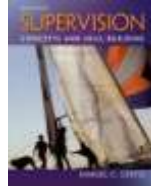BMGT 1301.CH Supervision
Spring 2013

Instructor: Sue Jones
Phone: 335-6454
Email: sjones@odessa.edu SH
Office: 209
Classroom: Municipal Plaza
M 5:30-8:20 pm

Odessa College
Business Leadership Dept.

Course Syllabus

Notice: **It is the student's responsibility to check the** online syllabus for updates and changes during the semester. Students will be notified of changes, if any, in timely manner.

Required Text: Supervision Concepts and Skill-Building 8th edition by Samuel C. Certo. McGraw-Hill/Irwin Publisher. ISBN: 978-0-07-802918-9. (http://www.mhhe.com/certo8e)

Course Description (Catalog Description): BMGT 1301 Supervision (52.0201) (3-0) 3 credit hours. The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation and human relations skills. (ICOs 1, 2, 4, 5, & 6) Prerequisite: None.

Course Objective: This course is designed to help students communicate adequately with peers; reason and make sound decisions based on objectives and adequate information; describe and recognize the prime elements of supervision to include: planning, organizing and controlling work, managing people at work, handling sensitive problems, improving employee performance.

Class Website: http://www.odessa.edu/dept/management/sjones/supervision.htm

Office Hours: The instructor's office hours and phone numbers are listed above. Please do not hesitate to utilize this time to discuss any course-related topic.

	Monday	Tuesday	Wednesday	Thursday
AM	8:00 -10:00	10:00-12:00	8:00 - 10:00 11:30 - 1:00	10:00-11:30
PM		6:00 - 7:00		
Friday: By appointment – 432-335-6454 - sjones@odessa.edu				

Odessa College's Institutional Core Objectives (ICOs):
1) Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

2) Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3) Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4) Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5) Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making
6) Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Learning Outcomes	ICO
Identify the principles of management at the supervisory level	Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
Explain the role, characteristics, and skills of a supervisor	Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
Explain motivational techniques used by a supervisor in a working environment	Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
Define the human relations skills necessary for supervision	Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making
Attendance of four community leadership meetings.	Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Expectations: This is a college level course and you will, therefore, be expected to uphold established college standards as below under Odessa College Policies. Your final grade will be based upon a combination of the following factors:

1. Preparedness
2. Purposeful participation in the classroom discussion
3. Ability to relate and apply the concepts discussed in the course
4. Scores on exams, projects, and other assignments
5. Score on final exam

Note that preparedness and purposeful participation are the first two elements of the grading criteria. This is not strictly a lecture course. Students will be required to actively participate in the discussions,

both individually and in assigned groups. You cannot participate if you are not present in class, and purposeful participation is difficult to achieve if you are not prepared. If you must be absent, please contact your instructor before the absence if possible or as soon after the missed class as possible to make arrangements for the make-up work or missed assignments. This is your responsibility. Show respect to everyone in the class by communicating appropriately - do not sleep or put your head or feet on the tables or chairs. Cell phones should be placed on either vibrate or silent mode and are to be accessed in emergency cases only

Business Leadership students are encouraged to make an appointment with Connie Nichols or Sue Jones to discuss both academic and career goals toward the end of each long semester.

Departmental and Instructor Course Requirements, Evaluation Methods and Grading Policy: There are projects and/or assignments associated with this course as well as a Final Exam. The assignments must be completed and turned in by due date. Students are required to attend a minimum of 4 community leadership meetings during each semester. Check the community meetings page located on the **instructor's website for a list of organizations, meeting dates and times, and instructions.** (http://www.odessa.edu/dept/management/sjones/meetings.htm)

Your grade will be a compilation of the following categories:

1.	Attendance/Participation	30%
2.	Group Projects	25%
3.	Tests	25%
4.	Community Leadership Meetings	10%
5.	Final Exam	10%

The projected cutoff **point for A's, B's, C's, and D's are based on a 90%, 80%, 70%, and 60%, respectively.** At the end of the semester these projected cutoff points will be adjusted (i.e. raised or lowered) in order to reflect the overall performance of the class. Thus the actual grade will not be known with certainty until after the semester is over.

Information regarding withdrawals, dropping a class or receiving an incomplete can be found in the current Odessa College Catalog.

Business Leadership; students should be aware tha**t a grade of a "C" or better is necessary to meet the** degree or certificate requirements.

Student E-mail
Please access your Odessa College Student E-mail, by following the link to either set up or update your account: http://www.odessa.edu/gmail/. Correspondence will be submitted using your Odessa College email as an alternative method to contact you with information regarding this course

OBJECTIVE OF THE BUSINESS LEADERSHIP DEPARTMENT: The primary object of the business leadership program is to prepare each student for full time employment. The business leadership program is not intended to serve as preparatory work toward a baccalaureate degree although courses are transferable to several colleges and universities. Students planning to pursue a four-year degree should consult the upper level institution of their choice regarding transferability of courses.
Department Web site: http://www.odessa.edu/dept/management/

BMGT 1301.CHSupervision
Tentative Spring 2013 Course Schedule

Holidays: January 21, 2013 – Martin Luther King Day (College Closed)
March 11 – 16, 2013 – Spring Break (College Closed)
March 29, 2013 – Good Friday (College Closed)
Last Day to Drop: April 16, 2013
Last Class Day: May 11, 2013
Graduation: May 17, 2013

