

BMGT 1301.710
Supervision
Fall 2011

Class Time: Mondays 7:00-9:50 pm
Sedate Hall Room 201-2

Instructor: Connie Nichols
E-mail: cnichols@odessa.edu
Office: Sedate Hall 208
Phone: 432-335-6521

[Schedule](#)

It is the student's responsibility to check the syllabus for updates and changes during the semester.

Course Description: (Catalog Description): BMGT 1301 Supervision (52.0201) (3 credit hours)

A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined. (SCANS 4,5,6,7,11) No prerequisite required.

Required Text: Supervision Concepts & Skill Building 7th Edition; Samuel C. Certo; McGraw Hill/Irwin. ISBN: 978-0-07-338151-0 This book may be purchased from the [Odessa College Bookstore](#) or from an online book seller.

Class Website: http://www.odessa.edu/dept/management/cnichols/bmgt_1301.htm

Instructor's Office Hours:

http://www.odessa.edu/dept/management/cnichols/office_hours.htm

Course Learning Outcomes: Upon successful completion of this course, should will be prepared to

- explain the role, characteristics and skills of a supervisor and the principles of planning, leading, controlling, staffing and organizing at the supervisory level
- identify and discuss the human skills necessary for supervision
- explain motivational techniques and give examples of how they can be utilized by a supervisor
- structure a working environment which will provide a variety of ways for employees to be motivated

Course Learning Goals:

- A. Communicate adequately with peers.
- B. Reason and make sound decisions based on objectives and adequate information.
- C. Describe and recognize the prime elements of supervision to include:

1. Planning, organizing and controlling work.
2. Managing people at work.
3. Handling sensitive problems.

4. Improving employee performance.

Course Expectations: This is a college level course and you will, therefore, be expected to uphold established college standards as outlined in the most recent Odessa College Catalog. Your final grade will be based upon a combination of the following factors:

1. Preparedness
2. Purposeful participation in the classroom discussion
3. Ability to relate and apply the concepts discussed in the course
4. Scores on exams, projects, and other assignments
5. Attendance of a minimum of 4 community leadership meetings
6. Score on final exam



Note that preparedness and purposeful participation are the first two elements of the grading criteria. This is **not** strictly a lecture course. Students will be required to actively participate in the discussions, both individually and in assigned groups. You cannot participate if you are not present in class, and purposeful participation is difficult to achieve if you are not prepared. If you must be absent, please contact your instructor before the absence if possible or as soon after the missed class as possible to make arrangements for the make-up work or missed assignments. **This is your responsibility.** Show respect to everyone in the class by communicating appropriately - do not sleep or put your head or feet on the tables or chairs.

The instructor's office hours and phone numbers are listed above. Please do not hesitate to utilize this time to discuss any course-related topic.

Management students are encouraged to make appointments with Connie Nichols or Sue Jones to discuss both academic and career goals toward the end of each long semester.

Departmental and Instructor Course Requirements, Evaluation Methods and Grading Policy:

There are projects and/or assignments associated with this course as well as a Final Exam. The assignments must be completed and turned in by due date. Check the Assignment page for details. Students are required to attend a minimum of 4 community leadership meetings during the each semester. Check the calendar page for a list of organizations, meeting dates and times, and instructions.

Class Participation	30%
Group Projects	25%
Test Scores	25%
Community Leadership Meetings	10%
Final Exam	10%

The projected cutoff point for A's, B's, C's, and D's are based on a 90%, 80%, 70%, and 60%

respectively. At the end of the semester these projected cutoff points will be adjusted (i.e. raised or lowered) in order to reflect the overall performance of the class. Thus the actual grade will not be known with certainty until after the semester is over.

Student will receive an updated grade sheet along with the graded assignment and any comments or suggestions regarding the work submitted.

Information regarding withdrawals, dropping a class or receiving an incomplete can be found in the current [Odessa College Catalog](#).

Management students should be aware that a grade of a "C" or better is necessary to meet the degree or certificate requirements.

Student E-mail: If you have not already accessed your Odessa College Student E-mail, please follow the link to set up your account: <http://www.odessa.edu/gmail/>

Objective of the Management Department: The primary object of the management program is to prepare each student for employment by providing skills training in critical thinking, problem solving, decision making, communication, self-management, and leadership. The management program is not intended to serve as preparatory work toward a baccalaureate degree. Students planning to pursue a four-year degree should consult the upper level institution of their choice regarding transferability of courses.

Department Web site: <http://www.odessa.edu/dept/management/>

Management Department Philosophy: Marketing is the core of all business practices - from the mom and pop neighborhood store to Fortune 500 companies. To help students understand this broad based concept, the following acronym has been created by Sue Jones and Connie Nichols, instructors in the Management Department of Odessa College:

- **M - managing**
- **A - all**
- **R - resources,**
- **K - knowledge and**
- **E - efforts**
- **T - toward**
- **I - intentionally**
- **N- navigating**
- **G - gains**

Learning Contract: Each student is expected to make a commitment to learn. Example below:

On this day, _____ I, _____ commit to learn.

Information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or students' and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

Special Needs: Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973, and the American with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this class, please contact me to discuss your concerns. You may also call the Office of Disability Services at 335-6861 to request assistance and accommodations. Students with disabilities are expected to carry out their obligations in completing coursework required of all students.

Odessa College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Odessa College.

General inquiries about Odessa College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the College and not to the Commission's office.

**BMGT 1301.710 Supervision
Fall 2011 Tentative Schedule**

Date	Topic	Assignment
Week 1 1-24-11	Course Introduction Chapter 1 - Modern Supervision: Concepts and Skills	Read Chapters 1 and 2
Week 2 1-31-11	Chapter 2 - Ensuring High Quality and Productivity	Read Chapter 3 & 4
Week 3 2-07-11	Chapter 3 - Groups, Teams, and Powerful Meetings Chapter 4 - Corporate Social Responsibility	
Week 4 2-14-11	Evaluation - Parts One and Two	Read Chapter 6
Week 5 2-21-11	Chapter 6 - Reaching Goals: Plans and Controls	Read Chapters 7 & 8
Week 6 2-28-11	Chapter 7 - Organizing and Authority Chapter 8 - The Supervisor as Leader	Read Chapter 9
Week 7 3-07-11	Chapter 9 - Problem Solving, Decision Making, and Creativity	Take Home Test
Week 8 3-14-11	Spring Break - no class	Read Chapter 10

Week 9 3-21-11	Evaluation Exercise Chapter 10 - Communication	Read Chapter 11
Week 10 3-28-11	Chapter 11 - Motivating Employees	Read Chapters 12 & 17
Week 11 4-04-11	Chapter 12 - Problem Employees: Counseling and Discipline Chapter 17 - Appraising Performance	
Week 12 4-11-11	Evaluation	Read Chapters 13 & 14
Week 13 4-18-11	Chapter 13 - Managing Time and Stress Chapter 14 - Managing Conflict and Change	Read Chapters 15 & 16
Week 14 4-25-11	Chapter 15 - Selecting Employees Chapter 16 - Providing Orientation and Training	
Week 15 5-02-11	Evaluation	
Week 16 5-09-11	Final Exam Due	

Holidays: January 17, 2011 Martin Luther King, Jr. Holiday - campus closed

March 14-20, 2011 Spring Break - campus closed

April 22, 2011 Good Friday - campus closed

Last Day to Drop: Thursday, April 14, 2011

Graduation: May 13, 2011