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**WAYLAND BAPTIST UNIVERSITY**

**VIRTUAL CAMPUS**

**SCHOOL OF BUSINESS**

**SYLLABUS**

**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.

# **COURSE: MGMT 3339 – {VC01}, THEORY AND PRACTICE OF SUPERVISION**

## Term: Summer 2019 – May 27, 2019 – August 10, 2019

##  Instructor: Tony Strange, Ed.D, Professor Business and Education

## Office Phone and email: 907-378-5876, stranget@wbu.edu

## Office Hours, Building, and Location: Virtual Campus

## Class Meeting Time and Location: Virtual Campus

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

## Prerequisites: MGMT 3304

## Required Textbook and Resources:

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

## Optional Materials:

American Psychological Association (APA) Manual, 6th edition,

## Course Outcome Competencies:

 Upon completion of this course the student should be able to:

* 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:

IMPORTANT Notice:  This course is taught online through Wayland Baptist University’s Virtual Campus.  Be sure you have carefully considered your commitment to this form of instruction.  For more information please see the “[TIPS FOR SUCCESS”.](http://www.wbu.edu/academics/online_programs/works/tips.htm)Occasionally, unusual circumstances arise.  I will be flexible and try to accommodate these circumstances, but it is incumbent on you to let me know in advance so a solution can be found.

## 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 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.”

## 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.

All assignments will have due dates and late penalties. Failure to submit assignments on time will result in the reduction of your grade by 10 points per 24-hour period following the due date. For example, if something is due by midnight CST (Central Standard Time) on May 7, 2019 you will be counted off 10 points if I don't have your submission by midnight CST on May 8, 2019. You will be counted off 20 points after midnight CST on May 9, 2019. After four late periods, the submission will no longer be accepted. Please contact me early if you're having trouble getting something turn in on time.

## Tentative Schedule: (Calendar, Topics, Assignments)

June 2 Introductions post to Blackboard (Due June 2, 2019)

 Read Chapter 1 and 2

 Discussion Board Questions (Due June 2, 2019)

June 9 Read Chapter 3 and 4

Blackboard Assignment

 Discussion Board

June 16 Read Chapter 5 and 6

 Blackboard Assignment

 Discussion Board

 **Paper Outline Due!**

June 23 Read Chapter 7 and 8

Blackboard Assignment

 Discussion Board

 **Mid-Term Exam Due!**

June 30 Read Chapter 9 and 10

Blackboard Assignment

 Discussion Board

July 7 Read Chapter 11

Blackboard Assignment

 Discussion Board

July 14 Read Chapter 12 and 13

Blackboard Assignment

 Discussion Board

July 21 Read Chapter 14

Blackboard Assignment

Discussion Board

July 28 Read Chapter 15

Blackboard Assignment

 Discussion Board

 FINAL PAPER DUE

August 4 Blackboard Assignment

 Discussion Board

 **Final Exam Due!**

## Additional information as desired by the faculty member: Writing Assistance

The Wayland Baptist University Writing Center

**Wayland’s Writing Center can help to assist you in understanding your writing instructions, defining your paper’s topic, developing a thesis, improving the organization of your paper, and identifying recurring grammar and mechanical issues.** **If you would like to utilize our online services, you may submit a paper through the Writing Center Portal. The portal requires you to register for a**

 **password and to use your WBU email address. Please include your assignment’s instructions along with the paper.**

For more information, watch this video:

<http://www.wbu.edu/academics/academic_resources/writing_center/orientation/default.htm>

For help with your paper or questions about your writing, visit our online portal:

<http://www.wbu.edu/academics/schools/languages_and_literature/writingcenter/login.asp>

For online resources, such as style guides and paper examples, visit our resources page:

<http://www.wbu.edu/academics/academic_resources/writing_center/resources/default.htm>

Please feel free to visit our website, call the Writing Center staff, or email us any time.

<http://www.wbu.edu/academics/academic_resources/writing_center/default.htm>

wc@wbu.edu • 806.291.3670

**Another great writing resource: University of Purdue Online Writing Center (OWL)**

<http://owl.english.purdue.edu/>

\*\*Please print out and read the syllabus

\*\*Always check the announcement section on blackboard and examples in the assignment sections twice a week.

\*\*Please use the above email address for communication.