

The University of Texas at Tyler

**Soules College of Business**  
Department of Human Resource Development  
**Syllabus for HRD4301.001 Supervision**  
**Spring 2020**  
Spring Semester: January 13<sup>th</sup> – May 2<sup>nd</sup>, 2020  
**Class Time: Thursday 6:00PM-8:40 PM**

**Instructor:** Kimberlie Boger Carrell

**Office Hours:** By Appointment

**Communications Availability:** M-TH (9am - 9 pm) and Friday 9-5 pm

**HRD Office:** *(If you need to reach the instructor in the event of an emergency, please call (903) 566-7310 and the HRD Department will contact me by cell phone.)*

**Email:** Contact through Canvas email (*preferred contact method*) or send directly to [kcarrell@uttyler.edu](mailto:kcarrell@uttyler.edu)

Emails will be responded to **within 2 business days**. Any email sent after 5 PM will be considered received on the following day. **Friday from 5 PM through Saturday and Sunday** are **not** business days.

**Canvas** (*Learning-Management*):

Students will be able to view announcements and course progress, to take quizzes, to submit assignments, such as the final project and journal assignments, and to retrieve some assignments through Canvas. *This technology enables students to be proactive in their learning and helps facilitate effective communication between the student and instructor. Canvas is the preferred contact method.*

**Important Communications Note: Please include your full name in the “Subject” line of each email.**

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### **Course Description**

Designed to provide supervisors the opportunity to acquire knowledge with respect to their relationship to management, employees, unions, and special personnel. Emphasizes activities associated with production, quality control, personnel training, materials, equipment, records, and reports.

### **Required Textbook**

Certo, S. C. (2019). Supervision: Concepts and skill building (10th Ed). Boston: McGraw-Hill/Irwin.  
ISBN: 9781260028782

*Any additional required reading assignment or resources, such as academic and practitioner articles, will be provided through Canvas.*

### **Student Learning Objectives**

***Upon completion of this course, students should be able to:***

- Describe the role of supervisors in today’s business organizations
- Articulate the relationship between job requirements, human resource planning, recruitment, and selection
- Explain the role of appraisal, training, and career development in improving employee performance

- Critique and suggest solutions through case studies for effectively administering plans for employee compensations, benefit, safety, and healthy work environment
- Explain major theories of motivation and leadership for supervising and managing employees
- Specify the role of communication, employee rights, and discipline in creating a productive work environment
- Demonstrate an understanding of the dynamics of labor relations, collective bargaining, and contract administration to effectively analyzing and suggesting solutions to case studies
- Make effective recommendations to human resource issues unique to organizations involved in international business operations

## Course Competencies

1. Computer/Technology Communications Skills: The student will complete journal requirements within a word processing package and post using Canvas. A communications application and word processing package will be used to complete a minimum of two virtual group meetings, Real Time Group Meetings (RTGM's), for the group project. The final project will be completed within a word processing package that may include graphs, charts, spreadsheets, database manipulation and will use communications application.
2. Communication Skills: The student will exhibit a mastery of both written and oral skills, through class participation, journal requirements, Real Time Group Meetings (RTGM's), and in completion and presentation of the final project.
3. Interpersonal Skills: The student will work in coordination with a group to identify, research, synthesize and interpret research, and present findings.
4. Problem Solving (Critical Thinking): The student will use conceptual thinking, quantitative/statistical skills, gathering and analyzing data, and creativity and innovation in the identification and completion of the group project.
5. Ethical Issues in Decision Making and Behavior: The student will understand and exhibit ethics through the data collection and presentation portions of the group project.
6. Personal Accountability for Achievement: The student will complete assignments, including the group project, at the time designated by the instructor.

