September	On-line	Blackboard	Read Chapter 9 Blackboard: Answer discussion questions
28 Sept-2 October	On-line	Blackboard	Read Chapter 10 Blackboard: Answer discussion questions
5-9 October		Blackboard	Read Chapter 12 Blackboard: Answer discussion questions
12-16 October	On-line	Blackboard	Research Paper Due
24 October	8:00-4:00	Discussion: Change Management & Conflict Resolution	Read Chapter 14 & 15
28 October	On-line	FINAL	

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 Note: Study plan subject to revision. Revisions will be announced in class

VII. Attendance Requirement and Grading Criteria

- a. External Campus Attendance Policy: Our catalog states that students are not to miss more than 25% of all classes. Missing 25% will result in a grade of “F” for that course.
- b. Instructor policy: A student may miss one class without grade penalty (if the missed material is made up and there is a legitimate excuse). Students who miss an additional class will be penalized one letter grade for the class grade.
- c. Grading Criteria:

A	90-100	CR	for credit	WF	Withdrawal Failing
B	80-89	NCR	for no credit	X	No grade given
C	70-79	I	Incomplete*	IP	In progress
D	60-69	W	for withdrawal	WP	Withdrawal Passing
F	below 60				

Plagiarism will result in a grade of “F” for the work submitted.

Both instructor and student must sign an Incomplete Form for this grade to be given. 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 of completion. If the work is not completed by the appropriate date, the I is converted to the grade of F. 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.

Complete policy guidance may be found in the Wayland Baptist University 2009-2010 Academic Catalog, on-line at <http://www.wbu.edu>.