



**BMGT 1301 001IN**  
**Supervision**  
**Fall 2021**  
**16 week course**  
**A minimum of 3 hours online**

**Instructor Information:**

**Name:** Hollie Jones, MBA

**Email:** hjones4@com.edu

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. . I do receive my college email on my phone. Typically, emails are answered within a day or less. Course assignments will be graded within a week.

**Student hours and location:**

My office is not on campus. You can email me to set up a virtual meeting.

**Required Textbook:**

Supervision, Concepts and Practices of Management –13eISBN 978-1-285-86637-6Leonard, Trusty South-Western Cengage Learning, Mason, Ohio

**Textbook Purchasing Statement:**

A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Course Description:**

Provide a basis for understanding the role of the supervisor with a strong foundation in the skills, concepts, and principles that are needed to become an effective supervisor or in any leadership/managerial position.

**Course Requirements:**

All Chapter Quizzes will be completed and submitted via BLACKBOARD and will be found in the Quizzes and Projects Content Area.

Weekly Discussion Board/Essays will be completed in the Discussion Board Content Area as 'threads' generated by the student within the appropriate Discussion Forum.

Course Projects will be completed using Microsoft Office Applications (i.e. WORD, EXCEL, PowerPoint) and will be submitted via BLACKBOARD (found in the Quizzes and Projects Content Area).

College level writing is expected on all projects and essays are included as part of the Weekly Discussions. (See link below for a quick reference on academic writing.)

<http://www.onlinecolleges.net/for-students/academic-writing-guide/>

**No emailed Projects or Discussion Board Essays will be accepted without the expressed, written consent of the Instructor.**

#### SYLLABUS QUIZ:

Upon reading the syllabus, students will complete a non-timed 10 question quiz to demonstrate proper understanding of the course syllabus, expected learning outcomes, school policies etc. There will be 3 attempts to complete because students must achieve 100%. Students will not have access to the Course Content Discussions, Chapter Quizzes or Course Projects until the Syllabus Quiz is completed successfully.

#### CHAPTER QUIZZES:

There will be 14 Chapter quizzes and 1 Mid-Term Essay Quiz given during the semester. The open book tests allow you to re-enforce your weekly learning. The tests are composed of matching, multiple choice, fill in the blank and true/false questions. Students will have 90 minutes to complete and only one attempt, (with the exception of Chapter 9 which is the Mid-Term Essay Quiz). The topics for the chapter tests correspond to the weekly chapter reading topics:

Chapter 1-The Supervisory Challenge  
Chapter 2-The Managerial Functions  
Chapter 3-Supervisory Planning  
Chapter 4-Supervising a Diverse Workforce  
Chapter 5-Leadership and Followership  
Chapter 6-Communicating in a Noisy World  
Chapter 7-Principles of Motivating Followers  
Chapter 8-Solving Problems, Making Decisions, and Managing Change  
Chapter 9-The Principles of Organizing (Mid-Term Essay Quiz includes Chapters 1 –9)  
Chapter 10-Empowering Employees for Success  
Chapter 11-Building and Managing Effective Teams  
Chapter 12-Performance Management  
Chapter 13-Fundamentals of Controlling  
Chapter 14-Resolving Conflicts (No Quiz/Conflict Self-Assessment Assignment instead)  
Chapter 15-Positive Discipline

The maximum point value for each of the Chapter Quizzes is 100 points. The scores from your weekly Chapter Quizzes (all except the Mid-Term Essay) will be averaged. That average will be added to the score of your Mid-Term Essay and divided by 2 to calculate your final Quiz Score average which represent 20% of the overall course grade.

## CLASS DISCUSSIONS:

There will be 11 graded Discussion Forums posted during the semester. One topic will be available weekly (except weeks when Projects are due and during Thanksgiving break) that will correlate with topics discussed in the weekly chapter readings.

Discussions will be centered on learning resources such as video clips, articles, case studies, statistics, surveys, and white papers. Student responses will be in Essay format (with appropriate citations / MLA formatting) and should address the topic in detail using critical thinking which demonstrates their ability to apply what is being learned.

Additionally, students will need to reply to a minimum of 2 post generated by fellow students. Replies in response to posts by other students should clearly address the content and position of that post and all opinions and statements must be supported (with either textbook reference or from another reference researched). Students are encouraged to make multiple posts to a topic as they learn more about the topic or to respond to additional posts by other students.

Class Discussions represent 20% of the overall course grade based on the average of all 12 Discussion Forum Post/Replies. Each forum is worth a maximum of 100 points.

## CLASSROOM LIVE CHAT

Throughout the course there will be three Live Chats available, if needed, in which we will discuss Projects 1-3. The date and time of each Live Chat will be communicated through Class Announcements. All questions, concerns, and further instruction will be given to ensure that students are on track. The purpose of the Live Chats are to guide students through the process and aid in providing resources needed to be successful at each Project which ultimately makes up for 60% of the entire course grade.