**Important Dates** (*See Course Calendar for additional important dates, and follow announcements and emails through Canvas for updates and additional information on assignments. Please note: Instructor reserves the right to adjust the Course Calendar to enhance student learning. This schedule is subject to change. Any updates made will be announced in class, announced and posted in Canvas.*)

Census Date - January 27 - registration and schedule changes deadline

Groups Announced – January 30<sup>th</sup>

Quiz due Dates (due by 11:59PM) Feb. 6<sup>th</sup> Feb. 27<sup>th</sup> March 26<sup>th</sup> & April 16<sup>th</sup>

Mid-Term Journals due by March 4<sup>th</sup>; Final Journals due by Finals Week (date to follow)

Rough Draft is due by Saturday April April 4<sup>th</sup>; Final Draft of Group Project is due by Saturday April 18<sup>th</sup>

Last Day to Withdraw from Classes - March 30<sup>th</sup>

Spring Break – March 9-14<sup>th</sup>

Finals Week – April 28-30 (Study Day – April 27<sup>th</sup>)

Academic Calendar: <https://www.utt Tyler.edu/schedule/files/academic-calendar-19-20.pdf>

## Grading Policy and Criteria to Determine Final Course Grade:

A % system will be used to determine final grades for the course. Each student can receive a total of 100% distributed as follows:

<b>Grading Weights for Course</b>	<b>1000 points total 100%</b>	<b>1000 points total 100%</b>
<b>Class participation</b> (discussions, classroom etiquette, and timely completion of assigned reading and exercises to prepare for discussions)	<b>200 points (20%)</b>	
<b>2 Real Time Group Meetings (RTGM's)</b> (Group Discussions)	50 each x 2 = <b>100 total points (10%)</b>	
<b>4 Quizzes</b>	50 each x 4 = <b>200 points (20%)</b>	
<b>Mid-Term Journal Requirement</b>	<b>125 points (12.5%)</b>	
<b>Rough Draft of Group Project</b>	<b>100 points (10%)</b>	
<b>Final Draft of Group Project</b>	<b>150 points (15%)</b>	
<b>Final Journal Requirement</b>	<b>125 points (12.5%)</b>	

**The final grade in this course will be determined by using the following scale:**

90%	-	100%	A
80%	-	89%	B
70%	-	79%	C
60%	-	69%	D
Less than		60%	F

### **Course Requirements and Students Evaluation**

This course focuses on both theoretical foundation and applications of human resource supervision and management. Students will be evaluated on the basis of the quantity, quality, and timeliness of the following efforts.

- Attendance and active participation** is expected in classes, including all case studies, activities, and discussions. At all times students will be required to demonstrate behaviors respectful of classroom etiquette towards classmates, guest speakers, and the instructor. Attendance is required to participate. Please email the instructor prior to any known absence.
- Two Real Time Group Meetings (RTGM's)** are required. These will be structured virtual meetings, using the Zoom communications application. All UT Tyler students have access to create these accounts for free. Instructions and a meeting template will be provided to groups prior to meetings. Meetings will be used to facilitate organization and research within the group project.

3. **Four quizzes** will be taken online through Canvas. Quizzes are open notes/open book. Quizzes will be due by 11:59PM Central Standard Time (CST) on the assigned date.
4. Students are responsible for completing the **reading assignments** in a timely manner. Most readings will be from your textbook, with a few additional required articles and cases as indicated in the course modules. Supplemental readings uploaded on Canvas (journal articles or cases) to provide different theoretical perspectives or opportunities to do in-depth analysis. Power Point slides for each Chapter will also be posted in Canvas to assist you in studying and locating materials within your text. Discussion and written | assignments are made with the assumption that the required reading assignments are completed prior to discussion and written assignments.
5. The **mid-term and final journal requirements** provide a personal reading and understanding checkpoint. In order to be a productive team member, ready to research and contribute to a group project, *and* in order to build a firm academic foundation for personal goals each student will engage the learning materials individually. Detailed instructions on formatting and length will be provided for this requirement. This is NOT a group assignment. Each journal will include the following: A brief summary of each assigned chapter and reading assignment, brief response to what you learned from each chapter and reading assignment.
6. A **group project** will be conducted to look at management or supervision in practice within a real organization. Detailed instructions on formatting and length will be provided for this requirement. A rough draft and a final project will be submitted for grades. Each group will make a brief Power Point presentation at the end of the semester to present findings. Templates will be provided for the paper and Power Point presentation. Students will identify a supervisor to interview from an organization of their choice. Students **MUST** record the interview and submit it as part of the project. All instructions and assignment details will be available in Canvas.

