FUNDAMENTALS OF SUPERVISION

COURSE SYLLABUS

3-0-3

Date: 12/5/11

COURSE NUMBER: MGT 150

PREREQUISITE(S):   MGT 101

CO-REQUISITE(S):   None

COURSE DESCRIPTIONS   This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

TEXTBOOK(S):   Robbins, Stephen P and David A. DeCenzo. Supervision Today!. 6th Edition. Upper Saddle River: Prentice Hall, 2010. ISBN# 978-0-13-503842-0. E-book ISBN: 978-0-13-503843-7.

REFERENCE(S):   None.

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: Computer with Internet access, Internet Explorer 5.0 or higher or other current browser, Java, word processing software (must be able to save Word format), and anti-virus software.

METHOD OF INSTRUCTION: This course will be taught via the Internet using online lecture notes, discussion board, and electronic messaging.

GRADING SYSTEM:

90	-	100	= A
80	-	89	= B
70	-	79	= C
60	-	69	= D
Below	-	60	= F

GRADE CALCULATION METHOD:

Quizzes, Assignments, Discussions	=	20%
Tests	=	40%
Midterm and Final Exams	=	40%
		100%

All assignments must be completed and turned in for grading as scheduled. ABSOLUTELY NO LATE WORK IS ACCEPTED! Once the time limit has expired on the homework or test, it will not be reopened.

Assignments may not be accepted late. Tardiness of assignments, projects, papers, and exercises may result in a grade of zero (0). If you have a chance to turn them in early – use it!

CONFIDENTIALITY: All students' e-mail addresses may be available to other students in the class. Although some assignments in an online course may encourage or require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication (for example, grades). However, you should recognize that e-mail and other electronic media are not secure; there is no guarantee of the privacy of your e-mail or other personal information.

APPROPRIATE ONLINE BEHAVIOR: The use of Spartanburg Community College's website, e-mail service or course management software for creation and/or distribution of material not pertaining to course participation is prohibited and is grounds for dismissal according to College policy under "disruptive behavior." Such actions, include, but are not limited to:

- Inappropriate use of email and discussion boards for:
  - ✓ Harassment
  - ✓ Unlawful solicitation
  - ✓ "Spamming"
  - ✓ "Flaming"
- Use of online editing tools within the course management software to:
  - ✓ Create offensive material
  - ✓ Link to inappropriate materials

ATTENDANCE POLICY: An electronic e-mail is required from each student to the instructor by the end of the drop/add period. At this time the Instructor will drop the student from the course if it is not received.

Instructors maintain attendance records. However, it is the

student's responsibility to withdraw from a course. A student who stops attending the online class and fails to initiate a withdrawal will remain on the class roster. ***With this in mind, for every assignment, test or exam not completed while still enrolled in the course the student will receive a grade of zero and the final course grade will be calculated accordingly.***

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

ACADEMIC CONDUCT:

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

CLASS/LAB PROCEDURES:

The Learning Center, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website http://www.sccsc.edu/resources/tutoring/tlc or call 592-4968 for current semester operating hours.

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

Program Director:
Mr. Peter Stone
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Department Chair:
Mrs. Karen Ravan
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COURSE OUTCOMES & OBJECTIVES:

Upon satisfactory completion of this course, the student will be able to:

I.   Evaluate the difference between an employee and supervisor.
1. Relate the transition to becoming a supervisor.
2. Develop supervisory skills
3. Develop ways to respond to supervisor challenges.
4. Learn skills for managing a dynamic organization in a global world.

II.   Apply the four principles of management to supervision.
1. Leading your employees in the organization
2. Organizing your environment.
3. Planning for success in all aspects of your organization and career.
4. Controlling the aspects you are trained to control.

III.   Evaluate the importance of human resources and your new role as a supervisor.
1. The legal role of human resources.
2. Recruitment and selection of the right employees.
3. Understanding the importance of compensation, benefits, and performance appraisals.
4. Develop an understanding of the importance of employee orientation, training and development.
5. Creating and maintaining a safe work environment for your employees.
6. Explore conflict, conflict negotiation and resolution skills.

7. Summarize labor unions and their importance in certain industries.
IV. Apply initiatives for problem solving and conflict resolution.
    1. The Decision Making Process and Model
    2. Decision making styles
    3. Ethics in decision making and conflict resolution.
V. Apply techniques to properly motivate your workforce.
    1. Understand what motivates different people and their individual differences.
    2. Designing motivating jobs
    3. Motivation challenges
VI. Evaluate the difference between leaders and managers.
    1. Understand what a good leader is from a good manager.
    2. Develop leadership skills, styles and behaviors
VII. Develop communication skills needed in the 21st Century to become a positive change agent.
    1. Understand the communication process
    2. Understand the communication role for a supervisor verses an employee
    3. Develop good listening and feedback skills
VIII. Effectively use groups in a work setting.
    1. Define what a work group is and how they can be used effectively.
    2. Understand what groups can accomplish over individuals doing the same tasks.