## PROJECT 1

Project 1 will embody components of topics covered in Chapters 1-5. Students will select a topic from a customized list and create the following:

Research Paper-Must be a minimum of 600 words

- APA or MLA format
- Double spaced
- Contain 4 references (The course textbook may be used as one of your references)

The research paper should contain the topic, the importance of the topic in the work place, ways to implement the topic in the work place, pros and cons of the topic and how they impact the work place, and examples of the topic being used within the work place.

Power Point-Must be a minimum of 7 slides (includes Title page)

- Must include a video clip that applies to your topic
- A quote from a notable person pertaining to the topic and its significance
- Visual aids and additional information to present and support the topic

Maximum points for Project 1 will be 200 points. Project 1 will make up 20% of overall course grade.

## PROJECT 2

Project 2 will aid the student in communicating effectively with like-minded people in managerial positions. The student will select an individual that holds a managerial position and, interview them about the following:

- line of work / industry
- personal background (including education and experience)
- responsibilities / career transitions
- career goals for the future

The interview will be video recorded and sent to the instructor via Blackboard. If the interviewee is uncomfortable with being video recorded, a detailed written transcript of the entire interview must be turned in along with a 1-page summary about the interviewing process. An email with the interviewee's name and title must be emailed to the instructor prior to the start of the interview, that date is TBA.

This project is to exercise interview muscle and aid students in the art of communication. This interview must be as professional as possible, dress and professionalism will be included in the grading process.

Maximum points for Project 2 will be 200 points. Project 2 will make up 20% of overall course grade.

## PROJECT 3

Project 3 will give students an opportunity to 'act in a supervisory capacity'. Part 4 of the textbook presents various Critical Incidents that supervisors may be faced with.

- COMPLETE CRITICAL INCIDENT 4-3 (pages 601 –602) –“Coping with the New Manager”
- COMPLETE CRITICAL INCIDENT 4-5 (pages 604 –605) –“Discharge for Absenteeism?”

Students will read and check for understanding, the two critical incident scenarios as indicated above, then use critical-thinking and effective decision-making to discuss how to solve/address the problem by completing the Questions for Discussion following each critical incident.

Remember that you are acting in a supervisory capacity, so proper investigation should be completed and problem-solving and decision-making options clearly outlined!

Maximum points for Project 3 will be 200 points. Project 3 will make up 20% of overall course grade

## Determination of Course Grade/Detailed Grading Formula

Students will be graded on "points-earned" criteria. A grade of C or above is considered acceptable.

Assessments	% of Total
Syllabus Quiz	0%

<b>Assessments</b>	<b>% of Total</b>
Chapter Quizzes/Mid Term	20%
Class Discussions	20%
Live Chats	0%
Project 1	20%
Project 2	20%
Project 3	20%
<b>TOTAL</b>	<b>100%</b>

\*Individual Assignments due dates and criteria are listed on the schedule

### **Grading Scale**

90%-100% = A

80%-89% = B

70%-79% = C

60%-69% = D

Below 60% = F

### **Course outline:**

#### **Supervision - Due Date Summary**

*Planned course scheduling and due dates are subject to change (with notice) at the discretion of instructor*

<b>Week</b>	<b>Chapter Reading</b>	<b>Assignment</b>	<b>Due Date</b>
Week 1	Chapter 1	Syllabus Quiz Chapter 1 Quiz Chapter 1 Class Discussion Essay	August 30
Week 2	Chapter 2	Chapter 2 Quiz Chapter 2 Class Discussion Essay Technology Survey	September 6
Week 3	Chapter 3	Chapter 3 Quiz Chapter 3 Class Discussion Essay	September 13
Week 4	Chapter 4	Chapter 4 Quiz Chapter 4 Class Discussion Essay	September 20
Week 5	Chapter 5	Chapter 5 Quiz Project 1	September 27
Week 6	Chapter 6	Chapter 6 Quiz Chapter 6 Class Discussion Essay	October 4
Week 7	Chapter 7	Chapter 7 Quiz Chapter 7 Class Discussion Essay	October 11

<b>Week</b>	<b>Chapter Reading</b>	<b>Assignment</b>	<b>Due Date</b>
Week 8	Chapter 8	Chapter 8 Quiz Chapter 8 Class Discussion Essay Technology Survey	October 18
Week 9	Chapter 9	Mid-Term Essay Quiz Project 2	October 25
Week 10	Chapter 10	Chapter 10 Quiz Chapter 10 Class Discussion Essay	November 1
Week 11	Chapter 11	Chapter 11 Quiz Chapter 11 Class Discussion Essay	November 8
Week 12	Chapter 12	Chapter 12 Quiz Chapter 12 Class Discussion Essay	November 15
Week 13	Chapter 13	Chapter 13 Quiz Chapter 13 Class Discussion Essay	November 22
Week 14	Chapter 14	Conflict Management Self-Assessment *Thanksgiving Week*	November 29
Week 15	Chapter 15	Chapter 15 Quiz Chapter 15 Class Discussion Essay	December 6
Week 16	Semester Wrap-up		December 10

### **Attendance Policy:**

Students in the course are expected log into Blackboard at least THREE times per week to check announcements and email messages as well as submit assignments and complete quizzes/exams, and any other gradable class activities. Attendance is established based on submissions not logging into Blackboard.

