

BMGT 1301.WB
Supervision WEB Syllabus
Spring 2011

Course Instructor: Sue Jones
Office: Sedate Hall (SH) Room 209
Phone: 432-335-6454
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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; Mc-Graw 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/sjones/1301.htm>

Instructor's Office Hours: http://www.odessa.edu/dept/management/sjones/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. Timeliness of lesson submissions
2. Ability to relate and apply the concepts discussed in the course
3. Scores on exams, projects, and other assignments
4. Attendance of a minimum of 4 community leadership meetings
5. Score on final exam

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

Management students are encouraged to make an appointment 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 the due date. Students are required to attend a minimum of 4 community leadership meetings during each semester. Check the calendar page located on the instructor's website for a list of organizations, meeting dates and times, and instructions.

All assignments have due dates. Student should contact instructor regarding late assignments and arrangements made to submit late work. Points will be deducted for each day the assignment is late. Each Lesson will have multiple assignments associated with a particular chapter in the book and your grade will be a compilation of the following categories:

- | | |
|---|-----|
| 1. Multiple Choice & True/False Questions | 35% |
| 2. Essay/Short Answer Questions | 25% |
| 3. Cases/Research | 25% |
| 4. Community Leadership Meetings | 10% |
| 5. Final Exam | 5% |

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 weekly along with the graded lesson 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://odessa.edu/gmail/>. All assignments or correspondence will be submitted using your Odessa College email.

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 although courses are transferable to several colleges and universities. 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.

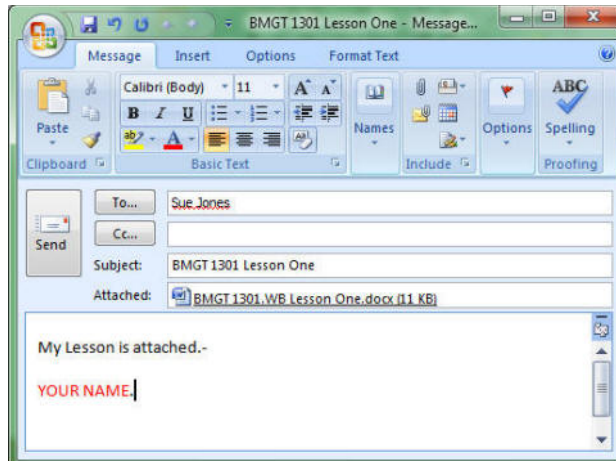
Accrediting: Odessa College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation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

Submitting Lessons

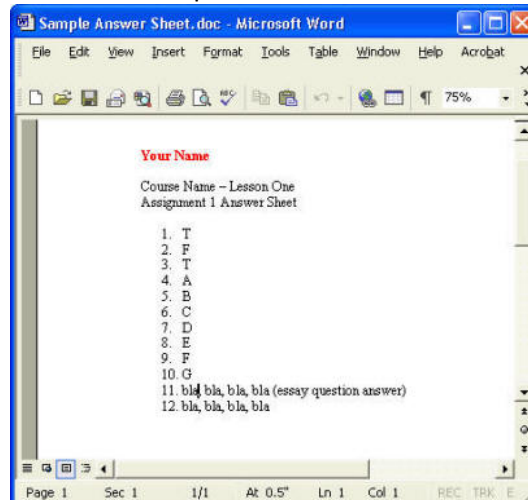
The Course Lesson are available to view and/or print from this website. For each lesson, you will need to:

1. Read the assigned chapter or chapters and turn in the entire lessons by the due date to avoid being penalized. Grades will be returned to you by e-mail along with instructor's comments regarding your work.
2. Prepare an answer sheet for each lesson. You can attach your answer sheet to an email to me or you can type your answer sheet in the body of the email.



3. Please use an answer sheet.

Sample Answer Sheet



4. Make sure you put your name and course number in the body of the e-mail.
5. When answering the essay questions, please use complete sentences and include an example from your own experiences. This helps me determine if you understand the topic and developing critical thinking skills needed to be successful in today's workplace. Tell me story, explaining and defining all text book terms and providing details and specifics. Points will be deducted for not providing examples.
6. If you have any questions, please call or email me. Office phone: 432-335-6454 Email address: sjones@odessa.edu

How to Submit work if your computer crashes: If your computer goes down, you are still responsible to have the Lessons go me by the due date. If you cannot email me your assignment, you can

- Deliver it to my office: SH 209. If I am not in my office, you should leave it in the box in the hall. Please **do not slide under the door**.
- Mail it to me: Sue Jones, Odessa College, 201 W. University, Odessa, TX 79764.

Lesson	Due Date	Assignments
One What Is a Supervisor Chapter 1 - Modern Supervision: Concepts and Skills	1-31-11	1. Learning Contract 2. Multiple Choice 3. Essay Questions 4. Web Research
Two Modern Supervision Challenges Chapter 2 - Ensuring High Quality and Productivity	2-17-11	1. Multiple Choice/True-False 2. Essay/Short Answer 3. Web Research/Current Event
Three Chapter 3 - Groups, Teams, and Powerful Meetings Chapter 4 - Corporate Social Responsibility and Ethics	2-14-11	1. Multiple Choice/True-False 2. Essay/Short Answer 3. Agenda Project
Four Functions of the Supervisor Chapter 6 - Reaching Goals: Plans and Controls	2-21-11	1. True-False/Multiple Choice 2. Essay/Short Answer 3. Budget/Goals Project
Five Chapter 7 - Organizing and Authority Chapter 8 - The Supervisor as Leader	2-28-11	1. Multiple Choice/True-False 2. Essay/Short Answer 3. Web Activity
Six Chapter 9 - Problem Solving, Decision Making, and Creativity	3-7-11	1. True-False/Multiple Choice 2. Essay/Short Answer 3. Decision Project
Seven Skills of the Supervisor Chapter 10 -Communication Chapter 11 - Motivating Employees	3-21-11	1. Multiple Choice/True-False Questions 2. Essay/Short Answer
Eight Supervision and Human Relations Chapter 17 - Appraising Performance Chapter 12 - Problem Employees: counseling and Discipline	3-28-11	1. Multiple Choice/True-False 2. Essay/Short Answer 3. Web Research/Current Event
Nine Chapter 13 - Managing Time and Stress Chapter 14 Managing Conflict and Change	4-4-11	1. Multiple Choice/True-False 2. Essay/Short Answer 3. Web Research/Current Event
Ten Chapter 15 - Selecting Employees	4-11-11	1. Multiple Choice/True-False 2. Essay/Short Answer 4. Web Research/Current Event
Final	4-25-11	Final Exam Essay

Holidays: January 17, 2011- Martin Luther King Day (College Closed)

March 14-20, 2011 - Spring Break (College Closed)

April 14, 2011 - Last Day to Drop

May 13, 2011- Graduation