

Course Syllabus for HRD 4301.060  
Supervision  
Spring 2022 (Long Semester)

---

**Instructor:** Rochell McWhorter, PhD

Preferred Contact by phone and/or email

Office Phone: 903.566.7330

[rmcwhorter@uttyler.edu](mailto:rmcwhorter@uttyler.edu)

Virtual Office Hours: Mondays, 9am-Noon and other days/times by appointment;  
Asynchronous Format Course in Canvas

**Course Description:**

This course introduces the basic concepts of employee supervision. It emphasizes strategies that front line supervisors may use to ensure that their subordinates follow organizations' human resources policies and procedures. This course places emphasis on both theory and current practice in business organizations.

**Required Textbook/Materials:**

Certo, S. C. (2019). *Supervision: Concepts and skill building* (10th Ed.), Boston, MA: McGraw-Hill. ISBN: 978-1-260-02878-2

Access to APA 7 Manual or [Purdue Owl Website](#) for APA 7 format examples

**Course 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-Based Skills – the student will complete written work utilizing word processing and uploading work into Canvas LMS
2. Communication Skills – the student will exhibit a mastery of written skills through the final project, discussions, and social media postings
3. Problem Solving (Critical Thinking) – the student will use conceptual thinking, and creativity and innovation in the identification and completion of the research project
4. Ethical Issues in Decision Making and Behavior – the student will understand and exhibit ethics through completion of their own work including quizzes
5. Personal Accountability for Achievement – the student will complete deliverables by the due date designated by the instructor

### **Course Requirements:**

This course focuses on both theoretical foundation and applications of human resource supervision and management. Students will be evaluated based on the quantity, quality, and timeliness of the following efforts. Additional information will be given regarding each assignment before the due date.

### **Grading:**

The percentages determined for HRD 4301 are listed below:

Self-Introduction	10%
Whole Group Discussions, Social Media Postings, and Online Participation	20%
Article Review	10%
Assessing Yourself: Are You an Effective Listener?	10%
Quizzes	25%
Identify Supervisor and Company for Final Project and Final Project	25%
	<b>Total 100%</b>

### **Grade Scale Breakdown**

A= 90 – 100%  
B= 80 – 89.9%  
C= 70 – 79.9%  
D= 60 – 69.9%  
F= BELOW 60%

### **VERY IMPORTANT NOTES:**

- Please have someone check your assignments for grammar and content before it is submitted.
- Make sure to cite your sources correctly using proper APA 7th edition formatting.
- Discussion posts must include at least one (1) source in your initial post. You are expected to properly cite and reference your source(s) in your written work including discussion postings and other written assignments.

### **Self-Introduction Video**

- Students will be required to make an introduction video lasting at least 60 seconds.
- You may include words, pictures, and songs in your video. Be creative! What do you want your classmates to know about you? Show us who you are!
- Students may use any video creation site/app they would like. However, a free recommended site is [www.animoto.com](http://www.animoto.com) or [Zoom.us](http://Zoom.us)
- Video needs to be at least 60 seconds with words and at least one visual component (video and/or pictures).

### **Group Discussions, Readings, Social Media Postings, and Online Participation**

- During this class there will be topics introduced for discussion. Students are responsible for responding to the topic in a clear and thoughtful way. Posts must be thorough with examples from textbook and include at least 1 citation.
- Initial posts will be due as noted in the Tentative Course Outline.
- In addition to your post on the topic for discussion, you will be required to respond to at least one of your classmates. Response posts will be due Saturday night at 11:59pm and are posted in the Tentative Schedule below.
- When responding to a classmate, reply in the text box that reads "Reply" to create a thread.
- Initial Posts are expected to be about 300 words. Response posts are expected to be about 100 words.

### **Article Review**

- Dr. McWhorter will provide you with two articles and you will choose which one you prefer to review.
- The assignment requires you to summarize the article and review its content. You can use the article headings (in bold) to guide your summary. Discuss key topics covered by the article. Answer the question below based on reading the article and how COVID-19 may have impacted your, your family's or friends' work or volunteer obligations.
  - **In the future (post COVID-19), do you feel that employers will adopt remote work or telecommuting as part of the regular workplace structure?**
- The review must be a minimum of 3 pages (with a maximum of 5 pages), double-spaced, Times New Roman or Arial 12 point font.
- Please include your name and course title at the top of your assignment.
- Do not use a large amount of space for your name and course title to take up space on the page.
- Full credit for the assignment length will not be given if the header is used as assignment content.

