**Wayland Mission Statement**

Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

**Contact Information**

**Course**

: MGMT 3339 -VC01 – Theory and Practice of Supervision

**Campus**

: WBUonline

**Term/Session**

**:** Fall -2 2022

**Instructor**

**:** Dr. Walter J. DeCastro

**Office Phone Number/Cell #**

**:** 205.862.4625

**WBU Email Address**

**:** walter.decastro@wayland.wbu.edu

**Office Hours, Building, and Location**

**:** Office Hours 5-7 p.m. CST, Monday/Thursday

**Class Meeting Time and Location**

**:** Virtual Campus

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:**

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** |
| --- | --- | --- | --- | --- | --- |
| Supervision:  Concepts & Practices of Management  With Mind Tap | Leonard | 13th | 2016 | Cengage | 9781-30588-4830 |

*The textbook for this course is part of the* ***Wayland’s Automatic eBook*** *program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore* [*Automatic eBook FAQ*](https://bookstore.wbu.edu/site_inclusive.asp) *page.*

**Optional Materials**

**:** None Required

**Course Information**

**Catalog Description**

**:**

Methods of supervision with emphasis on skills and techniques used to facilitate optimum productivity in both profit and nonprofit organizations.

**Prerequisite:**None

**Course Outcome Competencies**

**:**

* Define supervision and explain the four functions of supervisors and the relationship each function has to one another.
* Discuss the essentials skills needed to fulfill the supervisory role including communications, problem solving, decision making, managing groups, leadership, time and stress management, employee selection, training, evaluation, and counseling, managing change, and conflict resolution.
* Explain personal characteristics that contribute to the making of an effective supervisor.
* Explain the importance of ethics in the workplace.
* Outline historical components and sources of supervision management theories.

**Attendance Requirements**

**WBUonline**

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

**University Policies**

**Statement on Plagiarism and Academic Dishonesty**

**:** Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**Disability Statement**

**:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Trish Ritschel-Trifilo, [trifilot@wbu.edu](mailto:trifilot@wbu.edu) or call (806) 291-3745.

**Student Grade Appeals**

**:** Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

**Course Requirements and Grading Criteria**

# ADDITIONAL STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY:

Wayland Baptist University observes a zero-tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported, and second offenses will result in suspension from the university. **This course requires the student learner to take the Academic Integrity Quiz during the first week of the term; FAILING TO DO SO MAY SUBJECT THE STUDENT TO BE DROPPED FROM THE COURSE.**

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

ASSIGNMENTS/GRADING CRITERIA

* Discussion Board – 105 points
* Quizzes – 350 points \*\* There is an additional ten points given for the Integrity Quiz.
* Research Project – two hundred points
* Research Proposal – 20 points
* Annotated Bibliography Assignment – 25 points

**The University has a standard grade scale:**

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

**Tentative Schedule**

* + **Week 1:** **Read** Chapters 1 & 2 from the text.

**Assignments:** Post on Discussion Board (1). Send Test Email to Professor. Complete Quiz 1 & Integrity Quiz.

**Topics Covered:** The Supervisory Challenge / Managerial Functions/ Management Schools of Thought.

* + **Week 2:** **Read** Chapters 3 & 4 from the text.

**Assignments:** Post on Discussion Board (2). Complete Quiz 2.

**Topics Covered:** Supervisory Planning / Supervising a Diverse Workforce.

* + **Week 3:** **Read** Chapter 5 from the text.

**Assignments:** Post on Discussion Board (3). Develop proposal for Research Project and upload to Blackboard. Complete Quiz 3.

**Topics Covered:** Leadership and Followership.

* + **Week 4:** **Read** Chapters 6 & 7 from the text.

**Assignments:** Post on Discussion Board (4). Complete Quiz 4.

**Topics Covered:** Communication / Motivation.

* + **Week 5:** **Read** Chapter 9 & 11 from the text.

**Assignments:** Post on Discussion Board (5). Complete Quiz 5.

**Topics Covered:** Principles of Organizing / Building & Managing Effective Teams.

* + **Week 6:** **Read** Chapters 12 & 13 from the text.

**Assignments:** Post on Discussion Board (6). Complete Quiz 6.

**Topics Covered:** Performance Management/ Fundamentals of Controlling.

* + **Week 7:**  **Read** Chapters 14 & 15 from the text.

**Assignments:** Post on Discussion Board (7). Provide Annotated Bibliography for Research Project by uploading to Blackboard. Complete Quiz 7.

**Topics Covered:** Resolving Conflict/Positive Discipline

* + **Week 8:** **Read/ Review Final Research Paper Instructions**

**Assignment:** Turn in Final Research Paper. DUE SATURDAY December 10th MID-NIGHT CST. **DON’T BE LATE**

**Topics Covered:** Research Project

**Additional Information**

**Submission of Assignments:**

All weekly assignments are due no later than Sunday Midnight Central Standard Time (CST) of the week assigned (For full credit on Discussion Board Questions, your initial response must be submitted by Wednesday Midnight CST; responses to other student learners may be submitted by Sunday Midnight CST). All conflicts for submitting your work must be communicated to me prior to Sunday Midnight CST (preferably in an email to avoid any confusion).

**Grade calculations:**

A – 90% - 100% 630 to 700 points

B – 80% – 89% 560 to 629 points

C – 70% – 79% 490 to 559 points

D – 60% – 69% 420 to 489 points

F - Below 60% 419 & below points

F = BELOW 419 OR GREATER THAN 25% ABSENCE

**Instructor Teaching Philosophy:**

This course is designed to help you become familiar with understanding how to manage a start-up or a small business. Through our discussion board (DB) questions and responses, I want to see active/mindful engagement with your fellow student learners. It is okay to disagree with other students but remember to be respectful/considerate in your responses. I expect our DB sessions to be collaborative and students to demonstrate self-motivation and initiative (i.e., a yes, no, I agree, or disagree is not appropriate). Reading, analysis of chapter readings, and careful preparation, along with a concerted attempt to provide complete responses will net the student learner’s maximum “take-away” understanding of the issues presented.

As an instructor I am obligated to teach the student learner not only to learn and accept various outcomes (some of which may not be under their full control) but to also formulate plausible solutions that must be adapted to the various and ever-changing business environmental elements. If one understands how, when, and where to search for a solution, the outcome of why and the ability to express a proposed solution in a clear, concise, and direct manner, either in writing and/or orally, will place them in a successful path with whatever endeavor they choose to pursue.

REF MGMT3339-B Fall 2 2022 V2.0