## Completion Time

It is important that you learn to work independently on this subject and that you pace yourself throughout the semester. All Chapter Power Points will be available starting at the beginning of the semester. You may read and study ahead, or go back and review, at any time during the course. Plan to spend an average of 6 to 8 hours studying and working on assignments weekly. Individual journaling assignments may be completed any time prior to and up until the posted deadline.

## Canvas

Canvas will be the primary tool for communication and turning in assignments. All instructions and assignment details will be available in Canvas. Make sure to check your Canvas with regularity. Canvas can be accessed through a computer or smart phone. Make sure you are comfortable with the application's platform. If you are not able to access Canvas, please contact Information Technology (IT) support immediately. While the use of the Canvas technology will be discussed in class, all students are expected to take personal responsibility for learning the usage of this application, and to seek out assistance in learning this application as needed.

## Course Etiquette

Participate, support each other, type complete sentences, and do not submit late work. Do not speak over each other – take turns. Ask questions. Treat others the way you want to be treated. Cell phones should be seen and not heard. If you need to take a call, please excuse yourself from the class to do so. Participation requires engagement with students within the classroom, and technology used in the classroom should add to the learning experience not detract from it. Failure to limit technological distractions will be considered failure to participate.

When working as a group, ideas, understanding of materials, and the chosen direction of the project may differ. This is okay. Focus on furthering teamwork and your educational goals. If a moderator is needed to look at an idea or research direction from two or more viewpoints, you may always email the instructor. Look at ideas *objectively* as a group. What idea can you most effectively support using the text and materials studied in this course? How does the field of business you are studying impact that?

Throughout the semester we will be studying the components of effective communication in relation to supervision. We will work on practicing effective communication in our classroom. Professional etiquette is a large part of that practice. The instructor reserves the right to remove or reassign any group member who does not demonstrate appropriate etiquette.

### **Make-Up Work and Late Work**

In accordance with university policy, make-up work is allowed in certain instances with proper documentation of medical need, military requirements, or university business. All other late work, not subject to this policy, will require that you notify the instructor by email and receive pre-authorization in writing. Work submitted late that does not meet these criteria will only be accepted within 3 days after the posted deadline and will result in an automatic 20% grade reduction. ***The group project components and final journal requirement may be submitted any time prior to the due date, but will NOT be accepted late.***

### **Writing Expectations**

Technical requirements of writing will be discussed within the course, and a rough draft and final copy of the group project will be submitted for grading. Additionally, students are encouraged to use all resources available to them. The University of Texas at Tyler houses a writing center that works with students in all fields and levels (undergraduate and graduate). Please use this resource early and often. Scheduling is required. If you seek assistance from the UT Tyler Writing Center, you should plan a meeting(s), **in advance**. *If you need further tutoring, you should plan for at least two hour-long tutorials per assignment.*

**Contact info: Tyler Writing Center, BUS 202, (903) 565-5995, email: [utwritingcenter@gmail.com](mailto:utwritingcenter@gmail.com)**

## **UNIVERSITY POLICIES AND ADDITIONAL INFORMATION**

### **Academic Dishonesty Statement**

The faculty expects from its students a high level of responsibility and academic honesty.

Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment of the award of a degree, and/or the submission, as one's own work of material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

**University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action.** In the event disciplinary measures are imposed on the student, it becomes part of the students' official school records. Also, please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor.

See <http://www.uttyler.edu/judicialaffairs/scholasticdishonesty.php>

**PLEASE NOTE:** Academic honesty is expected in all work submitted in the course. Plagiarism and dishonesty will NOT be tolerated and learners should be aware that **all work is subject to full investigation by instructor including the examination of computer reports for suspicious patterns and the use of plagiarism detection software.**

### **UT Tyler Honor Code**

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

### **Students Rights and Responsibilities**

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

### **Campus Carry**

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at

<http://www.uttyler.edu/about/campus-carry/index.php>

### **UT Tyler a Tobacco - Free University**

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quit lines, and group support. For more information on cessation programs please visit [www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free).

