#  Wayland Logo

**Virtual Campus**

**School of Business**

**Syllabus**

# 2. UNIVERSITY MISSION STATEMENT

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

# 3. COURSE NUMBER & NAME:

MGMT 3339-VC01, Theory and Practice of Supervision

# **4. TERM**:

Fall 2 - 2020

# **5. INSTRUCTOR**:

Dr. Walter J. DeCastro

# **6. CONTACT INFORMATION**:

Office phone: 205.862.4625

WBU Email: walter.decastro@wayland.wbu.edu

Cell phone: Same as office phone number

# **7. OFFICE HOURS, BUILDING & LOCATION**:

 Monday/Thursday 5-7PM CST, Virtual Office

# **8. COURSE MEETING TIME & LOCATION**:

Virtual Campus

# **9. CATALOG DESCRIPTION**:

 Methods of supervision with emphasis on skills and techniques used to facilitate optimum productivity in both profit and nonprofit organizations. Also see: HLAD 3339

# 10. PREREQUISITE:

MGMT 3304 or approval by School of Business

# **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| --- | --- | --- | --- | --- | --- | --- |
| Supervision:  Concepts & Practices of Management | Leonard | 13th | 2016 | Cengage Learning  | 9781-30588-4830 | 3/21/19 |

# 12. OPTIONAL MATERIALS:

 ***NOTE:****etextbook is available for this course.*

# **13. COURSE OUTCOMES AND 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.

# 14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Baptist University’s Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings (or course work, i.e., Discussion Board Assignments, Weekly Quizzes, Academic Integrity Quiz, and, etc.) may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

# **15. 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.**

# **16. 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 Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

# **17. COURSE REQUIREMENTS and GRADING CRITERIA**:

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.

* Discussion Board – 105 points
* Quizzes – 350 points \*\*
* Research Project – 200 points
* Research Proposal – 20 points
* Annotated Bibliography Assignment – 25 points
* \*\* There is an additional 10 points given for the Integrity Quiz.

**17.1 Grade Appeal Statement:**

“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/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.”

# 18. TENTATIVE SCHEDULE:

# (Calendar, Topics, Assignments)

* + **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 19th MID-NIGHT CST. **DON’T BE LATE**

**Topics Covered:** Research Project

# 19. 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; 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 (SEE SECTION 14)

**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 2020 V1.630