**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 2025>>

**Instructor**

**:** <<Dr Barry Evans>>

**Office Phone Number/Cell #**

**:** <<806.388.0544 TEXT ONLY during regular business hours>>

**WBU Email Address**

**:** <<barry.evans@wayland.wbu.edu>>

**Office Hours, Building, and Location**

**:** <<online. I will respond to email within 24 hours typically>>

**Class Meeting Time and Location**

**:** <<online>>

**Catalog Description**

**:**

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

**Prerequisite:**

None

**Textbook Information**

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

**:**

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** |
| --- | --- | --- | --- | --- | --- |
| Supervision:  Concepts & Practices of Management | Leonard/Trusty | 13th | 2016 | Cengage | 9781-30588-3123 |

*This course is part of the* ***Pioneer Academic Access Program****. You will have access to an eBook, access code, and interactive learning material on the first day of class through your Blackboard course site. You will be notified via email with access instructions and additional information. If the course requires a physical book you can order at bookstore.wbu.edu. You can choose to opt-out, however if you do you will lose access to* ***EVERY******class/material*** *and have to source through third party vendors.*

**Optional Materials**

**:** <<none required>>

**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 in order 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**

**Academic Integrity**

**:**

[Link to Statement on Academic Integrity](https://www.wbu.edu/academics/writing-center/Academic%20Integrity%20Statement%20Pol%208.4.1%20Attch%20Oct%2020222.pdf)

**Artificial Intelligence:** **No use of any generative AI tools permitted.**

* + 1. Students are required to create and produce all work themselves or with assigned group members. Any work submitted that has used an AI generative tool like ChatGPT will be in immediate violation of the academic integrity policies for the course and WBU.
    2. All assignments must be fully created, designed, and prepared by the student(s).
    3. Any work that uses generative AI will be treated as plagiarism.

**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 Disability Services Coordinator and Academic Coach serves as the coordinator of students with disabilities and must be contacted concerning accommodation requests. Office: (806) 291-1057. Documentation of a disability must accompany any request for accommodations.

**Course Requirements and Grading Criteria**

* << **Chapter Quizzes**: You will be assigned chapter quizzes each week of the semester.

**Video summaries**: Every other week, you will watch an assigned video. You will take notes from the video and write up a summary and analysis of the actions taken by the company, relating what they did and see how it lines up with concepts/theories. DO NOT USE AI TO DO THIS FOR YOU. Doing so will result in a zero grade and reporting the incident to the Dean.

**Oral Presentation**: Each student will pick a topic covered in the textbook and research it further on your own. You will then create a 10-12 minute powerpoint presentation and record it using the VidGrid program (found in Blackboard). Your presentation goal is to teach a concept in more depth to your audience (which is me). Students must email their topic by the third week of the term and get my permission. I want to give students freedom to choose, but it must be a topic relevant to the theory and practice of supervision. An excellent presentation will be well-rehearsed and have logical flow. Logical flow means you guide the audience through the presentation, beginning with an overview of what will be covered, followed by the body of the presentation, then a concluding summary of the main points.

|  |  |
| --- | --- |
| **Requirement** | **Percent of Grade** |
| Chapter Assignments | 60% |
| Video summaries | 20% |
| Oral Presentation | 20% |
|  |  |

**Course Grading:** The final grade will be determined in this manner

|  |  |
| --- | --- |
| **Percent Equivalent** | **Grade** |
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 60-69 | D |
| Below 60 | F |
|  |  |

**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** |  | **Assignment** | **Due Date** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Week 1: Oct 13-18 | Quizzes Ch 1-2 | Oct 18 at 11:45 p.m. |  |
| Week 2: Oct 20-25 | Quizzes Ch 3-4  Video 1: Camp Bow Wow | Oct 25 |  |
| Week 3: Oct 27-Nov 1 | Quizzes Ch 5-6 | Nov 1 |  |
| Week 4: Nov 3-8 | Quizzes 7-8  Video 2: Theo Chocolates | Nov 8 |  |
| Week 5: Nov 10-15 | Quizzes Ch 9-10 | Nov 15 |  |
| Week 6: Nov 17-22 | Quizzes Ch 11-12  Video 3: Barcelona | Nov 22 |  |
| **THANKSGIVING WEEK** | N/A | N/A |  |
| Week 7: Dec 1-6 | Quizzes Ch 13-14 | Dec 6 |  |
| Week 8: Dec 8-13 | Quiz Ch 15  Video 4: Mike Boyles  **Oral Presentation** | Dec 13 |  |

.>>

**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.

**Tentative Schedule**

<<Calendar, Topics, and Assignments. Instructor should include a schedule indicating the dates the class will meet, topics to be covered, requirements, and approximate date for fulfilling each requirement. This is generally incorporated into the course calendar.>>

**Additional Information**

<<Section can be deleted if not needed>>