### **Grade Replacement and Census Date Policies**

Students repeating a course for grade replacement must complete a Course Repeat / Grade Replacement Enrollment Form and note the repeated course as “For Grade Replacement” at the time of enrollment. Course Repeat / Grade Replacement Enrollment Forms are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Enrolling in courses being repeated for Grade Replacement must be completed on or before the Census Date.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. Students should refer to the [Academic Calendar](#) for each semester or session’s Census Date. Actions which must be completed on or before the Census Date include:

- Submitting requests to withhold directory information
- Approvals for taking courses as Audit or Credit/No Credit
- Receiving 100% refunds for partial withdrawals; there is no refund for these after the Census Date.
- Schedule adjustments including enrolling in new courses, section changes, and dropping courses without a “W” grade.
- Being reinstated / re-enrolled in classes after being dropped for non-payment.
- Completing the process for tuition exemptions or waivers through Financial Aid.

## **Disability/Accessibility Services**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities.

If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit

<https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.utt Tyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

## **Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

## **Student Absence for University-Sponsored Events and Activities**

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

## **Social Security and FERPA Statement**

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

## **Emergency Exits and Evacuation**

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit.

If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

## **Student Standards of Academic Conduct**

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;

- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
  - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
  - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
  - falsifying research data, laboratory reports, and/or other academic work offered for credit;
  - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
  - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
  - iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
  - iv. All written work that is submitted will be subject to review by plagiarism software.

### **Incomplete Policy ("I" Grades)**

If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in lieu of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all course work or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor; and (c) the student presents these reasons prior to the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average for a student.

The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to complete all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has not been assigned within one year, then the Incomplete will be changed to an F, or to NC if the course was originally taken under the CR/NC grading basis.

### **UT Tyler Resources for Students**

- UT Tyler Writing Center (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- UT Tyler Tutoring Center (903.565.5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

### **Disclaimer:**

Information in this syllabus may be subject to change. Any changes will be communicated by the instructor via a Canvas announcement and emailed to all class members.



The University of Texas at Tyler  
 Soules College of Business  
 Department of Human Resource Development  
**Tentative Course Calendar for HRD4301.001 Supervision Spring 2020**  
 Class Time: Thursday 6:00PM-8:40 PM

Date	Week	Topic/Activity	Reading (Pgs.)/Sources DUE DATE
<b>Jan 16</b>	1	<b>Syllabus overview &amp; Introductions</b>	Syllabus
	1	Lecture & Discussion : CHAPTER 1 “Supervision	Certo, S.C.
	1	<b>Assignment: Read Chapter 1</b>	<b>Jan 31st</b>
<b>Jan 23</b>	2	Lecture & Discussion : CHAPTER 2 & 3 “Supervisor as Leader” & “Groups, Teams, and Powerful Meetings”	Certo, S.C.
	2	<b>Assignment: Read Chapters 2 &amp; 3</b>	<b>Jan 31st</b>
<b>Jan 30</b>	3	Lecture & Discussion: CHAPTERS 10 & 13 “Communication” & “Managing Time and Stress”	Certo, S.C.
	3	<b>Assignment: Read Chapters 10 &amp; 13</b>	<b>Jan 31<sup>st</sup></b>
<i>Have this ready for class on Feb. 6th</i>		Assignment: Take <i>16Personalities</i> assessment (See Canvas for link and assignment details.)	<b>Feb 6<sup>th</sup></b> (By start of class)
<b>Jan 30</b>		<b>Groups Announced Tonight</b>	<b>Jan 30</b>
<b>Quiz 1 Jan 31<sup>st</sup> – Feb 6<sup>th</sup></b>		<b>Quiz over Chapters 1, 2, &amp; 3, 10, &amp; 13</b> – Available in Canvas from January 31 <sup>st</sup> at 8:00am (CST) until Feb. 6 <sup>th</sup> at 11:59 PM (CST)	Due by Thurs. <b>Feb. 6<sup>th</sup></b> (11:59 PM CST)
<b>Feb 6</b>	4	Lecture & Discussion: CHAPTERS 5 “Selecting Employees” & 14 “Managing Conflict, Change, & Politics”	Certo, S.C.
	4	<b>Assignment: Read Chapters 5 &amp; 14</b>	<b>Feb. 21st</b>
<i>Jan 30 – Feb 8</i>		Assignment: Create individual Zoom accounts and set up Zoom group meetings. (See Canvas assignment for details on submitting proof of completion.) <u>Meeting set-up needs to wait for group assignments.</u>	<i>Saturday Feb 8 at 11:59PM (CST)</i>
<b>Feb 13</b>	5	<b>Class will meet from 6:00 to 7:15 PM</b> Lecture & Discussion: CHAPTER 6 “Reaching Goals: Plans & Controls” <b>Zoom Meeting Night: Groups meet virtually from 7:45 PM to 8:30 PM. (45 minutes minimum).</b>	Certo, S.C.  & Zoom Meeting
	5	<b>Assignment: Read Chapter 6</b>	<b>Feb. 21<sup>st</sup></b>
<b>Due by Wed. Feb. 19<sup>th</sup> 11:59PM (CST)</b>		Assignment: Zoom meeting notes and screen shots due by Wednesday Feb. 19 <sup>th</sup> at 11:59PM (CST). (See Canvas for instructions and submission link.)	<b>Due by Feb. 19<sup>th</sup> 11:59PM (CST)</b>