Date	Topic	Assignment
Week 1 1-21-13	Holiday – Odessa College Closed	
Week 2 1-28-13	Course Introduction Chapter 1 - Modern Supervision: Concepts and Skills Chapter 2 - Ensuring High Quality and Productivity	Read Chapter 1,2,3 & 4
Week 3 2-04-13	Chapter 3 - Groups, Teams, and Powerful Meetings Chapter 4 - Corporate Social Responsibility	Group Poster Exercise Read Chapter 5
Week 4 2-11-13	Chapter 5 – Managing Diversity Evaluation - Parts One and Two	Read Chapter 6
Week 5 2-18-13	Chapter 6 - Reaching Goals: Plans and Controls Goal Setting Assignment	Read Chapters 7 & 8
Week 6 2-25-13	Chapter 7 - Organizing and Authority Chapter 8 - The Supervisor as Leader	Group Project Read Chapter 9
Week 7 3-04-13	Chapter 9 - Problem Solving, Decision Making, and Creativity	Take Home Test Part Three
Week 8 3-11-13	Spring Break - no class	Read Chapter 10
Week 9 3-18-13	Chapter 10 – Communication: Theory and Modern Media	Read Chapter 11
Week 10 3-25-13	Chapter 11 - Motivating Employees	Read Chapters 12 & 17
Week 11 4-01-	Chapter 12 - Problem Employees: Counseling and Discipline Chapter 17 - Appraising Performance	
Week 12 4-08-13	Presentations Evaluation	Read Chapters 13 & 14
Week 13 4-15-13	Chapter 13 - Managing Time and Stress	
Week 14 4-22-13	Chapter 14 - Managing Conflict and Change & Appendix A	Read Chapters 15 & 16

Date	Topic	Assignment
Week 15 4-29-13	Movie – case study	
Week 16 5-06-13	Chapter 15 - Selecting Employees Chapter 16 - Providing Orientation and Training Review & Evaluation	
Week 17 5-13-13	Final Exam Due	

Odessa College Policies

Academic Policies
Note that the OC Student Handbook states (page 32) that "[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104)."
For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities
http://www.odessa.edu/dept/studenthandbook/handbook.pdf

Scholastic Dishonesty
Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.
"Cheating on a test" shall include:
• Copying from another student's test paper
• Using test materials not authorized by the person administering the test.
• Collaborating with or seeking aid from another student during a test without permission from the test administrator.
• Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
• The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
• Substituting for another student, or permitting another student to substitute for one's self, to take a test.
• Bribing another person to obtain an unadministered test or information about an unadministered test.
• "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
• "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: Odessa College Student Handbook 2012-2013, page 29-30)

Special Populations/Disability Services/Learning Assistance
Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and theAmericans with Disabilities Act of 1990. If you have any special needs or issues pertaining toyour access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA), unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at www.odessa.edu/dept/counseling/disabilities.htm. The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: Odessa College Catalog of Courses 2012-2013, page 52)

Dropping a Course or Withdrawing from College
Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the **Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw** from college sho**uld obtain a drop or withdrawal form from the Wrangler Express or the Registrar's** Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A c**opy of the student's orders must be presented to the Registrar's Office at the time of** the withdrawal. For details, please contact the Office of the Registrar. No longer attending class does not automatically constitute withdrawal from that class, nor does **a student's notification to an** instructor that the student wishes to be dropped. Failure of a student to complete the **drop/withdrawal process will result in a grade of "F."** (Source: Odessa College Catalog of Courses 2012-2013, page 36)

Learning Resource Center (LRC; Library)
The Library, known as the Learning Resources Center, provides research assistance via theLRC's catalog (print books, videos, e-books) and databases (journal and magazine articles).Research guides covering specific subject areas, tutorials, and the "Ask a Librarian " serviceprovide additional help.

Student Success Center (SCC)
Located in the LRC, the Student Success Center (SSC) provides assistance to students in meeting their academic and career goals. We strive to provide new and updated resources and services at no charge to OC students. Academic support services include tutoring, study skills training, workshops, and the

mentoring program. Tutoring is available for a variety of subjects including college mathematics, English, government, history, speech, chemistry, biology, and all developmental coursework. Appointments are preferred, but walk-ins will be served as soon as possible. Smarthinking online tutoring is also available. All computers in the center have Internet access, Microsoft Office, and software resources to assist OC students in improving their reading, writing and mathematical skills. The center also offers special assistance to students preparing for the THEA/COMPASS test. Computer lab assistants are available to assist students with student email, Blackboard, OC portal, Course Compass and more. For more information or to make an appointment, please call 432-335-6673 or visit www.odessa.edu/dept/ssc/ (Source: Odessa College Catalog of Courses 2012-2013, page 54)

Technical Support
For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Expectations for Engagement – Face to Face Learning: To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors
1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
    - provide my contact information at the beginning of the syllabus;
    - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
    - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies **during the time I'm unavailable.**
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
    - provide clear information about grading policies and assignment requirements in the course syllabus, and
    - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
    - return classroom activities and homework within one week of the due date and
    - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students
1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
    - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;

- recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
- understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.

2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
   - missing class when a major test is planned or a major assignment is due;
   - having trouble submitting assignments;
   - dealing with a traumatic personal event; and,
   - having my work or childcare schedule changed so that my classroom attendance is affected.

3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
   - seek out help from my instructor and/or from tutors;
   - **ask questions if I don't understand; and,**
   - attend class regularly to keep up with assignments and announcements.

Student Evaluation of Instruction: The SEI process for face-to-face and online courses is scheduled for April 28-May 4, 2013

Accrediting: Odessa College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Odessa College.

General inquiries about Odessa College, such as admission requirements, financial aid, educational **programs, etc., should be addressed directly to the College and not to the Commission's office.**