# "WBUlogo"

**Virtual Campus**

**School of Business**

**Syllabus**

# 2. UNIVERSITY MISSION STATEMENT

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

# 3. COURSE NUMBER & NAME: MGMT 3339-VC01, Theory and Practice of Supervision

# **4. TERM**: Summer, 2018

# **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**: T/W/: 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

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| Supervision:  Concepts & Practices of Management | Leonard | 13th | 2016 | Cengage Learning  | 9781-28586-6376 | 4/9/15 |

# 12. OPTIONAL MATERIALS: None

# **13. COURSE OUTCOMES AND COMPETENCIES**:

* Define Supervision.
* Discuss 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.
* Identify and discuss personal characteristics that contribute to the making of an effective supervisor.
* Discuss the importance of ethics in the workplace.
* Identify the basic reasons for proper supervision.
* Cite historical components and sources of supervision management theories.
* Contrast and compare the manager verses the leader.
* Explain the purpose and significance of good human relationships on the workplace.

# 14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland 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 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.

# **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 – 100 points
* Quizzes – 450 points
* Research Project – 200 points
* Christian Worldview Paper – 50 points

**17.1 Include 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. Complete Quiz 1.

**Topics Covered:** The supervisory challenge / Contributions of schools of management thought/ Managerial Functions.

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

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

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

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

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

**Topics Covered:** Communication / Motivation.

* + **Week 5:** **Read** Chapter 8 from the text.

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

**Topics Covered:** Problem-solving / Decision Making

* + **Week 6:** **Read** Chapters 9 & 10 from the text.

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

**Topics Covered:** Principles of Organizing / Employee Recruitment & Selection

* + **Week 7:**  **Read** Chapters 11 & 12 from the text.

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

**Topics Covered:** Teams / Performance Management

* + **Week 8:** **Read** Chapters 13 & 14 from the text.

**Assignments:** Post on Discussion Board. Complete Quiz 8.

**Topics Covered:** Fundamentals of Controlling / Conflict Management

* + **Week 9:** **Assignment:** Turn in Final Research Paper. **DON’T BE LATE**
	+ **Week 10:** **Read** Chapter 15 from the text.

**Assignments:**  Complete Quiz 9.

**Topics Covered:** Positive Discipline

* + **Week 11:** **Assignments:** Christian Worldview Paper

# 19. ADDITIONAL INFORMATION:

Grade calculations:

1. A = 720 – 800
2. B = 640 – 719
3. C = 560 – 639
4. D = 480 – 559
5. F = BELOW 479 OR GREATER THAN 25% ABSENCE (SEE 14 ABOVE)