### **Withdrawal Policy:**

Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are only permitted to withdraw six times during their college career by State law. The last day to withdraw for the 1st 8 week session is October 6th, November 19th for 16 week courses and December 2nd for the 2nd 8 week session

\*\*It is the responsibility of the student to withdraw from the course officially by contacting Admissions and completing the necessary processes.

### **FN Grading:**

The FN grade is issued in cases of failure due to a lack of attendance, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor.

**Early Alert Program:**

The Counseling Center at College of the Mainland has implemented an Early Alert Program. I have been asked to refer students to the program throughout the semester if they have difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Counseling Department. As student success and retention is very important to us, someone from the Counseling Department will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals

**Academic Dishonesty:**

Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a grade of zero on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

**Late Policy:**

Show up on time. Class will start on time. If you are more than 15 minutes late you will not receive attendance points.

**Concerns and Questions:**

If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact David Knopp, Interim Chair Business/Accounting Department at [dknopp@com.edu](mailto:dknopp@com.edu) or 933-8339.

**Student Learner Outcomes:**

<b>Student Learner Outcome</b>	<b>Maps to Core Outcome</b>	<b>Assessment</b>
Explain the role, characteristics, and skills of a supervisor and the principles of planning, leading, controlling, staffing, and organizing at the supervisory level	Social Responsibility Personal Responsibility	•Quizzes •Discussion Board Essays
Identify and discuss the human skills necessary for supervision	Teamwork Critical Thinking	•Project 2 –Manager Interview •Project 3 –Supervision Challenge
Explain motivational techniques and give examples of how they can be utilized by a supervisor	Critical Thinking	•Quizzes •Discussion Board Essays
Structure a working environment which will provide a variety of ways	Social Responsibility Personal Responsibility	•Project 1 –Research Paper

Student Learner Outcome	Maps to Core Outcome	Assessment
for employees to be motivated.		•Project 1 –PowerPoint Presentation

**End-of-Course Outcomes:** Explain the role, characteristics, and skills of a supervisor; identify the principles of management at the supervisory level; explain the human relations skills necessary for supervision; explain motivational techniques; and cite examples of how motivational techniques can be used by a supervisor in a working environment

**General Education Core Objectives:**

Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. **Critical Thinking Skills:** Students will demonstrate creative thinking, innovation, and the ability to analyze, evaluate, and synthesize information.
2. **Communication Skills:** Develop, interpret, and express ideas through written, oral, and visual communication.
3. **Empirical and Quantitative Skills:** Students will demonstrate applications of scientific and mathematical concepts.
4. **Teamwork:** Students will have the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
5. **Social Responsibility:** Students will demonstrate intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
6. **Personal Responsibility:** Evaluate choices and actions of others or one's own, and relate consequences to ethical decision-making.

**Grade Appeal Process:**

Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. [https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf) *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.* [https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf)

**Academic Success & Support Services:**

College of the Mainland is committed to providing students the necessary support and tools for success in their college career. Support is offered through our Tutoring



Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:**

Any student with a documented disability needing academic accommodations is requested to contact Holly Bankston at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Counseling Statement:**

Any student that is needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto:counseling@com.edu) to setup their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

**COVID-19 Statement:**

All students, faculty and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at [www.com.edu/coronavirus](http://www.com.edu/coronavirus). Students are required to watch a training [video](#), complete the [self-screening](#), and acknowledge the safety guidance at: [www.com.edu/selfscreen](http://www.com.edu/selfscreen). In addition, students, faculty, and staff must perform a [self-screening](#) prior to each campus visit. Finally, students, faculty, or staff which have had symptoms of COVID-19, received a positive test for COVID-19, or have had close contact with an individual infected with COVID-19 must complete the [self-report tool](#).

**Success Tips for Students, Course Delivery & Expectations:**

**Course Delivery & Expectations**

The course content is delivered online.

**Technology Outage Policy:**

It is your responsibility to complete the coursework in a timely manner. THE ONLY EXTENSION OF DUE DATES related to technology outage is an outage of College of the Mainland's systems such as Blackboard or the internet connect to the College. If your computer or internet provider is experiencing a technological outage, other options include completing the work at the College or at another location, which has WIFI.

**Classroom Conduct Policy:**

College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook. <http://www.com.edu/student-services/student-handbook.php>. Students should act in a professional manner at all times. Disruptive students will be held accountable according to college policy. Any violations of the Code of Conduct will result in a referral to the Office for student Conduct and may result in dismissal from this class.

**Plagiarism:**

Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a grade of zero and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

<http://en.writecheck.com/ways-to-avoid-plagiarism/>