Feb 20	6	Lecture & Discussion: CHAPTERS 7 “Organizing & Authority” & 8 “Problem Solving, Decision Making, & Creativity”	Certo, S.C.
	6	Assignment: Read Chapters 7 & 8	Feb. 21st
<b>Quiz 2</b> <i>Open from Feb. 21<sup>st</sup> - 27<sup>th</sup></i>		<b>Quiz over Chapters 5, 6, 7, 8 &amp; 14</b> – Available in Canvas Feb. 7 <sup>th</sup> at 8:00am (CST) until Feb. 20 <sup>th</sup> at 11:59 PM (CST)	Due by Thurs. Feb. 27 <sup>th</sup> 11:59 PM (CST)
Feb 27	7	Lecture & Discussion: CHAPTERS 9 “Ensuring High Quality Productivity”	Certo, S.C.
	7	Assignment: Read Chapter 9	March 21 <sup>st</sup>
<b>Feb. 21<sup>st</sup> - March 4<sup>th</sup></b>	8	<b>All Mid-Term Journals due by March 4<sup>th</sup></b> (See Canvas for details of assignment and the template to be used.) <b>MUST include 7 chapters</b> chosen from Chapters # 1, 2, 3, 5, 6, 7, 8, 10, 13, & 14). May be submitted between Feb. 21 <sup>st</sup> at 8:00 am & March 4 <sup>th</sup> at 11:59PM (CST)	Due by Wednesday March 4 <sup>th</sup> at 11:59PM (CST)
March 5	8	Lecture & Discussion: CHAPTER 11 “Motivating Employees”	Certo, S.C.
	8	Assignment: Read Chapter 11	March 21st
<b>Bonus Point Opportunity</b>		<i>Group Project: Turn in recording of interview by Saturday, March 7<sup>th</sup> at 11:59 PM (Central Standard Time) for bonus points. If you are not able to complete this interview by this time and turn in this recording at this time, please contact me.</i>	<i>Saturday, March 7<sup>th</sup>, 11:59PM (CST)</i>
March 9-14	X	SPRING BREAK – NO ASSIGNMENTS	
March 19	9	Lecture & Discussion: CHAPTERS 15 & 16 “Selecting Employees” & “Providing Orientation & Training”	Certo, S.C.
<i>Wednesday April 1<sup>st</sup>, at 11:59PM (CST)</i>		<i>“Quotes” group discussion boards. (See Canvas for detailed instructions.)</i>	<i>Due by Wednesday April 1<sup>st</sup>, at 11:59PM (CST)</i>
	9	Assignment: Read Chapters 15, & 16	March 21st
<b>March 21<sup>st</sup> 11:59PM CST</b>		<b>Group Project - (Final due date for Interview Recording)</b> Turn in recording of interview by Saturday, March 21 <sup>st</sup> at 11:59 PM (Central Standard Time). <b><u>If you have not completed this interview by this time you will not have time to prepare for the RTGM on the 26<sup>th</sup>.</u></b> (See 2 <sup>nd</sup> RTGM instructions.)	<b>March 21<sup>st</sup> 11:59PM (CST)</b>
<b>Quiz 3</b> <i>Open from March 20<sup>th</sup> – 26<sup>th</sup></i>		<b>Quiz over Chapters 9, 11, 15, &amp; 16</b> – Available in Canvas March 20 <sup>th</sup> at 8:00am (CST) until March 26 <sup>th</sup> at 11:59 PM (CST)	Due by Thurs. March 26 <sup>th</sup> 11:59 PM (CST)
<b>March 26</b> <i>(continued on next page)</i>	10	<b>Class meeting from 6:00 – 7:30PM</b> Lecture & Discussion: CHAPTER 17 “Appraising Performance”  <b>2<sup>nd</sup> Zoom Real Time Group Meeting from 7:45- 8:30 PM</b> – A template will again be provided to guide this discussion.  Each group will be responsible for setting up and recording	Certo, S.C.  & Zoom Meeting