### **Quizzes**

Each quiz will have 20 questions and may contain True/False and multiple-choice questions. You will have 90 minutes to take each quiz and it is open note/open book.

### **Other Assignments**

You will have other assignments/projects as presented on the Tentative Course Outline. Be sure to thoroughly read the information in Canvas so you will be successful on these deliverables.

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

#### **LATE WORK IS ACCEPTED ONLY WITH DOCUMENTATION AND INSTRUCTOR APPROVAL**

Make-Up work is allowed with a medical/official university business excuse with proper documentation. Student must email instructor ahead of time if they are unable to meet the deadline. Also, email for special cases (such as military duty, health or family emergencies; Instructor will ask for documentation for these situations) and instructor will make a decision to approve.

#### **Important Dates:**

Census Date = **January 24, 2022**

Last Day to Withdraw from Classes = **March 28, 2022**

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

- ❖ All written work that is submitted will be subject to review by plagiarism software.
- ❖ See Canvas University Module with further information on UT Tyler Resources for Students.

**HRD 4301: Supervision Tentative Course Outline as of 1.3.22**

<b>Module</b>	<b>Date</b>	<b>Topic/Description</b>	<b>Textbook Chapters</b>	<b>Deliverables (Due on last day of module unless otherwise specified)</b>
<b>1</b>	1/10/22 – 1/22/22	<ul style="list-style-type: none"> <li>Review Syllabus</li> <li>Review Business Article</li> <li>Upload Your Self-Introduction Video</li> </ul>	Obtain Textbook	<b>1.1 Self-Introduction Video</b> <b>1.2 Discussion Postings</b> <b>1.3 Syllabus &amp; Materials Quiz</b>
<b>2</b>	1/24/22 – 2/5/22	<ul style="list-style-type: none"> <li>Review Module 2 in Canvas</li> <li>Supervision: Tradition and Contemporary Trends</li> <li>The Supervisor as Leader</li> </ul>	Chapter 1 Chapter 2	<b>2.1 Quiz over Chapters 1 and 2</b> <b>2.2 Article Review</b>
<b>3</b>	2/7/22 – 2/19/22	<ul style="list-style-type: none"> <li>Group, Teams, and Powerful Meetings</li> <li>Corporate Social Responsibility, Ethics, and Sustainability</li> </ul>	Chapter 3 Chapter 4	<b>3.1 Discussion Postings</b> <b>3.2 Social Media Postings</b>
<b>4</b>	2/21/22 – 3/5/22	<ul style="list-style-type: none"> <li>Managing Diversity</li> <li>Reaching Goals: Plans and Controls</li> <li>Organizing and Authority</li> </ul>	Chapter 5 Chapter 6 Chapter 7	<b>4.1 Quiz over Chapters 5-7</b> <b>4.2 Social Media Post</b>
	3/7/22-3/12/22	<b>--Spring Break--</b>		
<b>5</b>	3/14/22 – 3/26/22	<ul style="list-style-type: none"> <li>Problem Solving, Decision Making, and Creativity</li> <li>Ensuring High Quality and Productivity</li> </ul>	Chapter 8 Chapter 9	<b>5.1 Identify Supervisor &amp; Company for Supervisor Paper</b> <b>5.2 Discussions Postings</b>
<b>6</b>	3/28/22 – 4/2/22	<ul style="list-style-type: none"> <li>Communication: Theory &amp; Modern Media</li> <li>Motivating Employees</li> </ul>	Chapter 10 Chapter 11	<b>6.1 Assessing Yourself: Are You an Effective Listener?</b> <b>6.2 Discussion Postings</b>
<b>7</b>	4/4/22-4/16/22	<ul style="list-style-type: none"> <li>Problem Employees: Counseling and Discipline</li> <li>Managing Time and Stress</li> </ul>	Chapter 12 Chapter 13	<b>7.1 Discussion Posting (Effective Ways of Administering Discipline &amp; Managing Time and Stress):</b> <b>7.2 Social Media Post</b>
<b>8</b>	4/16/22-4/30/22	<ul style="list-style-type: none"> <li>Complete Final Project</li> </ul>	No Chapter Reading	<b>8.1 Final Project</b> <b>8.2 Social Media Post</b>

**\*Note:** This is the tentative course calendar. If an unforeseen reason arises and the schedule needs to be altered, the instructor reserves the right to upload a new calendar into Canvas and students will be notified by a Canvas Course announcement as to the needed change and revised calendar posted.