		this meeting. See Real Time Group Meeting (RTGM) instructions in Canvas.	
	10	<b>Assignment: Read Chapter 17</b>	<b>April 10<sup>th</sup></b>
Due by Wed. April 1 <sup>st</sup> 11:59PM (CST)		Assignment – Zoom meeting notes and screen shots due by Wednesday Feb. 19th at 11:59PM (CST). (See Canvas for instructions and submission link.)	Due by Wed. April 1 <sup>st</sup> 11:59PM (CST)
April 2	11	Lecture & Discussion: CHAPTER 12 “Problem Employees: Counseling & Discipline”	Certo, S.C.
	11	<b>Assignment: Read Chapter 12</b>	<b>April 10<sup>th</sup></b>
<b><i>Rough Draft due by Saturday, April 4th at 11:59PM (CST)</i></b>		<b>Rough Draft of Group Project is due by Saturday April 4<sup>th</sup> at 11:59PM – (Central Standard Time) (See Canvas for detailed instructions and grading rubric.)</b>	<b><i>Saturday, April 4<sup>th</sup> at 11:59PM (CST)</i></b>
April 9	12	Lecture & Discussion: CHAPTER 4 “Corporate Social Responsibility, Ethics, & Sustainability”	Certo, S.C.
	12	<b>Assignment: Read Chapter 4</b>	<b>April 10<sup>th</sup></b>
<b><i>Quiz 4 Open from April 10<sup>th</sup> – 16<sup>th</sup></i></b>		<b>Quiz over Chapters 4, 12, &amp; 17 – Available in Canvas April 10th at 8:00am (CST) until April 16<sup>th</sup> at 11:59 PM (CST)</b>	Due by Thurs. April 16 <sup>th</sup> 11:59 PM (CST)
<b>April 16</b>	13	<b>Class Discussion of Rough Draft questions and themes.</b> Discuss resources beyond text and review text.	Certo, S.C.
<b><i>Final Draft is due by Saturday April 18th at 11:59PM (CST)</i></b>	14	<b>Final Draft of Group Project is due by Saturday April 18<sup>th</sup> at 11:59PM – (Central Standard Time) (See Canvas for detailed instructions and grading rubric.)</b>	<b><i>Saturday, April 18th at 11:59PM (CST)</i></b>
April 23	14	Present Group Projects	Final Course Meeting
<b>April 28-30 (Finals)</b>	15	<b>All Final Journals due by Finals Week (Date to follow).</b> (See Canvas for details of assignment and the template to be used.) <b>MUST</b> include all <u>7 chapters</u> : Chapters # <b>4, 9, 11, 12, 15, 16 &amp; 17).</b>	<b>(Date to Follow)</b>

Please note: This schedule is subject to change. *Any updates made will be announced & posted in Canvas.*